

# Oracle® Hospitality OPERA Cloud Identity Management User Guide



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Oracle Hospitality OPERA Cloud Identity Management User Guide, Release 25.5

G47685-01

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# Preface

Oracle Hospitality OPERA Cloud Identity Management users are authorized to access the following modules and features:

- Oracle Hospitality OPERA Cloud Identity Management

## Purpose

This guide explains the steps for activating a new user account, accessing my profile page and changing user account passwords in the OPERA Cloud Identity Management portal.

## Audience

This document is intended for a customer's OPERA Cloud application users and OPERA Cloud Identity Management users.

## Customer Support

To contact Oracle Customer Support, access the Customer Support Portal at the following URL:

<https://iccp.custhelp.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screenshots of each step you take

## Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/>.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc=docacc>.

## Revision History

Date	Description of Change
November 2025	Initial publication

# 1

## Overview

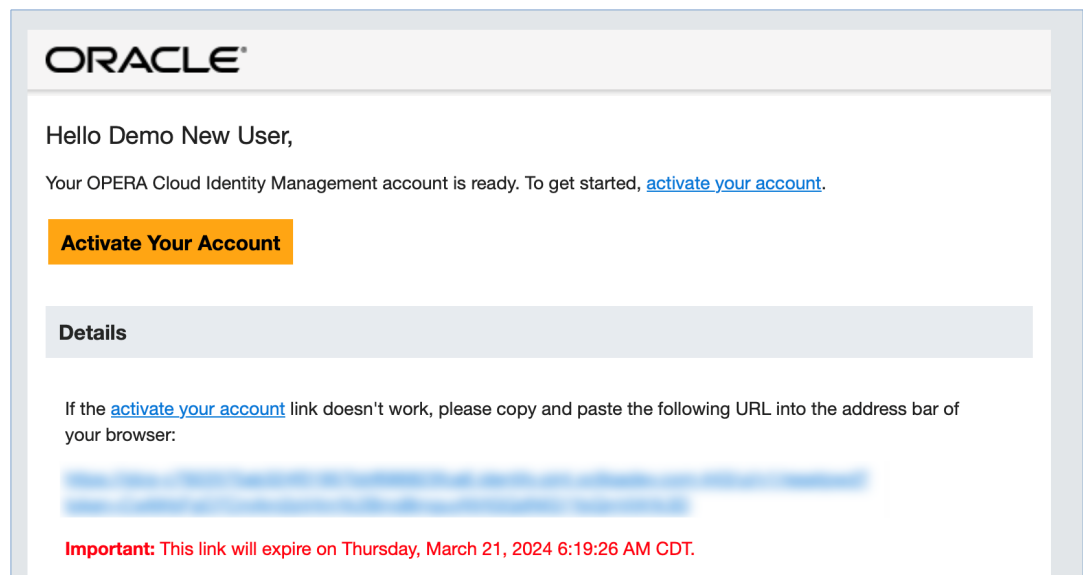
This guide explains the steps for activating a new user account, accessing my profile page, and changing user account passwords in the OPERA Cloud Identity Management portal.

## 2

# Activate User Account as a New User

As the new user, follow the below steps to activate the new user account in OPERA Cloud Identity Management and set the user account password.

1. Check your email inbox and open the email shown in the image below.



2. Click **Activate Your Account** to open the user activation link in the browser. This opens the Reset your password page.

ORACLE®  
Hospitality  
OPERA Cloud Identity Management

NewUser

**Reset your password**  
Set a password for your user account.

New Password

Confirm New Password

Reset Password

The username is visible in this page as shown in the below image. Take note of this username so you can later use it to log in to OPERA Cloud services.

3. Enter the **New Password** and enter the **Confirm New Password** per the listed password policy shown in the image below.



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OPERA Cloud Identity Management

NewUser

**Reset your password**

Set a password for your user account.

New Password

- The password must have at least 12 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

Reset Password


4. Click **Reset Password** on which there is a confirmation shown.

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OPERA Cloud Identity Management

NewUser



**Congratulations!**

Your password has been reset. Please login using your new password.

Continue to Sign In

# 3

## Navigate to My Profile

1. Check with your administrator for the OPERA Cloud Identity Management Portal URL and access the URL.
2. Enter the same username noted earlier and enter the password created as part of the user activation in the previous series of steps.
3. OPERA Cloud Identity Management Homepage is loaded on successful authentication. Click **My Profile** to view your user account profile.

The My Profile page provides a comprehensive view of a user's details and also the user's group memberships in OPERA Cloud Identity Management.

The screenshot displays the 'My Profile' page in the OPERA Cloud Identity Management portal. The page is titled 'OPERA Cloud Identity Management' and shows a user profile for 'Demo New User'. The profile is divided into three main sections: 'Required Information', 'Additional Information', and 'My Groups'. The 'Required Information' section includes fields for Last Name, Email, Username, and Primary Work Location. The 'Additional Information' section includes fields for First Name, Middle Name, Profile, Suffix, Mobile Phone Number, Work Phone Number, Secondary Work Location, Employee Number, Job Title, Department, User Type, Owner Code, and Preferred Language. The 'My Groups' section shows the user is a member of the 'FRONT\_OFFICE' group. At the top right, there are buttons for 'Change Password' and 'Edit User'.

4. Click the **Edit User** button to update the user's details. This opens the edit profile prompt.
5. Update the user fields and click **Update** to update the changes

# 4

## Change Your User Account Password

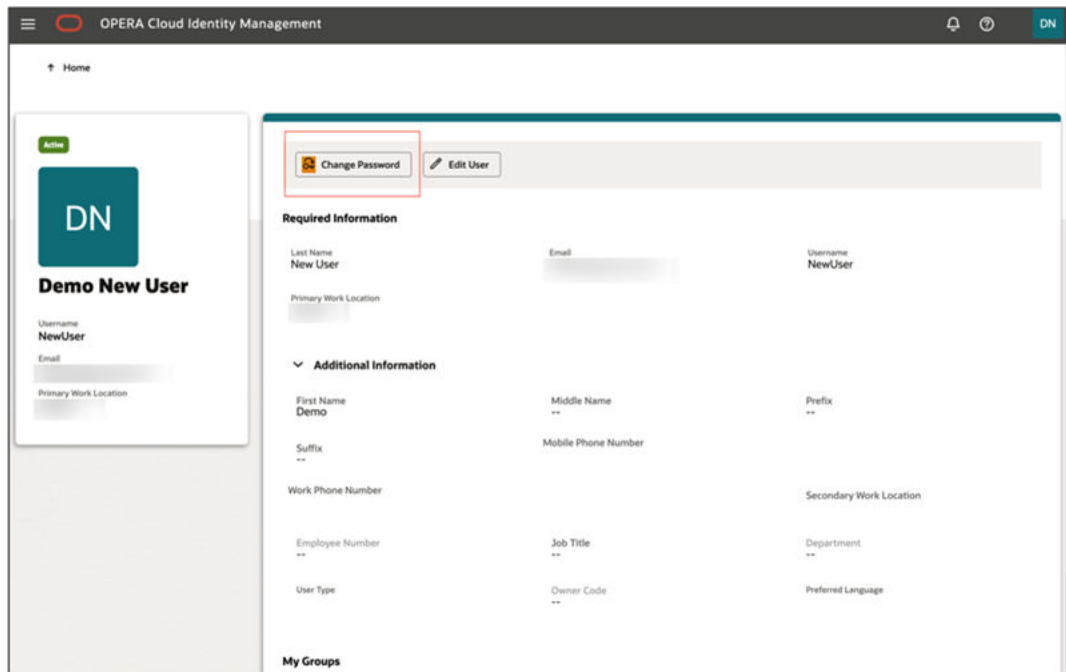
Follow the below steps to change your user account password in OPERA Cloud Identity Management.

These steps must be followed when you know your current password and want to change the current password to a new password.

1. Click the **Change Password** button on the My Profile page to change your password.

### Note

OPERA Cloud Identity Management administrators are also required to use the My Profile page to change their own password.



The screenshot displays the OPERA Cloud Identity Management interface. On the left, a user profile card for 'Demo New User' is visible. The main content area shows a 'My Profile' page with a 'Change Password' button highlighted by a red rectangle. Below this button are sections for 'Required Information' and 'Additional Information', each containing various user details and input fields.

2. Enter the **Current Password**, **New Password**, and **Confirm Password**.

The Password reset prompt screen lists the password policy and each item in the policy is selected. The user can change the password only if all the items are selected. Please adhere to the password policy when changing the password.

### Change Password

Current Password

New Password

The Password cannot repeat the 4 most recent passwords

● The password must have at least 12 characters.

✓ The password cannot exceed 40 characters.

● The password must have at least 1 numeric character.

✓ The password must have at least 1 lowercase character.

✓ The password must have at least 1 uppercase character.

✓ The password cannot contain the first name of the user.

✓ The password cannot contain the last name of the user.

✓ The password cannot contain the username of the user

Required

Cancel

Submit

3. Click **Submit** to update the password to the new password. The user receives an email notification when the password is changed.

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# 5

## Forgot Your User Account Password

There are situations where a user forgets the user's account password. This section provides steps for setting a new password for your user account when you forget your current password and are unable to log in to OPERA Cloud Services.

1. Open the OPERA Cloud Identity Management portal.
2. Click Forgot Password on the Login page of OPERA Cloud Identity Management portal.
3. Enter the Username in the Forgot Your Password page.

An email notification is sent to the email associated with that user account as shown in the below image.

4. Click **Password Reset** to set a new password for your user account.

