



Austin Peay State University

**EPM Login and User
Preferences**

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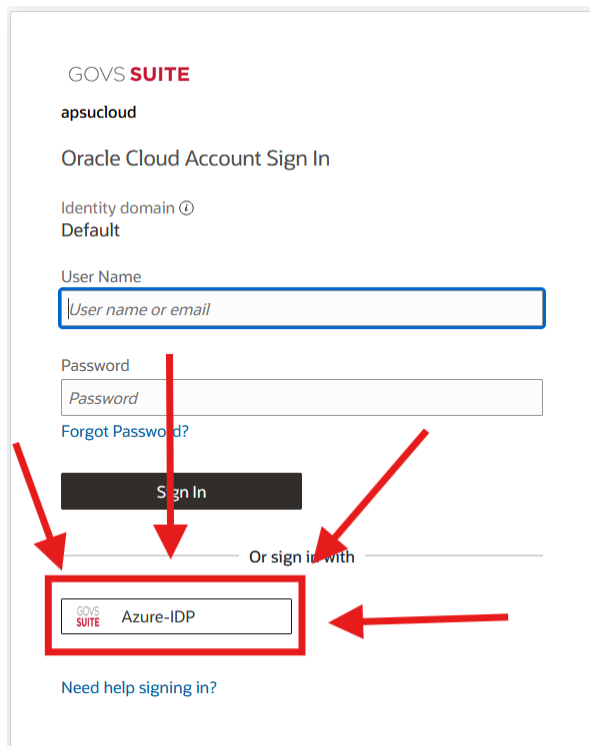
EPM Login

Login into OneStop.

Click the EPM tile.



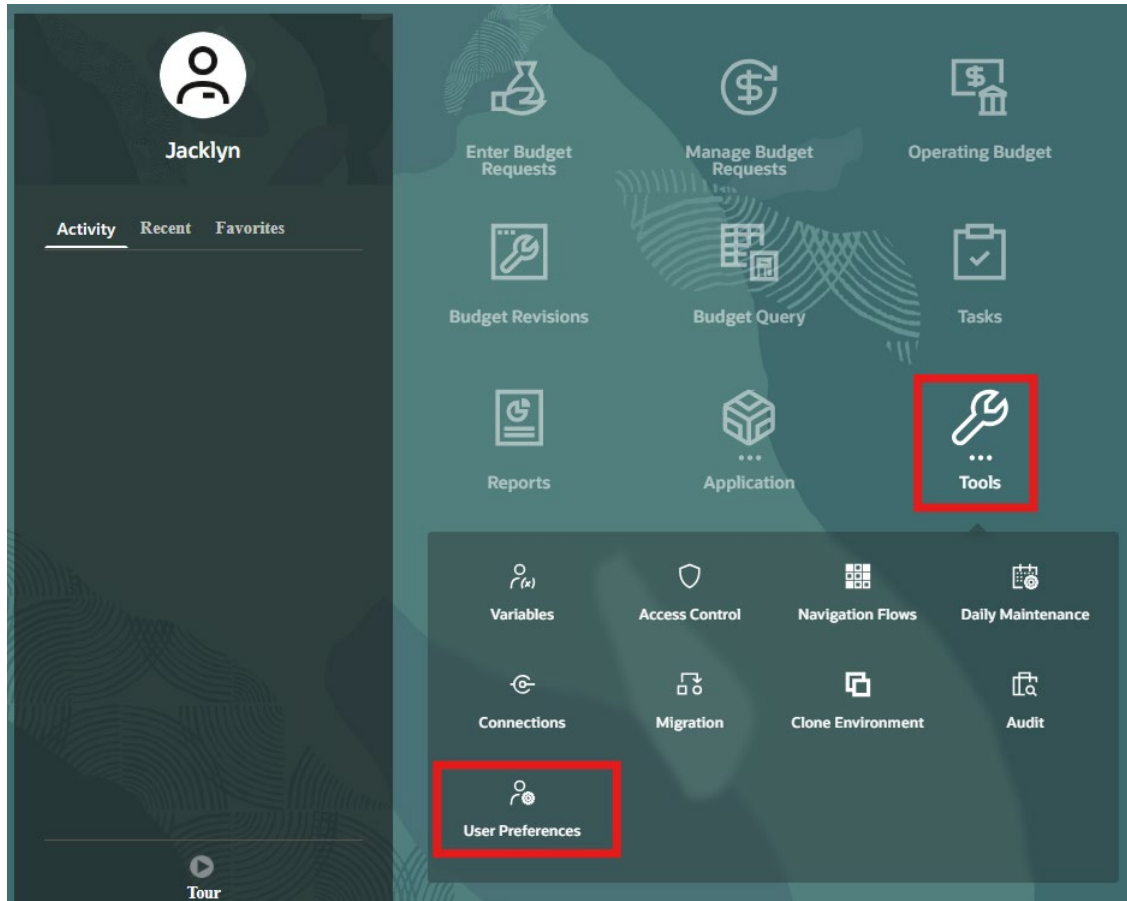
Click the Govs Suite Azure-IDP icon to use single-sign on as noted in the screenshot below. Do not sign in with user name and password.

A screenshot of the "GOVS SUITE Oracle Cloud Account Sign In" page. The page has a white background with a light grey border. At the top left, it says "GOVS SUITE" in red and black. Below that is "apsucloud" in black. The main heading is "Oracle Cloud Account Sign In". Underneath is "Identity domain ⓘ" with "Default" below it. There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A blue link "Forgot Password?" is below the password field. A black "Sign In" button is below the fields. Below the button is a horizontal line with "Or sign in with" in the center. Under this line is a red-bordered box containing the "GOVS SUITE Azure-IDP" icon. Four red arrows point to this box: one from the top left, one from the top center, one from the top right, and one from the right side. At the bottom left, there is a blue link "Need help signing in?".

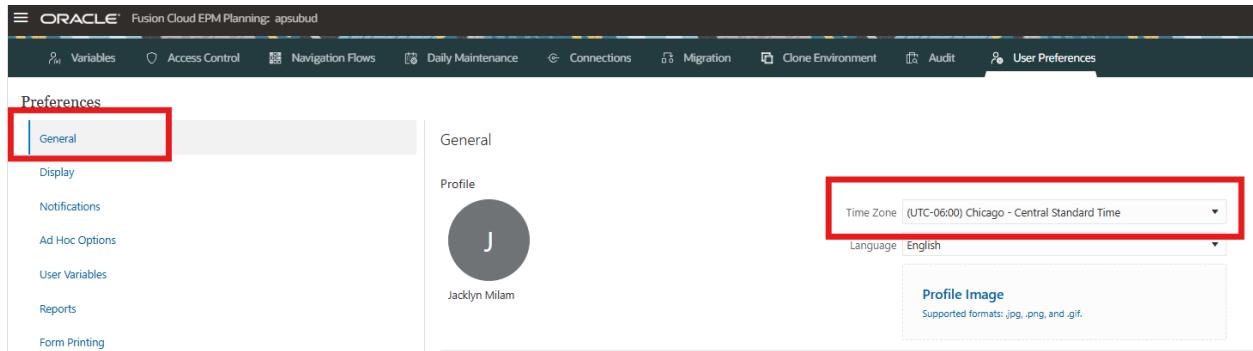
EPM User Preferences

Users will need to change the Time Zone and Number Formatting preferences.

On the main page, click the Tools icon then User Preferences.



To change the time zone, select General and then select the drop down to find your time zone.



To change the way numbers are displayed, select Display and then make your selection. This will make numbers easier to read compared to the default setting.

