Login to Discoverer

**Step 1** - Go to the my.rutgers.edu. Login in with your Net ID and Password.

**Step 2** - Under the Finance section, select the Discover Viewer tile.

**Step 3** - Enter your NetID and password. Click on the Login button.
Create a Connection

In order to access Oracle BI Discoverer (Reports) for the first time a connection must be created. Follow the steps below to create your connection.

**Step 1**- After you log in to Financial Management system, click on the Discoverer link. Click on the Create Connection button on the top right hand corner of the web page.

**Step 2** - On the Create Connection screen fill in the following information:

a. Connect To – keep the default OracleBI Discoverer
b. Name – create a name for your connection
c. Description - optional (can give a brief description of the connection)
d. Locale – keep the default Locale retrieved from browser
Step 3 - In the Account Details section type in:
  a. NetID
  b. NetID Password
  c. Database – type in DW1

Step 4 - Click on the Apply button on the bottom right of the screen to save the settings.

Step 5 - Another window appears stating “more than one End User Layer exists for the account you have chosen”. Keep the End User Layer to DW_DSC and select Continue.
**Step 6** - You will be taken back to the Login screen where the connection you created is displayed. The next time you login on to Discoverer, you will only have to click on the connection you created to get to the reports screen.