COVID-19 Test Results

ONLINE TRANSACTION SUPERVISOR USER GUIDE

JULIE HAWK
Login & Access
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: https://mybiz.rit.edu

2. Navigate to ‘RIT Supervisor Self Serve’ and select COVID-19 Test Results

New entry

Click on the Action icon next to the name of the person you wish to make the submission for. You can expand the listing of employees for additional levels in the supervisory hierarchy.

Select the Add button to make a new entry. Then click Next.
You will be returned to the Overview screen – click on Next to move to the submit
Adding Attachments

Attaching proof of test results is not required for the supervisory entry.

Review and Submit

Review all data entered

Click Submit

The information is now entered into Oracle and is available for reporting purposes.