

# GISD EMPLOYEE CLINIC

## ADD A DEPENDENT

1. Login to Oracle using your user name and password.

\*User Name   
(same as your Novell/Outlook user name)

\*Password   
(case sensitive and a minimum of 8 characters)

[Login Assistance](#)

Accessibility:

Select a Language:  
[English](#)

[Privacy Statement](#)

2. Click on the responsibility "GISD Employee Self-Service".

Oracle Applications Home Page

**Main Menu**

[GISD Employee Self-Service](#)

**Worklist**

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				

3. Click on the "Employee Clinic" link.

Oracle Applications Home Page

The screenshot shows the Oracle Applications Home Page. On the left is the 'Main Menu' with a 'Personalize' button. The menu items are: GISD Employee Self-Service, Employee Clinic (circled in red), Human Resources, Payroll, Learner Home, and Purchasing. A red arrow points from the 'Employee Clinic' link to the right. On the right is the 'Worklist' section with a 'Full List' button. Below the button is a table with columns: From, Type, Subject, Sent, Due. The table contains two rows of notifications: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

4. If you have any dependents currently in Oracle, they will be displayed on the screen.

Employee Clinic

The screenshot shows the 'Employee Clinic' page for John Smith. It displays the employee name and organization email address. Below this, it states: 'Below is a list of your current dependents. To return to the previous page, choose "Back".' The 'Dependents' section has a blue header and contains the text: 'Your current dependents are listed below. Dependents must be listed below in order to obtain an appointment at the GISD Employee Clinic. Please click the "Add" button to enter a new dependent.' There is an 'Add' button circled in red. Below it is a table with columns: Name, Relationship, Date of Birth. The table contains one row: Smith, Adam Child, 01-Jan-2014.

**Important**

**If all family members eligible for the GISD Employee Clinic are listed, there is no further action required and you can safely log out. If you need to add dependents, please continue to step 5.**

5. If you need to add dependents, click on the "Add" button.

Employee Clinic

This screenshot is identical to the previous one, showing the 'Employee Clinic' page for John Smith. The 'Add' button in the 'Dependents' section is circled in red, and a red arrow points to it.

6. Enter the following information on the **Dependent: Create** screen.

Dependent: Create

Employee Name **Smith, John**  
Organization Email Address

Use this page to provide information about a dependent and specify the person's relationship to you.  
\* Indicates required field

**General Information**

\* First Name   
Middle Name   
\* Last Name   
Suffix  ⓘ  
\* Relationship   
\* Relationship Start Date  ⓘ  
(example: 29-Jan-2015)

**Additional Dependent Information**

\* Gender   
\* Social Security   
\* Date of Birth  ⓘ

- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Relationship (the relationship of this person to you i.e. Spouse, Child, Step Child, etc.)
- Relationship Start Date (this date indicates when the dependent became related to you)  
**NOTE: In the case of a spouse, the relationship date would be the same as the married date. For a child, the relationship date would be either the birth date, the date of adoption, the date a step child became related to you, etc.**
- Gender
- Dependent's Social Security Number (format xxx-xx-xxxx)
- Date of Birth

Dependent: Create

Employee Name **Smith, John**  
Organization Email Address

Use this page to provide information about a dependent and specify the person's relationship to you.  
\* Indicates required field

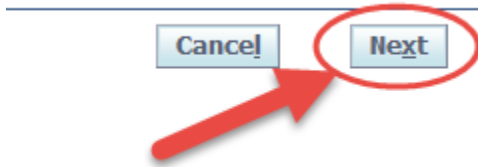
**General Information**

\* First Name   
Middle Name   
\* Last Name   
Suffix  ⓘ  
\* Relationship   
\* Relationship Start Date  ⓘ  
(example: 29-Jan-2015)

**Additional Dependent Information**

\* Gender   
\* Social Security   
\* Date of Birth  ⓘ

7. Click "Next".



8. Verify the information you have added for your dependent.

Employee Clinic: Review

Employee Name **Smith, John**  
GISD Email Address

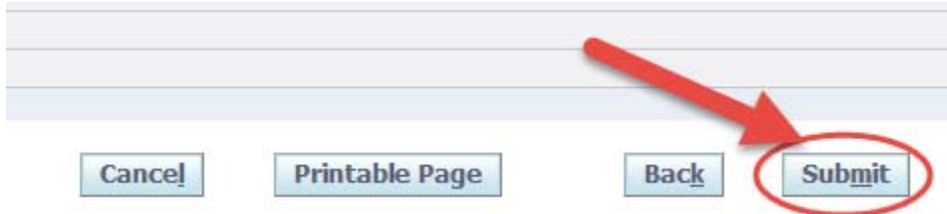
Please review your changes below and click the "Submit" button.

**Add Dependent**

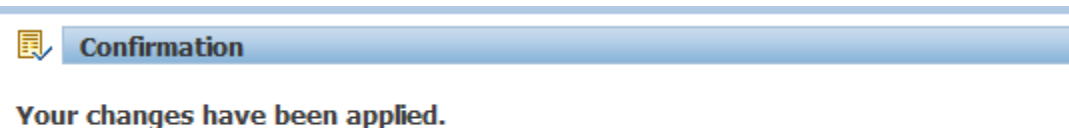
**Dependent Information**

Add Dependent	
Relationship Type	Child
First Name	Jane
Last Name	Smith
Gender	Female
Social Security	777-77-7777
Date of Birth	22-Mar-2014
Relationship Began On	22-Mar-2014

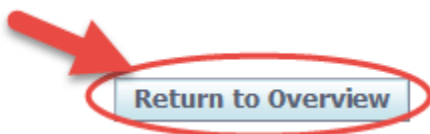
9. Click the "Submit" button to add your dependent in Oracle.



10. You will receive a confirmation page indicating the changes have been applied.



Click on the "Return to Overview" button.



11. You should now see the dependent added.

Employee Clinic

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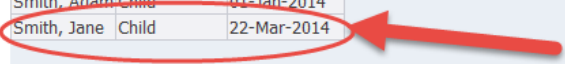
Employee Name **Smith, John**  
Organization Email Address

Below is a list of your current dependents. To return to the previous page, choose "Back".

**Dependents**

Your current dependents are listed below.  
Dependents must be listed below in order to obtain an appointment at the GISD Employee Clinic. Please click the "Add" button to enter a new dependent.

Name	Relationship	Date of Birth
Smith, Adam	Child	01-Jan-2014
Smith, Jane	Child	22-Mar-2014



If you need to add another dependent, go back to step 5 and repeat the process. If all of your dependents are listed, you have completed the necessary steps and can now safely log out of Oracle.