Ignite Business Partner Training Environment

Rules of the Road

Your login credentials to the Ignite Business Partner Training (BPT) environment will be configured to mimic the role(s) you will have in Ignite post go-live. As a result, it is important that we define and follow specific Rules of the Road for how users work in the environment.

What data can I expect to see?

Only data necessary for testing and training was converted from legacy systems into Ignite. As a result, you will see gaps in information, such as employee demographics. You should expect to find gaps and errors so there is no need to notify Ignite personnel about missing data at this point.

On the other hand, some sensitive data (e.g. salaries) will be available. The confidentiality agreements that each user signed to receive an Ignite login are in effect and should be considered as you access data in the BPT environment.

What can I do in BPT?

You will have access to every Ignite process assigned to your role. However, the expectation is that you will not access any process until you have completed the required training related to that process.

Once training for a process has been completed, you are expected to complete any follow-up assignments. This additional practice will be used to assess your readiness for working in the system post go-live and determine whether additional training is needed.

Who should I contact with questions or issues?

The leads who train you will be your primary contacts on each process during Business Partner Training. If you have process-specific questions while completing your follow-up assignments or doing additional practice, please reach out to these individuals.

If you have more general Ignite questions or issues (e.g. your login is not working), use the ignite@baylor.edu email to seek assistance. Because this is a test environment with incomplete data, there is no need to notify Ignite personnel about missing information.

How do I log in?

Open the Ignite BPT URL: https://ejof-dev3.login.us2.oraclecloud.com/. Click the Company Single Sign-On and enter the login credentials emailed to you for the Ignite BPT environment. You will need your DUO authentication enabled device.