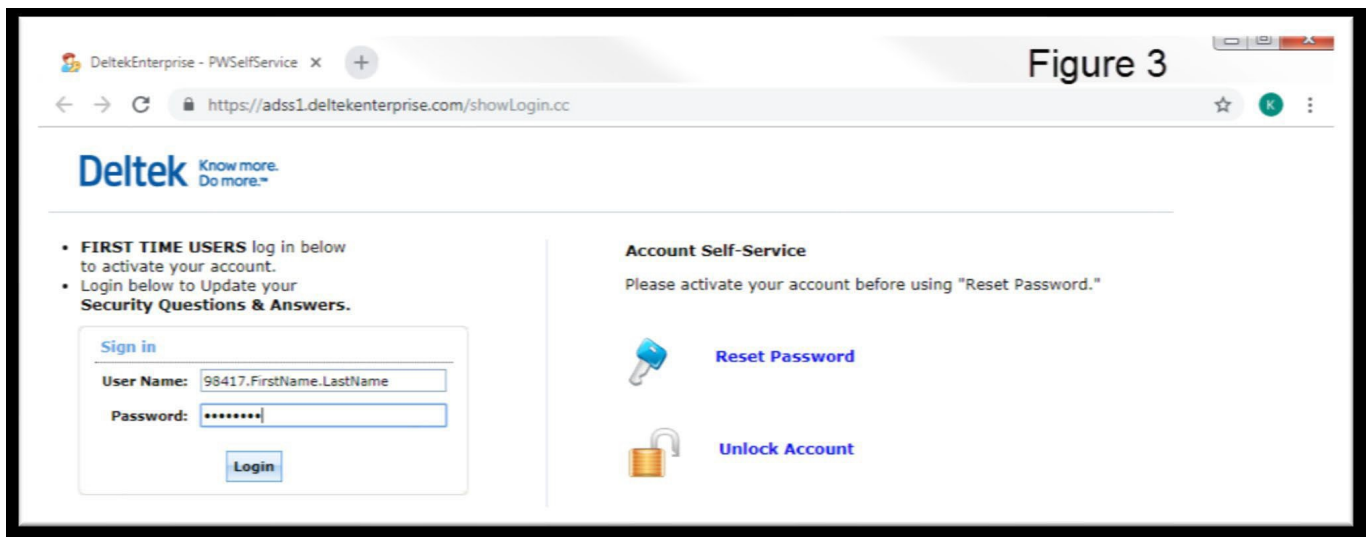


RDTS COSTPOINT: FIRST TIME LOG-IN INSTRUCTIONS

Set-up your Security Questions

1. Use the hyperlink to the [Deltek Account Self-Service Portal](#) (Figure 3). Please use your username and temporary password provided Human Resources you receive to register your account for Self-Service.
2. During the registration process, you will be asked to setup your security questions and answers that the system will ask for when resetting/unlocking your account.

Please do not skip this step. This feature helps save you time by allowing faster password resets/account unlocks.



3. After login, you will be prompted to change your password. Enter your temporary password and a new password (Figure 4).

A screenshot of a 'Change Password' dialog box. The title bar reads 'Change Password' and 'Change your current domain password.' Below this, a section titled 'Password Requirements:' lists several rules: passwords cannot contain the user's account name or parts of the full name exceeding two consecutive characters; passwords must be at least eight characters long; passwords cannot be reused from the past 10; passwords expire every 90 days; and passwords must contain characters from three of four categories: English uppercase (A-Z), English lowercase (a-z), Base 10 digits (0-9), and non-alphabetic characters (e.g., !, \$, #, %). At the bottom, there are three yellow input fields labeled 'Temporary Password:', 'New Password:', and 'Confirm New Password:'. A red rectangle highlights the 'Change Password' button, with a 'Cancel' button next to it.

4. You will then get a notice and an email that your password has been changed successfully. Click the words “Click here to continue” (Figure 5).

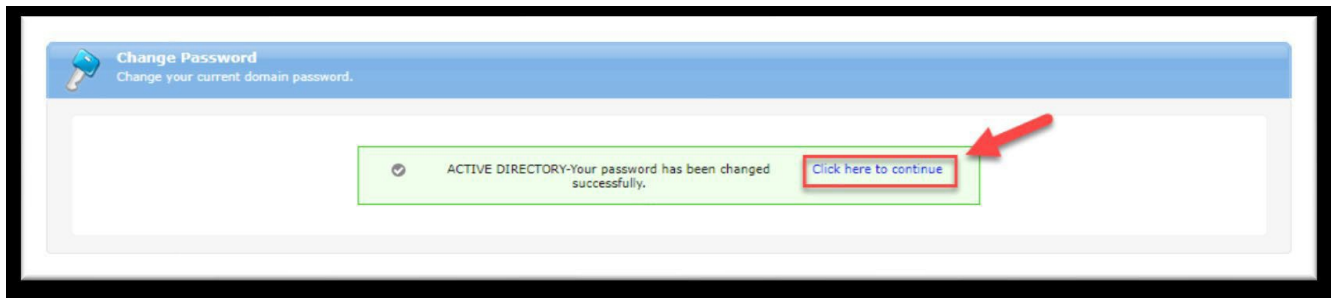


Figure 5

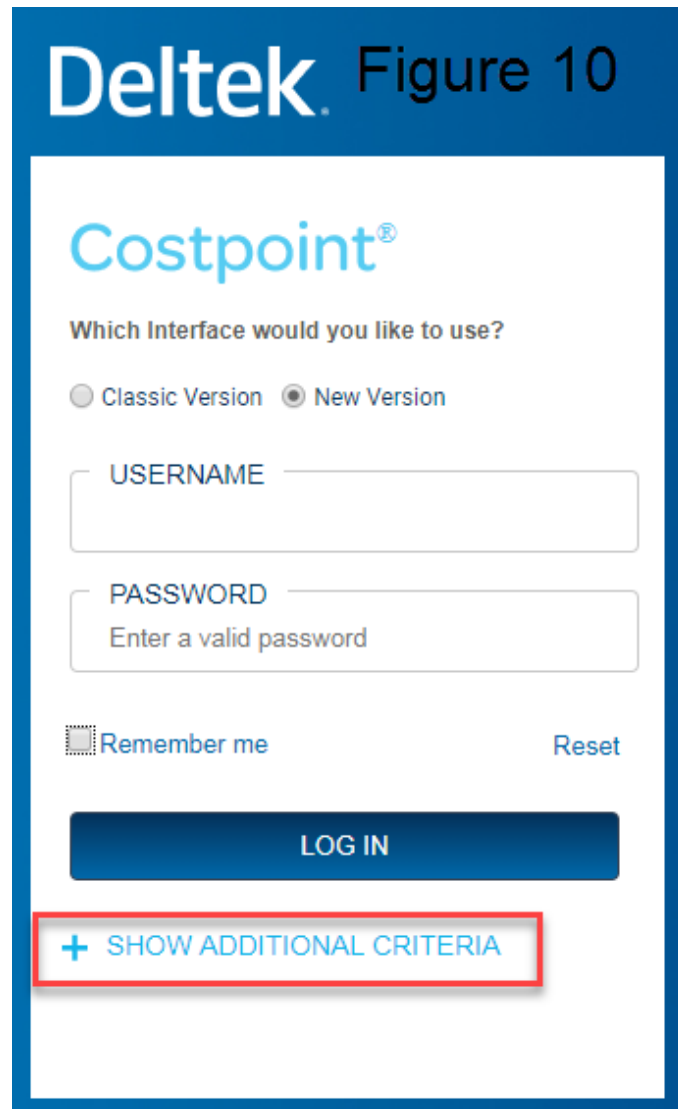
5. Complete the security setup. You will be asked to select two security questions. Type and confirm your answers to each question. It is important you remember the answers as this information will be used to unlock your account and/or reset your password.
6. Once completed, click Activate. (Figure 6)

A screenshot of a "Security Setup" form. The header says "Set up your security below so that Active Directory can authenticate you for future password resets or account unlocks." The form has a tab labeled "Security Questions". Under "Answer Requirements", it states: "The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters". The section "Register Your Security Questions & Answers" contains two questions. The first question is "What is your favourite colour ?" with two text input fields for the answer, each containing five dots. The second question is "Who is your childhood hero ?" with two text input fields for the answer, each containing seven dots. At the bottom left, there is a checkbox labeled "Hide Answer(s)" which is checked. At the bottom right, there is a blue button labeled "Activate". A red arrow points to this button.

Figure 6

Access your Timecard

1. Following Activation, log in to [Costpoint 7 Timekeeping](#); *(You should book this site!)*
2. You will be taken to the **Deltek Costpoint 7** login screen (*Figure 10*). Click on “+ SHOW ADDITIONAL CRITERIA”

The image shows the Deltek Costpoint 7 login interface. At the top, the Deltek logo is on the left and 'Figure 10' is on the right. Below the logo is the 'Costpoint' brand name. A question 'Which Interface would you like to use?' is followed by two radio buttons: 'Classic Version' and 'New Version', with 'New Version' selected. There are two input fields: 'USERNAME' and 'PASSWORD'. The password field has a hint 'Enter a valid password'. Below the fields are a 'Remember me' checkbox and a 'Reset' link. A large blue 'LOG IN' button is centered. At the bottom, a red-bordered button with a plus icon and the text '+ SHOW ADDITIONAL CRITERIA' is highlighted.

Deltek Figure 10

Costpoint

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD
Enter a valid password

☐ Remember me [Reset](#)

LOG IN

+ SHOW ADDITIONAL CRITERIA

3. Fill in fields (Figure 11)

- a. a. Note that everyone's user name begins with "98417" and was emailed to you by HR
- b. Your password is the new password that you changed in the self-service portal
- c. Use the "New version" radio button
- d. The System for login is **RIGHTDIRECTIONTECHCONFIG**
- e. The Application is **TMMTIMESHEET**
- f. Company is blank
- g. Validation frequency is "Field"
- h. Check "Remember me" to save these parameters for future use
- i. Once all fields are filled in, select "Log In"

Deltek Figure 11

Costpoint®

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD

APPLICATION

VALIDATION FREQUENCY

SYSTEM

COMPANY

LANGUAGE

☒ Remember me [Reset](#)

[LOG IN](#)

[HIDE ADDITIONAL CRITERIA](#)

4. Begin entering your timesheet.