

# CG Portal

Direct Access 9.x

# Direct Access 9.x Info

- The Portal is scheduled to go live on 25 September. You will need to **\*know your current DA password\*** for your first login to the new Portal. If you do not know your DA password you can have it reset by using the [Self-Service Password Reset](#) prior to 25 September. The Self-Service Password Reset will not work when the Portal comes online (the Portal has a different reset system, which you must setup on your first login). You need to login into DA and make sure your password works before 25 September!
- <http://www.uscg.mil/ppc/da/portal/>









## Password Saved

 Your password has successfully been changed.

OK



**United States Coast Guard**  
U.S. Department of Homeland Security

System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

Home Add to My Links Sign out

My Links Select One: [v]

**Welcome to the new United States Coast Guard MyPortalDirect!**

- New Special Duty Assignment Pay rates are effective 01 October. See [ALCOAST 419/10](#) for more information.
- PPC conducts training workshops monthly for Military HR Specialists and Reservists. The 2011 schedule is available on PPC's [Procedures & Development web page](#).

If you encounter problems, please contact PPC Customer Care at 866.772.8724 or use the [online Trouble-Ticket Form](#)

**Common Links**

- [Pay & Personnel Center Home](#)
- [Direct Access Worklist](#)
- [Trouble Ticket Form](#)

**Enterprise Menu**

- ▷ [Administer Workforce](#)
- ▷ [Define Business Rules](#)
- ▷ [Develop Workforce](#)
- ▷ [PeopleSoft](#)
- ▷ [Self Service](#)
- ▷ [USCG Human Resources](#)
- ▷ [Workforce Administration](#)
- [Change My Password](#)

**Employee**

**Profile**

- [Workflow User](#)
- [Preferences](#)

**Tasks**

- [Languages](#)
- [Memberships](#)
- [Emergency Contacts](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Allotments](#)
- [Direct Deposit](#)
- [W-4 Tax Information](#)
- [State Tax Information](#)
- [8 More...](#)

**View**

- [View Paycheck](#)
- [Test Results](#)
- [View Reserve Points](#)
- [Personal Information](#)
- [Member Information](#)
- [Member Info Additional](#)
- [View My Worklist](#)
- [My CGHRMS Orders](#)
- [Employee Review Summary](#)
- [11 More...](#)

**Self Service for Commands**

**Reports**

- [Emergency Contact Info by Dept](#)
- [PDE By Dept Report](#)

**Use**

- [Command Information](#)
- [Positions at a Department](#)
- [Separation Requests](#)
- [SWE PDE](#)

**Servicing Personnel Office**

- [Email Address](#)

**Manager**

**Tasks**

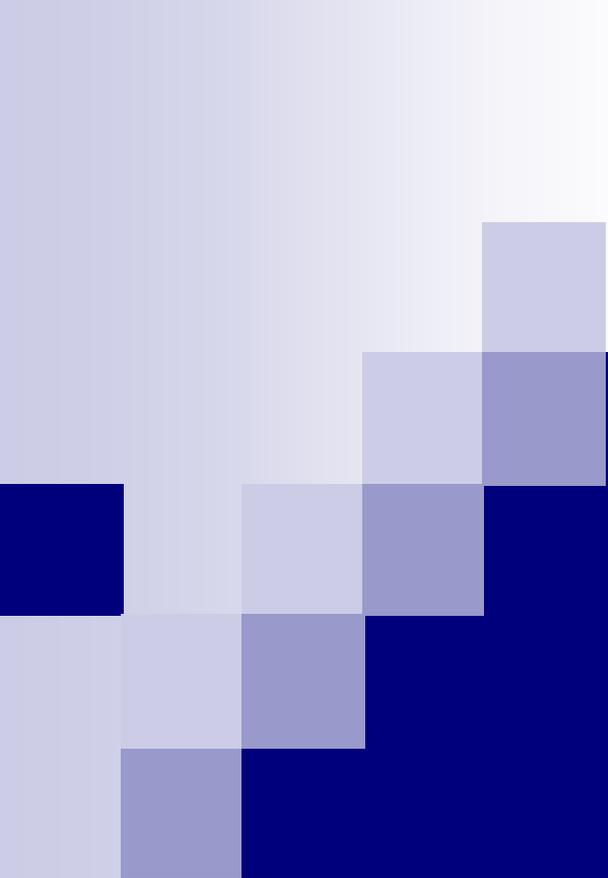
- [Schedule Multiple Drills](#)
- [Schedule Drills](#)
- [Manage Reserve Member](#)
- [Reserve Orders](#)

**View**

- [View My Worklist](#)
- [Personal Information](#)
- [All Duty](#)

**Travel Charge Card Program**

- [Credit Card Data](#)
- [Business Expenses](#)



# CG Portal

New Features and blended  
links

# New features and small headers

The image shows a screenshot of a web portal interface with several callout boxes highlighting new features and design changes. The portal is titled "Employee-facing registry content - Microsoft Internet Explorer".

- My links can create shortcuts to your frequented pages in the Portal:** A callout box points to the "My Links" section at the top right, which includes a "Select One:" dropdown menu and a "Sign out" link.
- Important information will be passed here.:** A callout box points to a large white box on the left containing a "Welcome to the new United States Coast Guard MyPortalDirect!" message and a list of bullet points about pay rates and training workshops.
- System Info will be put here.:** A callout box points to a central section titled "Employee" containing various links such as "Emergency Contacts", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "W-4 Tax Information", "State Tax Information", and "8 More...".
- Sign out and Home are smaller and blend in more with the header.:** A callout box points to the "Home" and "Sign out" links in the top right header area.
- SPO will be using this block to work from.:** A callout box points to the "Enterprise Menu" on the left, which includes links like "Administer Workforce", "Define Business Rules", "Develop Workforce", "PeopleSoft", "Self Service", "USCG Human Resources", "Workforce Administration", and "Change My Password".
- Quick links to PPC and your worklist.:** A callout box points to the "Common Links" section on the left, which includes "Pay & Personnel Center Home", "Direct Access Worklist", and "Trouble Ticket Form".

Other visible sections include "Self Service for Commands" with "Reports" and "Use" sub-sections, and "Manager" with "Tasks" and "View" sub-sections. The bottom of the page shows a taskbar with the Internet Explorer icon.

# My Links

Direct Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ep-dev.direct-access.us/psp/UCGPPD2/EMPLOYEE/USCGP1HR/e/?url=https%3a%2f%2fhr-dev.direct-access.us%2fervlets%2fclientservlet%2fUSCGHRT5%2f%3fIcType%3dPanel%26Menu%3dMA> Go Links

System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

Home Add to My Links Sign out

My Links Select One: ▾

Main Menu > Compensate Employees > Maintain Payroll Data (US) > Use >

Help

## Direct Deposit

### Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

SetID:

Department:  🔍

National ID:

Job Family:  🔍

Job Code:  🔍

Company:

Case Sensitive

Include History

[Basic Search](#)

Error on page. Internet



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[Home](#) [Add to My Links](#) [Sign out](#)

[My Links](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

### Add to My Links

A link to the following item will be added to your "My Links" dropdown list. Properties of this entry or any "My Links" entry can be updated by selecting "Edit My Links" from the "My Links" list.

Name:

You can edit the name of the document here if needed.

Hit save to confirm your choice.



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Home Add to My Links Sign out

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Common Links

- [Pay & Personnel Center Home](#)
- [Direct Access Worklist](#)
- [Trouble Ticket Form](#)

Enterprise Menu

- Administer Workforce
- Compensate Employees
- Define Business Rules
- Develop Workforce
- Monitor Workplace
- PeopleSoft
- Self Service
- Human Resources
- [Change My Password](#)

Employee

Profile	Tasks	View
<a href="#">Workflow User Preferences</a>	<a href="#">Languages</a>	<a href="#">View Paycheck</a>
	<a href="#">Memberships</a>	<a href="#">Test Results</a>
	<a href="#">Emergency Contacts</a>	<a href="#">View Reserve Points</a>
	<a href="#">Home and Mailing Address</a>	<a href="#">Personal Information</a>
	<a href="#">Phone Numbers</a>	<a href="#">Member Information</a>
	<a href="#">Allotments</a>	<a href="#">Member Info Additional</a>
	<a href="#">Direct Deposit</a>	<a href="#">View My Worklist</a>
	<a href="#">W-4 Tax Information</a>	<a href="#">My CGHRMS Orders</a>
	<a href="#">State Tax Information</a>	<a href="#">Employee Review Summary</a>
	<a href="#">8 More...</a>	<a href="#">9 More...</a>

My Links

Select One: [v]

- Select One:
- Add to My Links
- Edit My Links
- Direct Deposit**
- Refresh My Links...

Click here to access or edit your my links for fast access.



System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

Home Add to My Links Sign out

My Links Select One: [v]

[New Window](#) | [Help](#) | [Customize Page](#) |

### View My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to view your saved links, or select one to navigate to. Click the "Edit My Links" button to make changes to your links list.

Left | Right

- My Links
- [Direct Deposit](#)

**Edit My Links**

Click here to organize or customize your my links.



### Edit My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create, edit and organize your links. Changes made to your links list will be reflected in the "My Links" dropdown list.

Left | Right

 [My Links](#)

 <a href="#">Direct Deposit</a>	<a href="#">Edit Link</a>	<a href="#">Delete Link</a>
--	---------------------------	-----------------------------

Use this to edit the link name or remove it from you're my links.



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[Home](#) [Add to My Links](#) [Sign out](#)

[My Links](#)

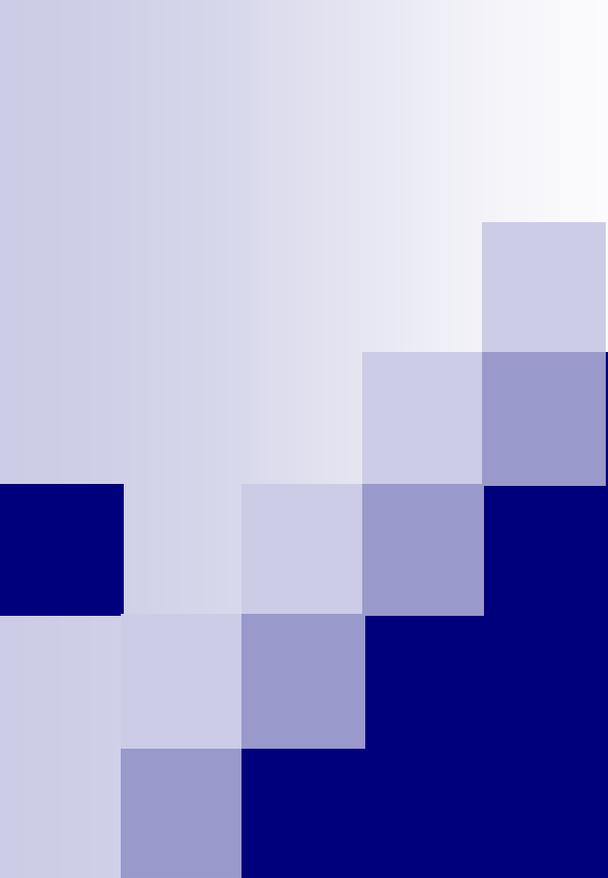
[New Window](#) | [Help](#) | [Customize Page](#) |

### My Links

#### Delete Confirmation

? Are you sure you want to delete the Direct Deposit link?





# CG Portal

New Users and Log In  
Trouble

This is a countdown clock to let you know when you can use the forgot password feature to get a new password and get back into the Portal.



Once an account is locked it will be unlocked automatically in 20 minutes.

# Forgotten Password Email



# Forgotten password question

Change User ID Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address [https://ep-dev.direct-access.us/psc/UCGPPD2/EMPLOYEE/EMPL/c/MAINTAIN\\_SECURITY.EXPIRE\\_CHANGE\\_PSWD.GBL](https://ep-dev.direct-access.us/psc/UCGPPD2/EMPLOYEE/EMPL/c/MAINTAIN_SECURITY.EXPIRE_CHANGE_PSWD.GBL) Go Links

## Change Password

User ID: 2026457  
Description: Haubert,Scott E

**Question:**

**Response:**

**Email Address:**

**\*Current Password:**

**\*New Password:**

**\*Confirm Password:**

Done Internet

Microsoft Internet Explorer



A new password can not be sent to user. (48,224)

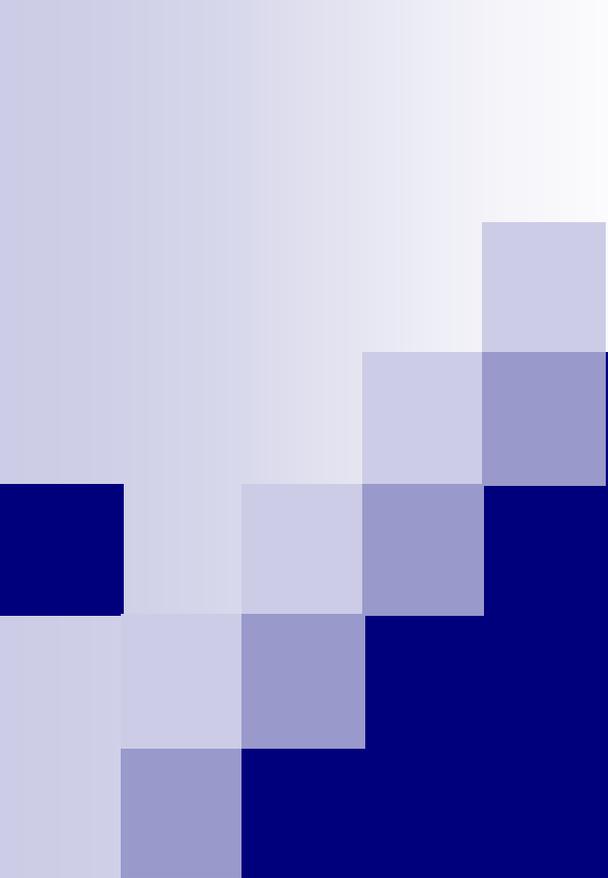
The user has not setup or does not have 1) a system email address 2) a hint question and response for validation or 3) permission to have the password emailed. Please e-mail Customer Care at [ppc-dg-customer care@uscg.mil](mailto:ppc-dg-customer care@uscg.mil) or submit a Trouble Ticket using the web form at <http://www.uscg.mil/ppc/ccb/>.

OK

- If there is an immediate need the member will be directed to their SPO for assistance entering or changing information within the Portal.

# First Time Users

- The first time a new user logs onto the Portal with their Emplid their first password will be set up as follows....
- CG + last 4 of SSN + @ + birth year  
(for example, if the last 4 digits of your SSN are 1234 and you were born in 1956, your password is CG1234@1956)



# CG Portal

Different User Views

# Self Service View

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://ep-dev.direct-access.us/psp/UCGPPD2/EMPLOYEE/EMPL/h?tab=DEFAULT> Go Links

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Home Add to My Links Sign out

My Links Select One

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### Common Links

[Pay & Personnel Center Home](#) [Direct Access Worklist](#)

[Trouble Ticket Form](#)

### Enterprise Menu

- PeopleSoft
- Self Service
- Change My Password

### Employee

Profile	Tasks	View
<a href="#">Workflow User Preferences</a>	<a href="#">Languages</a>	<a href="#">View Paycheck</a>
	<a href="#">Memberships</a>	<a href="#">Test Results</a>
	<a href="#">Emergency Contacts</a>	<a href="#">View Reserve Points</a>
	<a href="#">Home and Mailing Address</a>	<a href="#">Personal Information</a>
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	<a href="#">Direct Deposit</a>	<a href="#">View My Worklist</a>
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	<a href="#">8 More...</a>	<a href="#">9 More...</a>

# Command User View

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ep-dev.direct-access.us/psp/UCGPPD2/EMPLOYEE/EMPL/h/?tab=DEFAULT> Create Mobile Favorite

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Home Add to My Links Sign out

My Links Select One: ▾

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	<a href="#">W-4 Tax Information</a>	<a href="#">My CGHRMS Orders</a>
	<a href="#">State Tax Information</a>	<a href="#">Employee Review Summary</a>
	<a href="#">8 More...</a>	<a href="#">9 More...</a>

**Servicing Personnel Office**

[Email Address](#)

# SPO User View

Employee-facing registry content - Microsoft Internet Explorer

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Home Add to My Links Sign out

My Links Select One: ▾

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Reports	Use
<a href="#">Emergency Contact Info by Dept</a>	<a href="#">Command Information</a>
<a href="#">PDE By Dept Report</a>	<a href="#">Positions at a Department</a>
	<a href="#">Separation Requests</a>
	<a href="#">SWE PDE</a>

### Servicing Personnel Office

[Email Address](#)

### Manager

Tasks	View
<a href="#">Schedule Multiple Drills</a>	<a href="#">View My Worklist</a>
<a href="#">Schedule Drills</a>	<a href="#">Personal Information</a>
<a href="#">Manage Reserve Member</a>	<a href="#">All Duty</a>
<a href="#">Reserve Orders</a>	

### Travel Charge Card Program

[Credit Card Data](#) [Business Expenses](#)

Internet