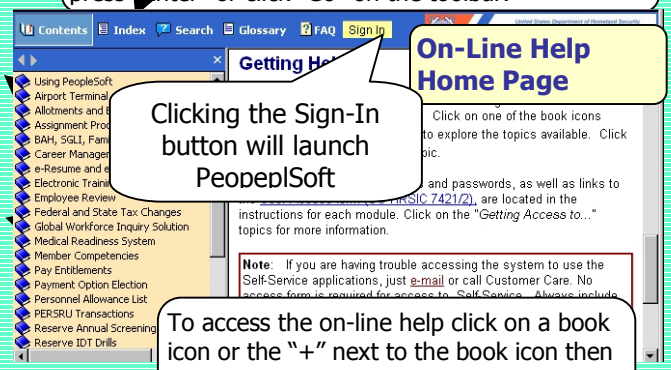
Direct Access 101 - Basics

Quick Reference Guide

Getting Started

Start Internet Explorer by double-clicking on the icon on your desktop.

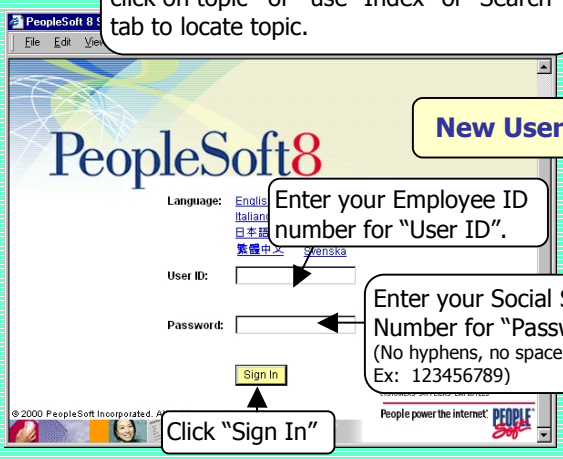
Enter the website address: http://cgweb.uscg.mil/g-w/psc/PS then press "Enter" or click "Go" on the toolbar.



On-Line Help Home Page

Clicking the Sign-In button will launch PeopeplSoft

To access the on-line help click on a book icon or the "+" next to the book icon then click on topic –or– use "Index" or "Search" tab to locate topic.



New Users

Enter your Employee ID number for "User ID".

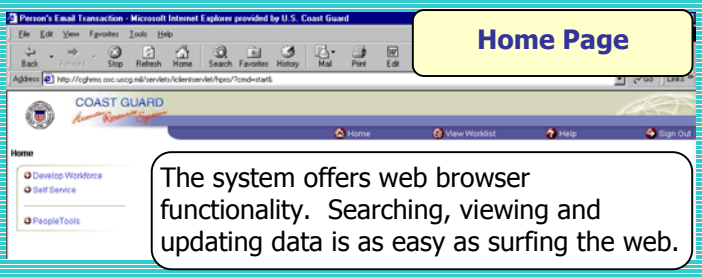
Enter your Social Security Number for "Password". (No hyphens, no spaces Ex: 123456789)

Click "Sign In"

Note: If you have previously been issued a User ID and password from Customer Care continue to use the assigned User ID and password. *(Ex: John Smith's Assigned User ID: **JOSM9999**)*

- User IDs and Passwords are **case sensitive**.
- You will receive a prompt to **change your password** after you sign into the system the first time.
  - Passwords must be eight characters long, two of which must be numeric.
  - Passwords cannot be the same as your User ID.
  - Passwords will expire every 90 days. A reminder will alert users two days before expiration.
  - System lockout will occur after five unsuccessful login attempts. Contact Customer Care at (785) 339-3540 Ext 1 if lockout occurs.
- Always **SAVE** your changes by clicking the Save or Submit button.
- After submitting data you should get a **confirmation**. After saving data you will receive a **brief notification**.

NAVIGATING



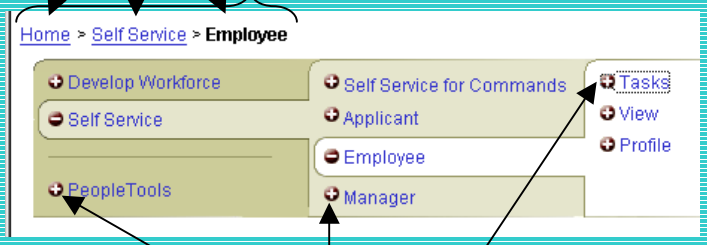
Home Page

The system offers web browser functionality. Searching, viewing and updating data is as easy as surfing the web.

***"Breadcrumbs"* and *"Breadcrumb Trails"* are created by clicking on the *"Expanding Menu Columns"*. Navigate in CGHRMS by clicking on *"Breadcrumbs"* or *"Expanding Menu Columns"*.**

Breadcrumbs

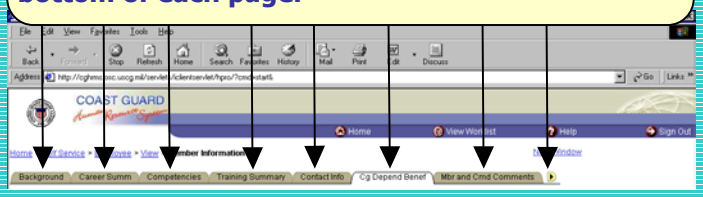
Breadcrumb Trail



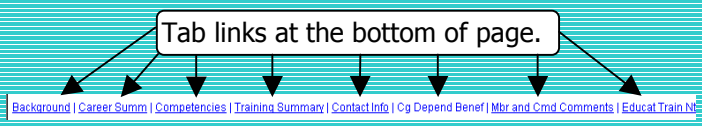
Expanding Menu Columns

- Use the Peoplesoft breadcrumbs or expanding menu columns to navigate. **Do not** use the Internet Explorer back/forward buttons.
- Once you have a **page open** (i.e. email addresses, create e-Resume, etc..) you can access a **list of keyboard shortcuts** by pressing **Ctrl+K**.

Tabs: Certain pages will display *"tabs"* containing additional data. Click on each tab to view the data. Tab links are also located at the bottom of each page.



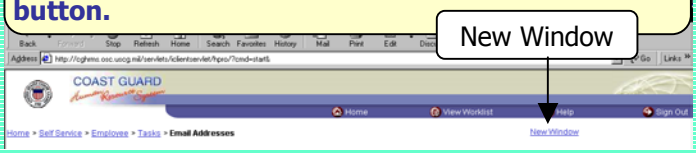
Tab links at the bottom of page.



For step-by-step instructions refer to the On-Line Help: http://cgweb.uscg.mil/g-w/psc/ps

NAVIGATING PAGES

Open multiple windows to view more than one page at a time by clicking the "*New Window*" button.

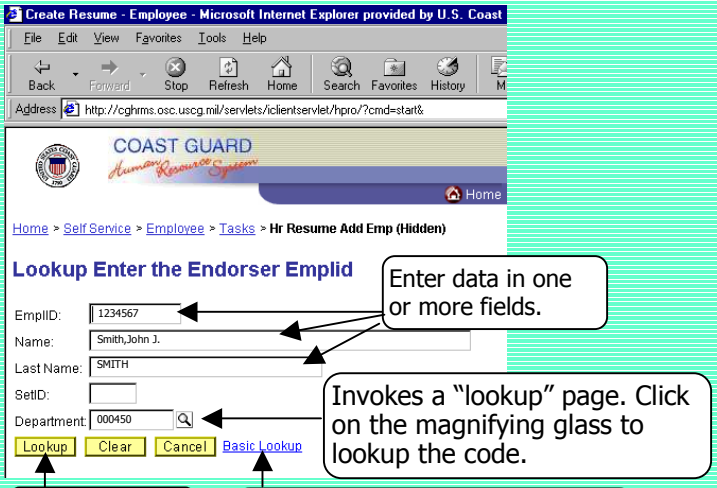


SEARCHING

- Enter data in **one or more** fields. It is not necessary to complete all fields.
- **SetID**. Identifies employment status.
  - **AUSCG** = Regular, Reserve, Civilian, Auxiliarist NOAA
- **National ID** = Social Security Number (SSN).
- **% is a wildcard.**
  - Enter **%** at the **beginning** of a text search and **all data containing** the text will be displayed:

    Example: Enter %TH in Last Name field.
    Last names containing TH are displayed.
    (i.e. SMITH, THOMSON, WORTHINGTON, etc..)
  - Enter **%** at the **end** of a text search and **all data starting** with the specified characters will be displayed:

    Example: Enter TH% in Last Name field.
    Last names beginning with TH are displayed.
    (i.e. THOMSON, THOMAS, THORPE, etc..)
- **Results** to a search will appear in a grid.

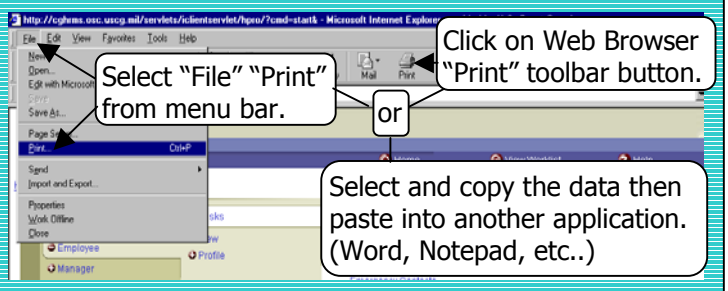


SEARCHING

Use the *"Grid Navigation Bar"* to view additional data.

- Click the "View All" link to display all rows of data.
- Click or to navigate between the additional pages of data.
- Use the web browser's **Ctrl+F** find feature to find data on a page.

PRINTING



ACCESSING YOUR DATA

You have access to the following data. Follow the "Breadcrumb Trail" to access your information.

Breadcrumb Trail

Home > Self-Service > Employee > Tasks

- ⇨ Email Addresses
- ⇨ Emergency Contacts
- ⇨ Home and Mailing Address
- ⇨ Phone Numbers
- ⇨ Direct Deposit
- ⇨ W-4 Tax Information
- ⇨ State Tax Information
- ⇨ Create e-Resume
- ⇨ Review My Resume
- ⇨ Career Intentions
- ⇨ TDY Requests
- ⇨ Allotments
- ⇨ Schedule Drills
- ⇨ Annual Screening Questionnaire

Home > Peopletools > Maintain Security > Use > My Profile

- ⇨ Change Password
- ⇨ Change or Set up Forgotten Password Help

Home > Self-Service > Employee > View

- ⇨ View My Worklist

CUSTOMER SUPPORT

Customer Care: (785) 339-2200/1-866-PSC-USCG
Email: PSCCustomerCare@hrsic.uscg.mil
On-line Help: http://cgweb.uscg.mil/g-w/psc/Direct-Access
Self-Service Tutorials:
http://www.uscg.mil/hq/psc/training/