

E-Mail ALSPO I/10

Subj: PEOPLESOFT ENTERPRISE PORTAL IMPLEMENTATION

Ref: (a) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3](#)

Purpose This E-Mail ALSPO message provides information for SPOs about a planned upgrade to Direct Access.

Background Oracle (the vendor for our PeopleSoft HR system) has made significant progress in improving the product's usability. They have introduced a new interface that is friendlier and easier to navigate. The first step in upgrading Direct Access to the current version of PeopleSoft is to implement the PeopleSoft Enterprise Portal. The Coast Guard implementation of the portal is called "MyPortalDirect".

Portal benefits MyPortalDirect is the online gateway to Direct Access (Current Version) and Direct Access II (Upgraded version). The portal provides:

- a new homepage look,
 - the ability to broadcast USCG related announcements,
 - simplified navigation, and
 - the ability to add favorite links.
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Portal navigation Self-Service and Command users will be the first groups who will benefit from the portal implementation. Links to the applications and reports they use will be easily accessible directly from the portal home page.

Access to applications, queries and reports for SPO and other users is provided by the "Enterprise Menu". The menu, which is located on the portal home page, uses the same paths ("breadcrumbs") as Direct Access but presents the information in a method that is easier to use and provides a more visual "folder-based" presentation.

Users at SPOs should not expect to have any difficulty adapting to the new user interface. There are no changes being made to personnel and pay transactions utilized by SPOs. With the exception of the navigation for updating a member's email address (described below), all personnel and pay transactions will be completed just as they are in Direct Access.

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Member email addresses.

Member email addresses will be stored in the DA II (PeopleSoft 9.) environment (other HR data is currently stored in the DA I (PeopleSoft 8 environment).

SPO users will find the administration page for user Email Addresses under the Servicing Personnel Office group box on the portal home page:



From this page they will be able to search on users:

Email Human Resources

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

They can then add/change email for users as necessary:

Email Address

Muzbeck, William T

Email Addresses			
Email Type	Email Address	Preferred Address?	Delete
<input type="text" value="Business"/>	<input type="text" value="Testing1234@uscg.mil"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

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Preparation for portal implementation The Portal is scheduled to go live on 25 October. Direct Access will be unavailable from 1100 (CDT), Saturday, 23 October, until 1100 (CDT) on Sunday, 24 October, 2010.

After going live, when you go to log into DA it will give you a link to click on to redirect you to the portal. 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 (See <http://www.uscg.mil/ppc/ps/general/pwreset.htm> for reset procedure).

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).

All personnel must login into DA and make sure their password works before 23 October!

SPO Action SPOs are requested to help pass the word about the portal implementation. It is particularly important for personnel who may only occasionally use DA and rely on the current self-service password functionality when they do need to use the system, be informed of the need to have a current, functioning, password before the portal implementation takes place.

Additional detailed guidance, briefings and software demos are available at <http://www.uscg.mil/ppc/da/portal/>.

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**Directives
affected**

The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (b). This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

Questions

Questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

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Internet release authorized.

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