

Passwords

Overview

Introduction This guide provides the procedures for setting up an email, setting up a forgotten password function, and changing/resetting a password in Direct Access.

- Information** **Rules for Direct Access Passwords:**
- Password must contain at least 15 characters
 - Must contain one number
 - Must contain one special character (!@#\$%^&*()-_+=\{\}[];:~/<>)
 - Must contain one uppercase letter
 - Must contain one lowercase letter
 - Password cannot be the same as your user ID (your user ID never expires or changes)
 - Do not use passwords based on personal information that can be easily accessed or guessed
 - Do not use words that can be found in any dictionary of any language
 - Use different passwords on different systems
 - Develop a Mnemonic for remembering your password (Do not write it down)
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Set up Initial Email Address

Information Your Business Email Address must be correct to use the forgotten password reset functionality in Direct Access.

Procedure See below.

Step	Action
1	<p>Log into Direct Access and select the My Email Addresses link from the Employee pagelet (may need to select ## More... under Tasks to locate it).</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks. The '11 More...' link is highlighted with a red box. Below this is a larger screenshot of the 'Tasks' pagelet with 'My Email Addresses' highlighted with a red box.</p>  <p>The screenshot shows the 'Tasks' pagelet with a grid of task cards. The 'My Email Addresses' card is highlighted with a red box. The card description reads: 'My Email Addresses: XMLP report that contains the Member Information'.</p>

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Set up Initial Email Address, Continued

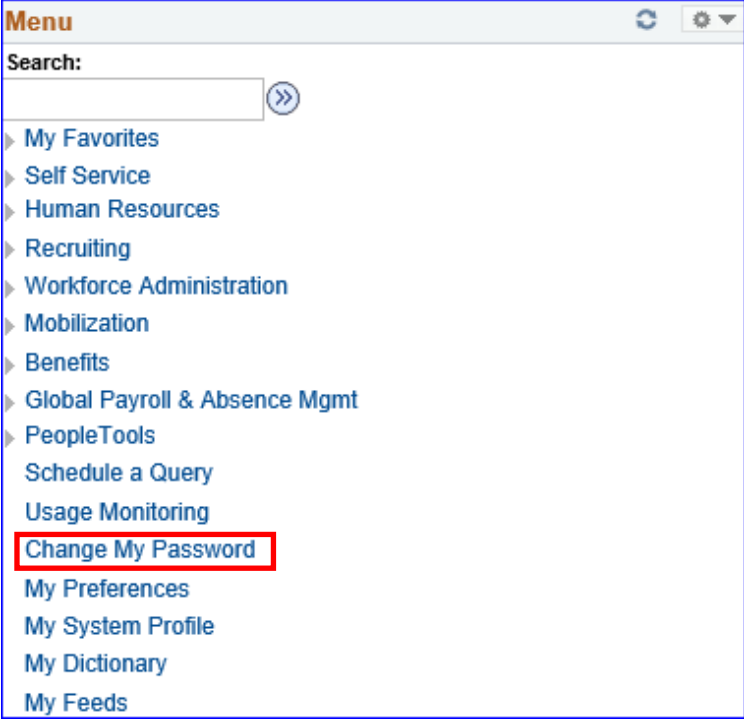
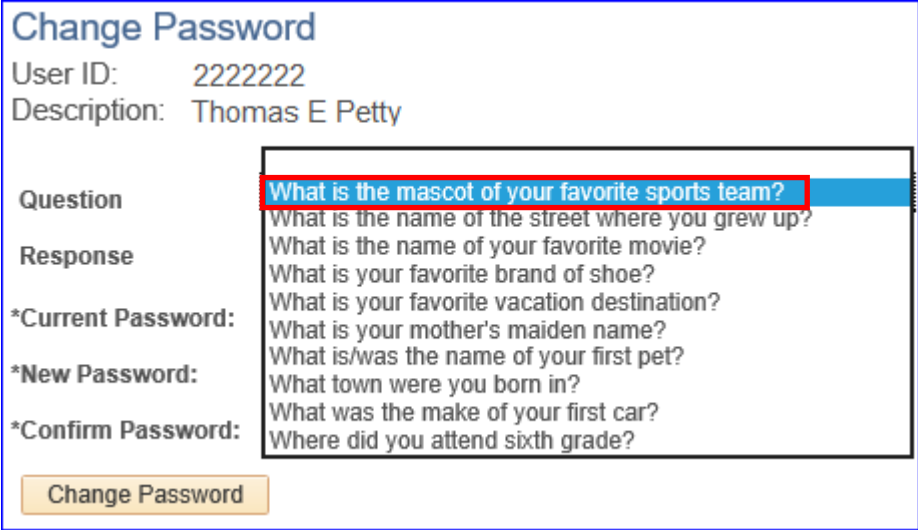
Procedure,
continued

Step	Action								
2	<p>Enter your Email Address (if Business is not auto-populated in Email Type, select it from the drop-down). Check the Preferred Address? box and click the Save button.</p> <div data-bbox="338 600 1369 965" style="border: 1px solid blue; padding: 5px;"> <p>My Email</p> <p>Thomas E Petty</p> <p>Email Addresses</p> <table border="1" data-bbox="338 728 1369 840"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business ▾</td> <td>first.m.last@uscg.mil ✕</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p> </div>	Email Type	Email Address	Preferred Address?	Delete	Business ▾	first.m.last@uscg.mil ✕	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete						
Business ▾	first.m.last@uscg.mil ✕	<input checked="" type="checkbox"/>	Delete						

Setup Forgotten Password/Change Your Password

Introduction This section provides the procedures for setup of your forgotten password functionality and changing your password.

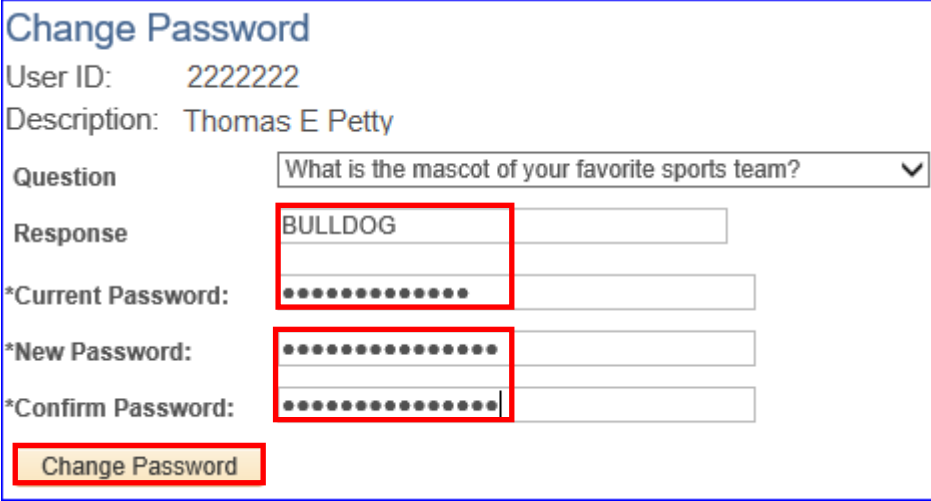
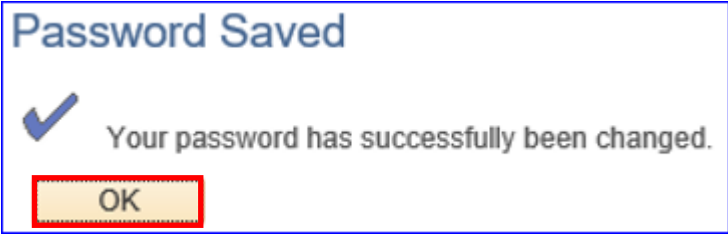
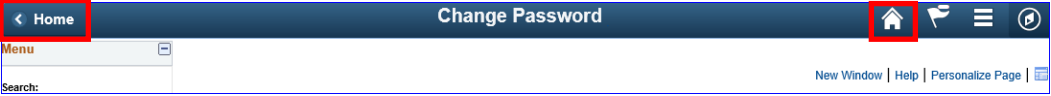
Procedure See below.

Step	Action
1	<p>In the Menu, select the Change My Password link below People Tools.</p>  <p>The screenshot shows a 'Menu' window with a search bar and a list of items. The items are: My Favorites, Self Service, Human Resources, Recruiting, Workforce Administration, Mobilization, Benefits, Global Payroll & Absence Mgmt, PeopleTools, Schedule a Query, Usage Monitoring, Change My Password (highlighted with a red box), My Preferences, My System Profile, My Dictionary, and My Feeds.</p>
2	<p>The Change Password screen appears. Select a security question from the Question drop down list.</p>  <p>The screenshot shows the 'Change Password' screen. It displays 'User ID: 2222222' and 'Description: Thomas E Petty'. There are fields for 'Question', 'Response', '*Current Password:', '*New Password:', and '*Confirm Password:'. The 'Question' dropdown menu is open, and the option 'What is the mascot of your favorite sports team?' is selected and highlighted with a red box. Other options in the dropdown include: 'What is the name of the street where you grew up?', 'What is the name of your favorite movie?', 'What is your favorite brand of shoe?', 'What is your favorite vacation destination?', 'What is your mother's maiden name?', 'What is/was the name of your first pet?', 'What town were you born in?', 'What was the make of your first car?', and 'Where did you attend sixth grade?'. A 'Change Password' button is at the bottom.</p>

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Setup Forgotten Password/Change Your Password, Continued

Procedure,
continued

Step	Action
3	<p>Enter your Response to the question and your Current Password. In the New Password and Confirm Password boxes, enter your new password. Click the Change Password button.</p> 
4	<p>The save confirmation page will display, click the OK button.</p> 
5	<p>The Change Password screen will reappear. Click on the Home link to return to the main menu.</p> 

Direct Access (DA) Self Service Password Reset

Information You may reset your own forgotten password in Direct Access. This eliminates calling Customer Care to reset your password.

Procedure See below.

Step	Action
1	<p>Enter your User ID and click the Forgot My Password link.</p>  <p>The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and 'PEOPLESOFT' are displayed. Below this, there are two input fields: 'User ID' and 'Password'. The 'User ID' field contains the text '7654321'. Below the input fields is a green 'Sign In' button. At the bottom of the login area, there are links for 'Privacy Act Security Statement' and 'Forgot My Password', with the latter being highlighted by a red rectangular box.</p>
2	<p>The Forgot My Password page will display. Enter your User ID and click the Continue button.</p>  <p>The screenshot shows the 'Forgot My Password' page. The title is 'Forgot My Password'. Below the title, there is a message: 'If you have forgotten your password, or your account is locked, you can set a new password and reactivate your account.' This is followed by the instruction: 'Enter your User ID below. This will be used to find your profile, in order to authenticate you.' Below this text is a 'User ID:' label and an input field containing '7654321'. At the bottom of the page, there is a yellow 'Continue' button highlighted with a red rectangular box.</p>

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Direct Access (DA) Self Service Password Reset, Continued

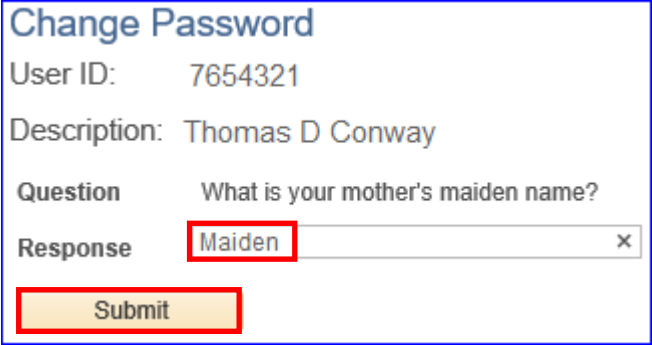

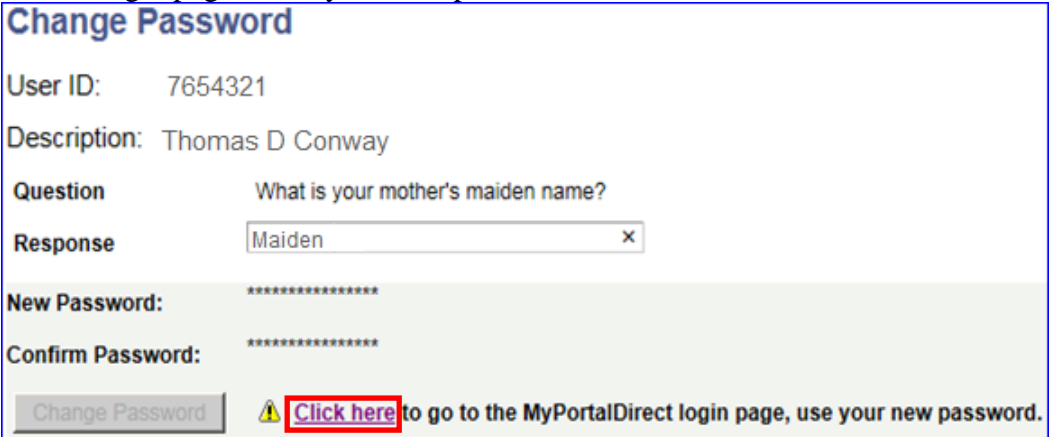
Procedure,
continued

Step	Action
3	<p>If your account is NOT setup, the following error message will appear. Click OK and Contact Customer Care for assistance.</p> <div data-bbox="328 562 1378 824" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>A new password can not be sent to user. (48,224)</p> <p>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 contact the security administrator.</p> <p style="text-align: center;">OK</p> </div>
4	<p>If your account is setup properly, This Password Notification will appear and the system will send a password reset link via your business email.</p> <div data-bbox="328 936 1091 1429" style="border: 1px solid blue; padding: 5px;"> <h3 style="margin: 0;">Password Change Notification</h3> <p style="margin: 5px 0;"> A link to change your password has been emailed.</p> <p style="margin: 5px 0;">You should receive an email from DoNotReply_Portal@direct-access.us containing a link. Click the link or copy/paste the link into your internet browser's URL address to set your new password.</p> <p style="margin: 5px 0;">If you do not receive an email within 60 minutes, please e-mail Customer Care at ppc-dg-customer@uscg.mil or submit a Trouble Ticket using the web form at http://www.uscg.mil/ppc/ccbf/.</p> </div>
5	<p>Check your email for the link (Note: If the message is not in your inbox, check your Junk Mail folder). Follow the instructions in the email to access your password reset page.</p> <div data-bbox="328 1576 1378 1778" style="border: 1px solid blue; padding: 5px;"> <p>Reply Reply All Forward IM</p> <p>DoNotReply_V9@direct-access.us Conway, Thomas D. [Non-DoD Source] MyPortalDirect Forgot Password</p> <p>Open a new browser window, highlight the link below, copy and paste into your browser URL address to set your new password:</p> <div style="border: 2px solid red; padding: 2px;"> <p>https://urldefense.proofpoint.com/v2/url?u=https-3A_hcm.direct-2Daccess.us_psc_FORGOTPASSWORD_EMPLOYEE_HRMS_c.CG-5FPORAL-5FEXTENSIONS.CG-5FRGT-5FPSWD.GBL-3FPage-3DCHANGE-5FPASSWORD-26USER-3D2062293-26SESSION-3DSOCI0vFS1K-252bk32FnJQ5ozR1pgo0-253d&d=DwlCaQ&c=0Nkfp44GVknAU-XkWXjNwQ&r=vbx5OfClyfQyOp2ibbf0U9ymyzWIP4ZTAUUmmXGdXo&m=CxypwIVg2s5JfToEETgNsk2ArLyqqWds4CmwzTq1ns&s=2kz6AKP3c7MHqMsA7G12fr1mGxPly80FuVINMd_J1s&e=</p> </div> <p>Note: You will be prompted to answer your security question and change your password. MyPortalDirect passwords must be at least 15 characters long, containing at least 1 number, 1 lowercase, 1 uppercase, and 1 special character.</p> </div>

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Direct Access (DA) Self Service Password Reset, Continued







Procedure,
continued

Step	Action
6	<p>Enter the Response to your security question and click Submit.</p> 
7	<p>Enter your new 15 character password in the New Password and Confirm Password boxes. Click the Change Password button.</p> 
8	<p>When the password is accepted, select the Click here link to return to the Direct Access login page to use your new password.</p> 

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Direct Access (DA) Self Service Password Reset, Continued

Procedure,
continued

Step	Action
9	<p data-bbox="327 495 1246 524">A confirmation email of the change will be sent to your business email.</p> <div data-bbox="327 524 1378 685" style="border: 1px solid black; padding: 5px;"><p data-bbox="331 530 647 553"> Reply  Reply All  Forward  IM</p><p data-bbox="331 562 911 584"> DoNotReply_V9@direct-access.us  Conway, Thomas D.</p><p data-bbox="416 595 1058 618">[Non-DoD Source] MyPortalDirect User Account Change Confirmation</p><hr/><p data-bbox="331 651 1370 674">A change has been made to your MyPortalDirect user account. If you did not initiate this change please contact the PPC Helpdesk.</p></div>
