RDTS COSTPOINT: FIRST TIME LOG-IN INSTRUCTIONS

Set-up your Security Questions

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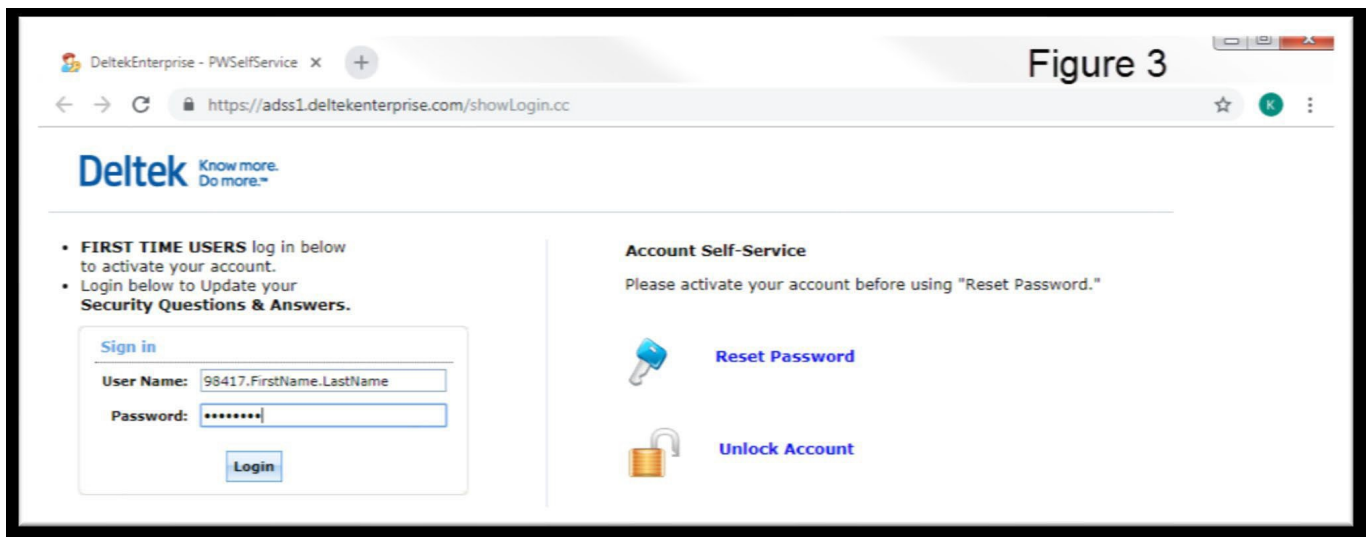
3. After login, you will be prompted to change your password. Enter your temporary password and a new password *(Figure 4)*.

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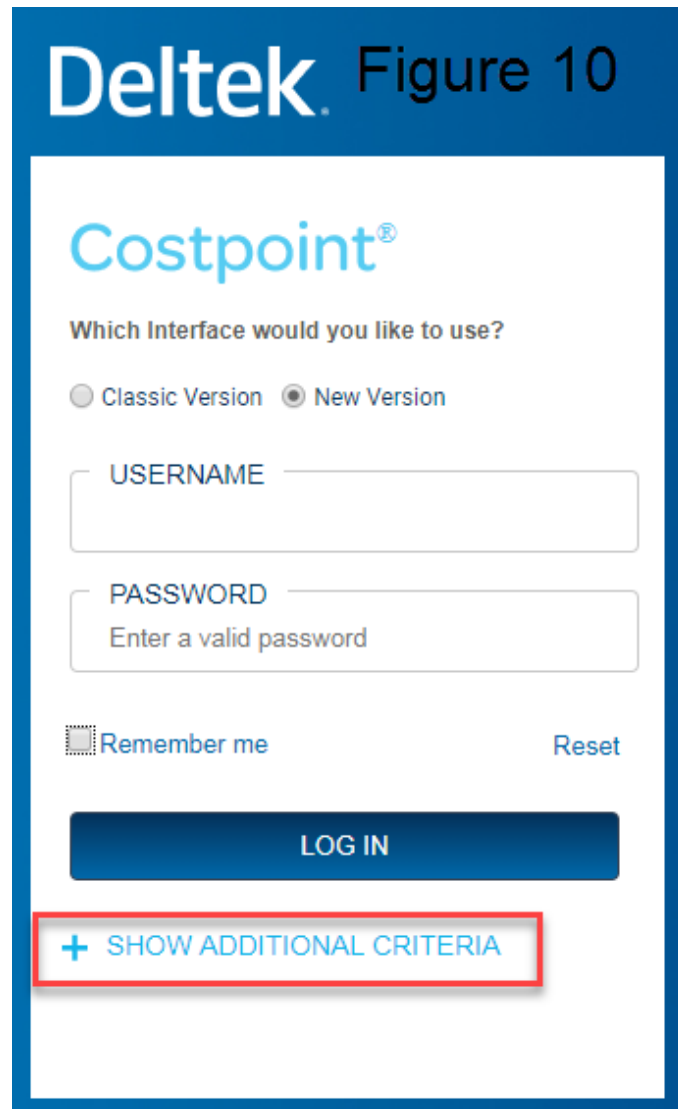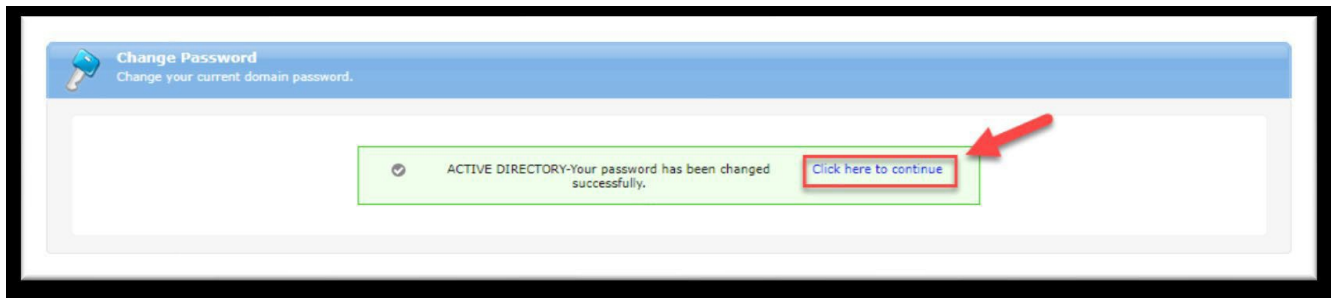
5. Complete the security setup. You will be asked to select two security questions. Type and confirm your answers to each question. It is important you remember the answers as this information will be used to unlock your account and/or reset your password.
6. Once completed, click Activate. *(Figure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

Access your Timecard

1. Following Activiation, 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"

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"

Figure 11

4. Begin entering your timesheet.