

SOP

View Projected Status on Direct Access

The Commissioned Corps is migrating toward the new Direct Access system and we ask that you take action and check your Projected Readiness Status using these instructions.

Direct Access Website:

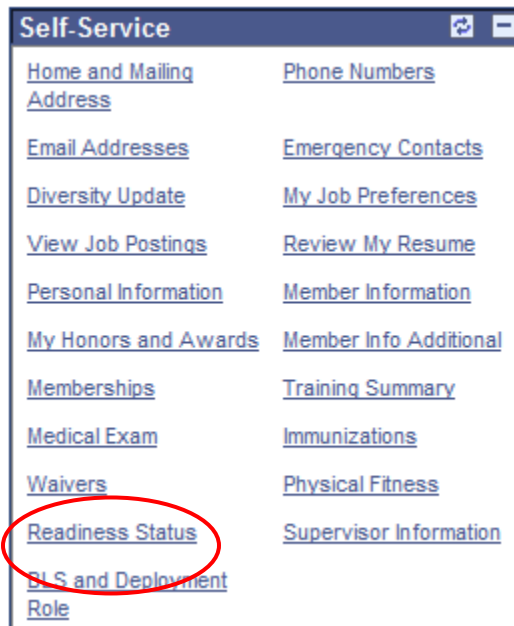
<https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG>

If you have questions about Login, please read the instructions on the last page

A screenshot of the Direct Access login page. On the left, there are two input fields: "User ID:" and "Password:", each followed by a text box. Below these is a "Sign In" button. On the right, there is a warning: "Please review Title 18 USC Section 130 and Title 5 USC Section 552A below." and a link for "Forgot My Password".

User ID: <input type="text"/>	Please review Title 18 USC Section 130 and Title 5 USC Section 552A below. Forgot My Password
Password: <input type="text"/>	
<input type="button" value="Sign In"/>	

After Login, Scroll down to the **Self Service** section



Click the [Readiness Status](#) link

Current Readiness Status can be viewed here.

Current Readiness Status	Projected Status						
Name:	EmplID:						
List: PHS Readiness Compliance	Jobcode:						
Official Readiness Date: 01/01/2010	Current Status: Basic Eligibility						
Reasons for Current Status First ◀ 1 of 1 ▶ Last							
<table border="1"><thead><tr><th>Description</th></tr></thead><tbody><tr><td>1</td></tr></tbody></table>		Description	1				
Description							
1							
Readiness Team and Role View All First ◀ 1 of 1 ▶ Last							
<table border="1"><thead><tr><th>Team/Roster</th><th>Assigned Date</th><th>Role</th></tr></thead><tbody><tr><td>1 Mission Critical</td><td>02/05/2008</td><td></td></tr></tbody></table>		Team/Roster	Assigned Date	Role	1 Mission Critical	02/05/2008	
Team/Roster	Assigned Date	Role					
1 Mission Critical	02/05/2008						
Self Reported Deployment Roles View All First ◀ 1-2 of 2 ▶ Last							
<table border="1"><thead><tr><th>Readiness Roles</th><th>Primary</th></tr></thead><tbody><tr><td>1 IT/Commo/Intel</td><td><input checked="" type="checkbox"/></td></tr><tr><td>2 Planning</td><td><input type="checkbox"/></td></tr></tbody></table>		Readiness Roles	Primary	1 IT/Commo/Intel	<input checked="" type="checkbox"/>	2 Planning	<input type="checkbox"/>
Readiness Roles	Primary						
1 IT/Commo/Intel	<input checked="" type="checkbox"/>						
2 Planning	<input type="checkbox"/>						

Note the 2 clickable tabs

- [Current Readiness Status](#)
 1. Note this users **Current Status:** Basic Eligibility
 2. Official Readiness Date: 01/01/2010
- [Projected Status](#)
 1. This link displays your future status as of our next Readiness Report

Click **Projected Status**

- [Take note of any missing items](#)
 1. Note this users **Projected Status:** Not Qualified
 2. Reasons for Projected Status: Missing or Expired BLS

Current Readiness Status Projected Status

Name: **EmplID:** :
List: PHS Readiness Compliance **Jobcode:**
Next Official Readiness Date: 04/01/2010 **Projected Status:** Not Qualified
Last Update Date for Reasons: 02/17/2010 10:08:14

Reasons for Projected Status	
First	1 of 1
Description	
1 Missing or Expired BLS	

- o Email OFRD@hhs.gov if you have questions

DIRECT ACCESS QUESTIONS *****

Direct Access ~ Quick Online Tutorial (Helpful Video)

<http://dcp.psc.gov/DA-training-video/index.html>

Just click to begin - the Topics link will give you a list of Direct Access topics to choose from.

Logging in to Direct Access

1. Get your log in information
...from the CCMIS Secure area (<http://dcp.psc.gov/SecureArea.asp>).
2. Log in to Direct Access at <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG>
...you will see the logo "ORACLE Peoplesoft Enterprise" when you arrive at the site.
3. Change your Direct Access password after successfully entering Direct Access.
4. Provide a password reminder question in case you forget your password

Please use this PDF if you have questions about Self Service and Direct Access.
<http://www.uscg.mil/ppc/phs/PHSSelfServiceProcedureGuide.pdf>

CANNOT login to Direct Access?

OFRD is not able to reset your password for Direct Access. Please follow the steps below in the order listed.

1. **Attempt to Reset your Password**
 - a) Direct Access: <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG>
 - b) Click > Sign in to PeopleSoft
 - c) Click > [Forgot My Password](#) (employ this tool if you cannot log into Direct Access)
2. **Email the US Coast Guard Helpdesk**
 - a) Go to the website: <http://www.uscg.mil/ppc/phs/>
 - b) Click on Contact PPC Customer Care. An email form will pop up.
 - c) Please state your question and request assistance.
 - d) Wait up to **3 days** to receive a response via email.

3. **Call the US Coast Guard Helpdesk:** 866-772-8724

4. **Email Mr. Denis Brown:** denis.a.brown2@uscg.mil

- a) **Note:** He will assist officers who have been unable to successfully use Forgot My Password and have not heard from the U.S. Coast Guard Helpdesk for 3 days (a rare occurrence often tied to the use of incorrect email addresses)

Please use this link for FAQs about Direct Access

http://www.usphs.gov/transformation/self_service.aspx

Please use this link to view your user guide for Direct Access -

<http://www.uscg.mil/ppc/phs/PHSSelfServiceProcedureGuide.pdf>