13 March 2023

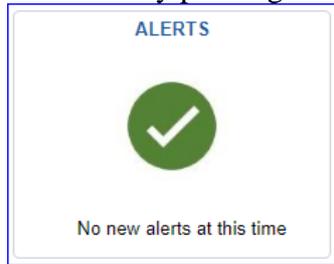# Direct Access Notifications

Overview

Introduction   This guide provides instructions for viewing Alerts and updating
Notification preferences in Direct Access (DA).

New Alert Tile   Upon logging into DA, this green check mark tile will display if you do
not have any pending notifications or alerts:

Upon logging into DA, this red arrow tile will display if you currently
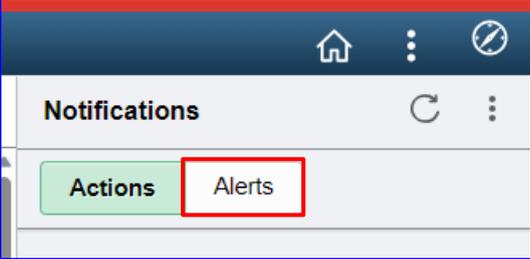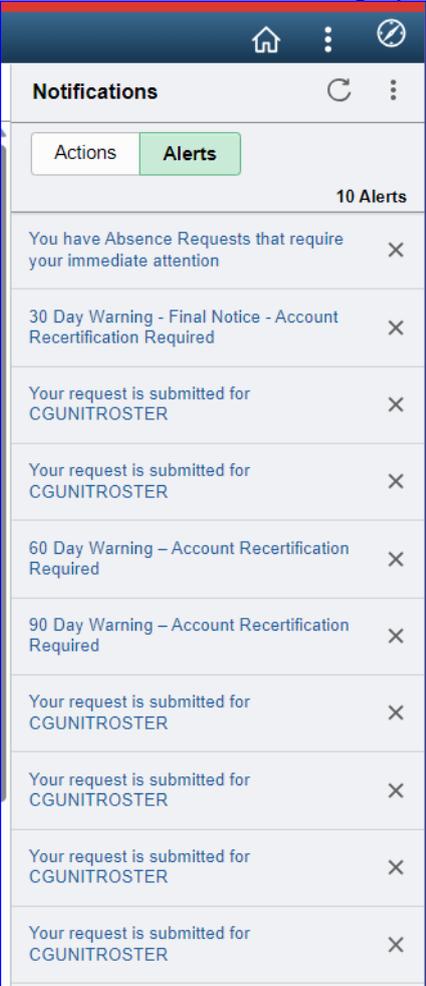have pending/outstanding notifications or alerts:

Contents

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Notifications

Introduction   This section provides the procedures for viewing Notification Alerts in Direct Access (DA).

Procedures   See below.

Step	Action
1	After logging into DA, the Notifications Actions pane will be displayed. Click on **Alerts**.
2	Your current Alerts will display.

Notifications, Continued

Procedures,
continued

Step	Action
3	There are different types of Alerts and only the Self Service user can clear (X) out the results seen in this tab. • **Your request is submitted for XX** – This alert is not a link. You can clear it at any time. • **Absence Requests that require your immediate attention** link – This link will take you to your unresolved absence requests. • **90, 60, 30 Warning – Account Recertification Required** – These links will take you to the page to recertify your user roles. **NOTE:** Failure to recertify in a timely manner will result in a loss of all roles except Self Service user roles in DA. See RoleRecertification.pdf (uscg.mil) for recertifying your roles. If you need to **Add** or **Remove** a role during Recertification: You must recertify first, submit a role recertification RoleRecertification.pdf (uscg.mil) to your supervisor, after your supervisor approves the request, you can log in and submit a new request to add or remove roles. To see what roles you currently have, see Step 6. You have Absence Requests that require your immediate attention ✕ 30 Day Warning - Final Notice - Account Recertification Required ✕ Your request is submitted for CGUNITROSTER ✕
4	If you click on the Absence Request Alert, it will take you directly to the approval page. Direct Access ⌂ ⏰ ⋮ ⊘ CG_GP_ABSENCE_NOTIFICATION_2- Absence Request To Be Approved Download results in : Excel SpreadSheet CSV Text File XML File (1 kb) View All First 1-2 of 2 Last Transaction Member's Members Member's Submitted Submission Seq Approver Empl

Notifications, Continued

Procedures,
continued

Step	Action
5	If you click on the Recertification Required alert, it will take you directly to that page (image shown in two steps). **Recertification** User ID 1234567 OPERATOR DESCRIPTION 30 Day/Final Notice: This is your final notice that you must recertify your Direct Access (DA) User Roles within 30 days. If you do not recertify your roles by 09-05-2023, all roles except Self Service will be removed from your Direct Access account. To recertify your roles, click on the User Access Request Form (uscg.mil) Refer to the Direct Access User Roles and Functions guide to assist you with recertifying your roles. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/Direct%20Access%20User%20Roles%20and%20Functions.pdf?ver=UniQn4ki4JbsN3nUg0RNfg%3d%3d%C3%97tamp=1604355989242 For more information concerning DA roles please click or copy the below link to your browser: https://www.dcms.uscg.mil/ppc/da/functionalroles/ If you need additional assistance please contact Customer Care at 785-339-2200 or 866-772-8724. You may also complete an online trouble ticket at: https://www.dcms.uscg.mil/ppc/ccb/ or send an email to: PPC-DG-Customercare@uscg.mil. Recertification Status 30 Day Warning Alert Notification Status User Type GAL Email Kal-El@uscg.mil Preferred Email Kal-El@uscg.mil ▼ Alerts ▶ Role Removal ☑ 90 Day Warning Date 06/30/2023 ☑ 60 Day Warning Date 07/07/2023 ☑ 30 Day Warning Date 08/06/2023

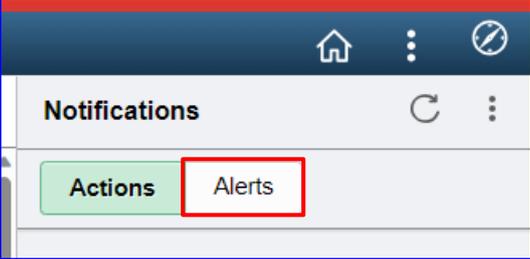# Notifications, Continued

Procedures, continued

Step	Action
6	This is the best place to see what roles you currently have. <mark>If the recertification is NOT done timely, you will only see the Self-Service role and CGROWSEC_CGAD role displayed.</mark> Submit a PPC Customer Care ticket to request a list of your previous roles. **Employment Details** Empl Status Active Grade E7 Rank YNC Region AD Department ID 987654 Business Unit ENLCG **Current Roles** |	Role Name	Dynamic
---	---	---
1	CGADMINSUP	N
2	CGDSCPVW	N
3	CGEMPREV	N
4	CGFIELDADM	N
5	CGHRS	N	 **EUser Form Details** Request ID 0068662 Request Status Approved Submitted Date 09/14/2022 Originator 1234567 Initial Approver 1122334 09/14/22 2:13PM Final Approver 9876543 09/20/22 10:05:12.000000AM

Clearing Multiple Notifications at One Time

Introduction   This section provides the procedures for clearing out multiple notifications all at once rather than clicking on the X for each one listed.
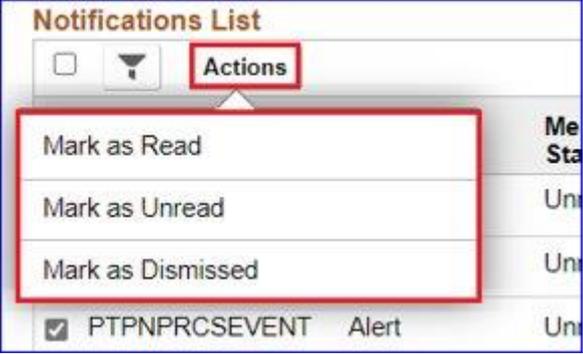
Procedures   See below.

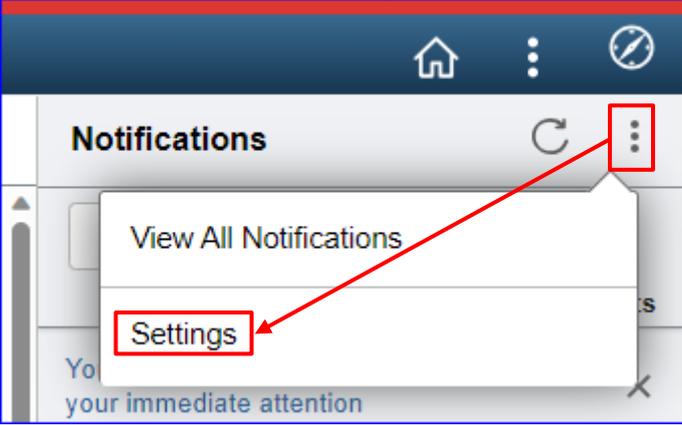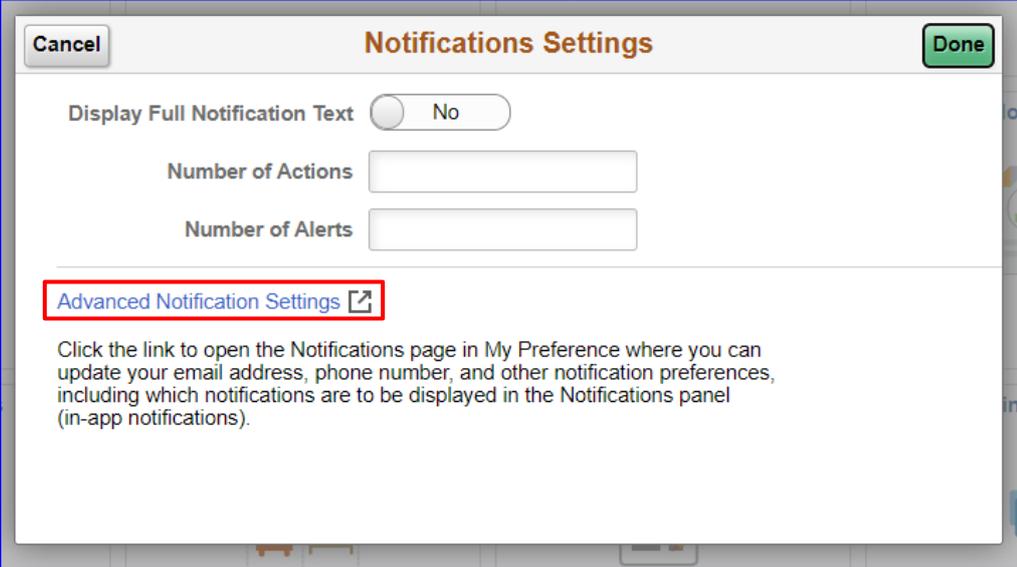| Step	Action
1	After logging into DA, the Notifications Actions pane will be displayed. Click on **Alerts**.
2	A list of all your **Alerts** will display. **NOTE:** If you check this section every time you log into DA, your list should not contain this large number of notifications.
3	To view all your notifications, in an action window, click on the **ellipsis icon**. Click on **View All Notifications**.

Clearing Multiple Notifications at One Time, Continued

Procedures,
continued

Step	Action
4	The Notification List will display. Select the **checkbox** for all messages to be marked the same (Read, Unread, or Dismissed). If there is an **arrow** to the right of the item, clicking it will open the screen for the required action in DA.
5	Once items are selected, you can then click the **Actions** drop-down to select the appropriate action for your chosen items. **Mark as Dismissed** is the only selection that will clear items from this list.
6	When you return to your home page only messages marked as **Unread** or **Read** will display.

Email Notification Settings

Introduction	This section provides the procedures for setting up email notifications of Alerts from DA.

Procedures See below.

Step	Action
1	Click on the Notifications **ellipses** and then click **Settings**.
2	Click on the **Advanced Notification Settings** link.

Email Notification Settings, Continued

Procedures,
continued

Step	Action
3	In the Contact Preferences section click **Choose**.
4	Choose the **Business** email radio button. Click **Done**. **NOTE:** You can click on the Update Email Address link to update any address that needs updating.
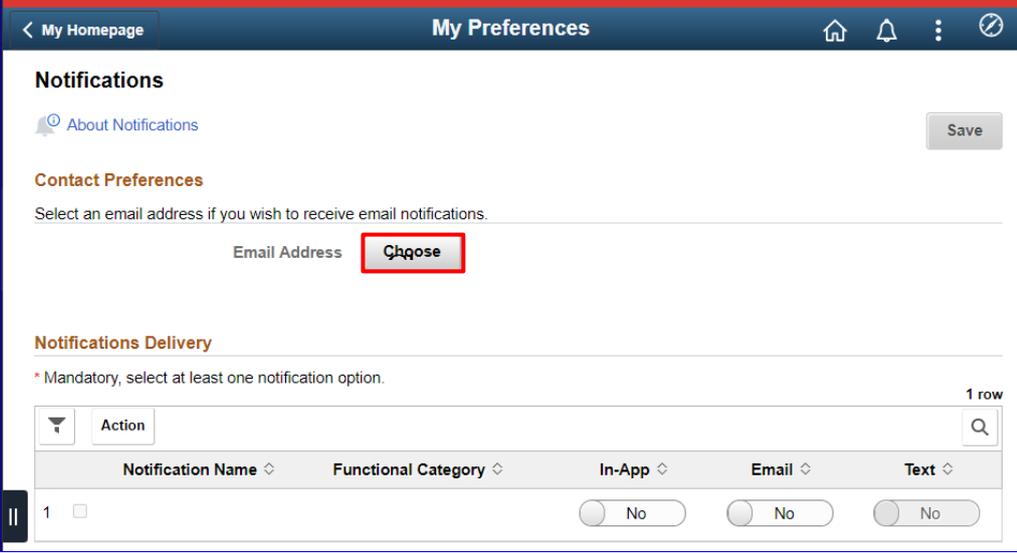
Email Notification Settings, Continued

Procedures,
continued

Step	Action
5	In the Notifications Delivery section, change the **Email** notification to YES and click **Save**.
6	Here is an example of an email received for an Absence Request. The **link** will take you directly to the request to be approved in DA. -----Original Message----- From: DoNotReply directaccess@uscg.mil <DoNotReply directaccess@uscg.mil> Sent: Wednesday, September 6, 2023 2:13 PM To: Lane, Lois CIV USCG PPC (USA) < Lois.Lane@uscg.mil> Subject: Absence Request An absence request for Leave - INCONUS has been submitted to you for approval. Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request: https://hcenv5.direct-access.uscg.mil/psp/HCENV5/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=207&SEQ_NUM5=95