#### **Recertification Status Report**

Introduction	This guide provides the procedures for accessing the Recertification Status Report in Direct Access (DA).
Information	<ul> <li>Users with CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only) functional role can run this report.</li> <li>ALCOAST 448/22 announced that DA will set user roles to Self-Service if members do not recertify within the specified time periods.</li> <li>This is a totally automated process in DA.</li> <li>This report may be used to manage user accounts at the unit level and help Commands to proactively reach out to their members that will be losing roles.</li> <li>This report lists all members that have received 90, 60, and 30 Day Alerts.</li> </ul>

Procedures

See below.



Procedures,

continued

Step	Action							
3	Select the Add a New Value tab.							
	Recertification Status Report							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value         Add a New Value							
	▼ Search Criteria							
	Search by: Run Control ID begins with							
	Case Sensitive							
	Search Advanced Search							
4	Enter a <b>Run Control ID</b> that you will remember and click <b>Add</b> .							
	Recertification Status Report							
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	<u>F</u> ind an Existing Value     Add a New Value							
	*Run Control ID ABC							
	Add							
5	Click Run.							
	Recertification Sts Report							
	Run Control ID ABC Report Manager Process Monitor Run							
	Please Click the "Run" button to generate report.							
	Save         Return to Search         Notify         Add         Update/Display							

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lick the File List Name (us	sually ends in .csv)	link.		
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	375	08/23/2022 11:53:41.016520AM PDT		
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#### Procedures,

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Step	Action						
11	Save the report to a file/folder on your computer.						
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	Save as type: Microsoft Excel Comma Separated Values File	~					
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12	After clicking save, you'll be returned to the View Log/Trac <b>Return</b> .	e screen. Click					
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#### Procedures,

continued

Step	Action					
15	Suggestions for sorting are:					
	• Department ID (	• Department ID (Column H)				
	• 30 Day Alert Da	te (Column O)				
	If applicable, use	these dates to let the	member know that in 31 days past that			
	date in Column O	date in Column O, they will lose all of their current roles in DA automatically.				
	Example:					
	30 Day Alert Date Role Removal Date					
	10/31/2022	12/2/2022				