# Initial Direct Access Sign On

## Overview

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| **Introduction** | This guide provides the procedures to sign into Direct Access (DA) for the first time, set up your email, and turn off pop-up blockers to access DA documents. |
| **Compatible Devices** | Currently only desktop and laptop computers can support DA using the compatible web browsers listed below. At this time, mobile devices (e.g. cell phones and tablets) are not supported. |
| **Compatible Web Browsers** | Below is a list of the internet browsers compatible with DA. |



**Contents**

# Initial Direct Access Sign-In

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| **Information** | This section provides the procedures for logging into Direct Access (DA) for the first time. |

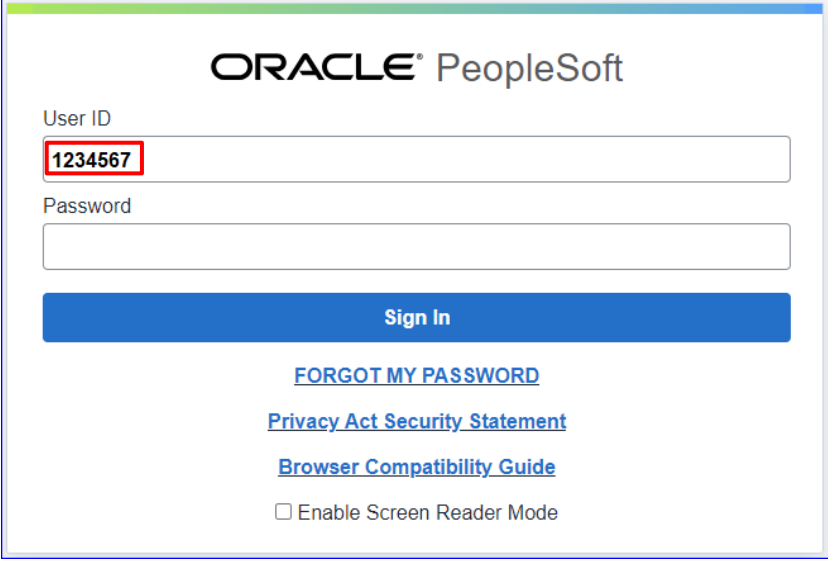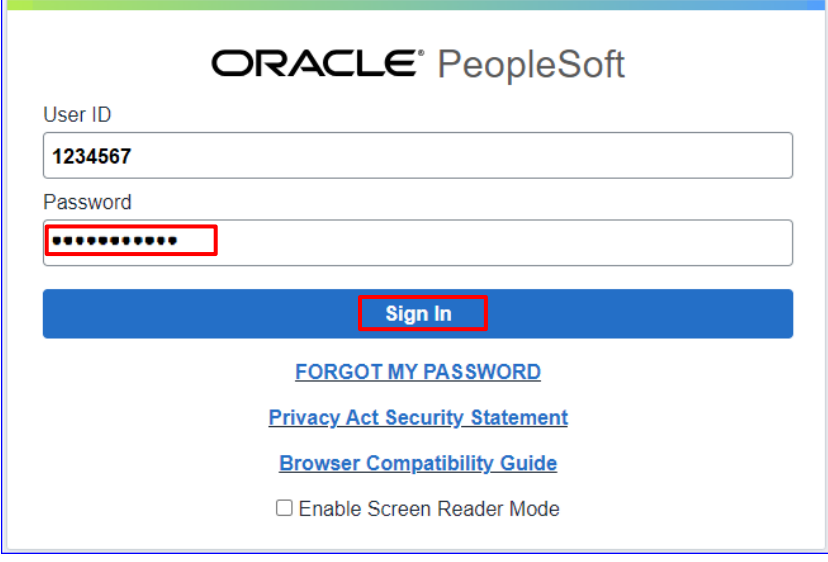| | |
|---|---|
| **Default Password Information** | If you have never logged into Direct Access (DA), your default password will be set up for you initially.  The formula for your default password is:<br><br>THeUSCG + last 4 of your SSN + @ + four digit birth year<br><br>For example, if the last 4 of your SSN is 1234 and you were born in 1966, your default password will be THeUSCG1234@1966.  Passwords in DA are case sensitive, so be sure to capitalize where appropriate when you type it.<br><br>You will be prompted to change your password upon your initial login.<br><br>**NOTE:** If you run into issues and are unable to log on, please contact PPC Customer Care at 1-866-772-8724 or ppc-dg-customercare@uscg.mil. |

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| **Password Rules** | • Your password:<br> ✓ Must Contain at least 15 characters<br> ✓ Must contain at least one number<br> ✓ Must contain at least one upper case letter<br> ✓ Must contain at least one lower case letter<br> ✓ Must contain at least one special character (!@#$%^&*()-_{}[]<>/)<br>• Passwords need to be changed every 35 days<br>• From 36 to 89 days, use the login screen **Forgot Password** function.<br>• 90+ days will require you to **contact PPC for help** with your password.<br>• When changing your password, it cannot be any of the last 9 passwords used.<br>• Passwords cannot be the same as your user ID (your user ID will never change or expire).<br>• Do not create passwords based on personal information that can be easily accessed or guessed.<br>• Do not create passwords using words that can be found in any dictionary in any language.<br>• Use different passwords for different systems.<br>• Develop a mnemonic for remembering your password (do not write it down). |

## Initial Direct Access Sign-In, Continued

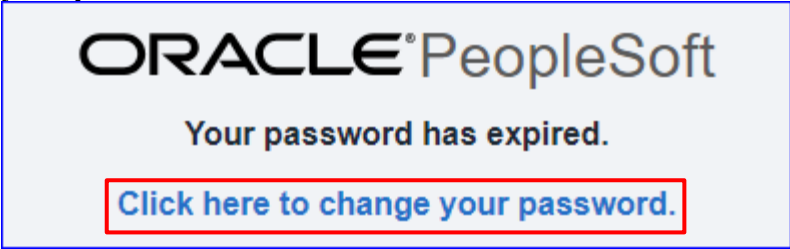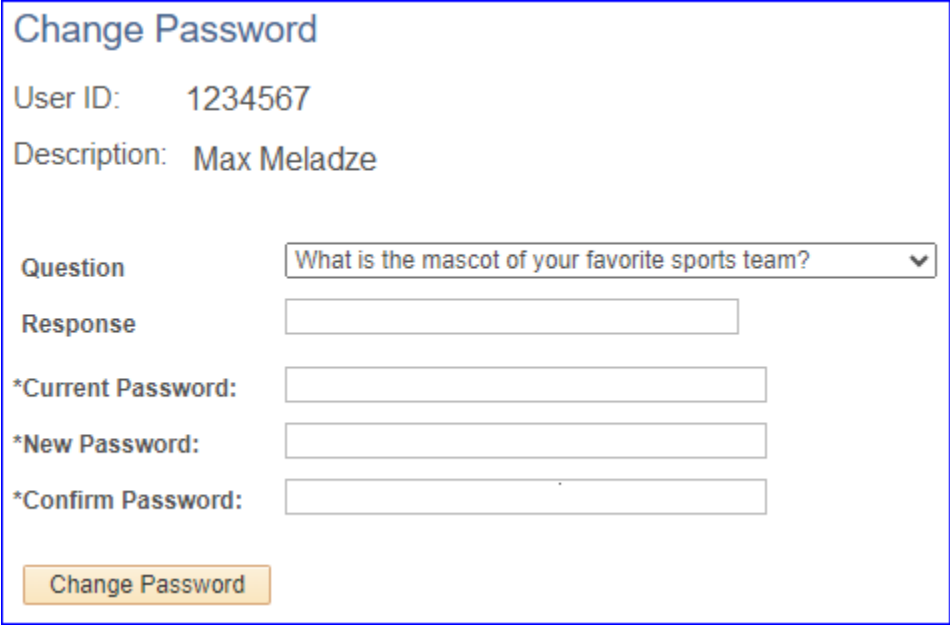**Procedures**  See below.

| Step | Action |
|------|--------|
| 1 | Log into DA Self Service at Direct Access Self Service. |
| 2 | Upon opening Direct Access (the link can be found on PPC's webpage), enter your 7-digit Employee ID (Empl ID) in the **User ID** field.<br><br>**ORACLE** PeopleSoft<br><br>User ID<br>`1234567`<br><br>Password<br>`_____`<br><br>**Sign In**<br><br>FORGOT MY PASSWORD<br>Privacy Act Security Statement<br>Browser Compatibility Guide<br>☐ Enable Screen Reader Mode |
| 3 | Enter your default password in the **Password** field.  Click **Sign In**.<br><br>**ORACLE** PeopleSoft<br><br>User ID<br>`1234567`<br><br>Password<br>`••••••••••`<br><br>**Sign In**<br><br>FORGOT MY PASSWORD<br>Privacy Act Security Statement<br>Browser Compatibility Guide<br>☐ Enable Screen Reader Mode |

## Initial Direct Access Sign-In, Continued

**Procedures**,
continued
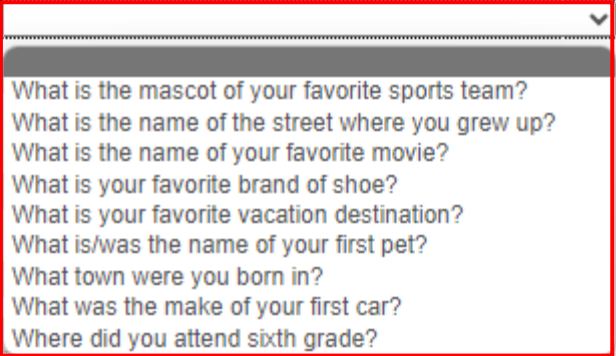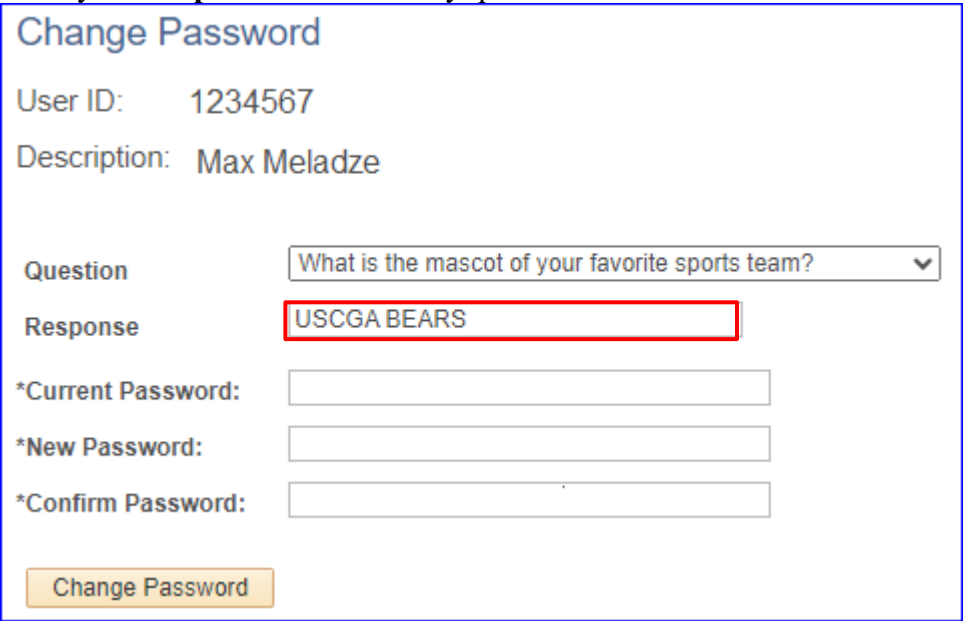
| Step | Action |
|---|---|
| 4 | You will be prompted with a Consent Acknowledgement message. Click **OK**. <br><br> **hcm.direct-access.uscg.mil says** <br> I have read and consent to terms in IS user agreement. <br><br> [ OK ]   [ Cancel ] |
| 5 | You will be prompted to change your password.  Select **Click here to change your password**. <br><br> **ORACLE** PeopleSoft <br><br> **Your password has expired.** <br><br> **Click here to change your password.** |
| 6 | The Change Password page will display. <br><br> **Change Password** <br> User ID:  1234567 <br> Description:  Max Meladze <br><br> Question     What is the mascot of your favorite sports team? <br> Response <br> *Current Password: <br> *New Password: <br> *Confirm Password: <br><br> [ Change Password ] |

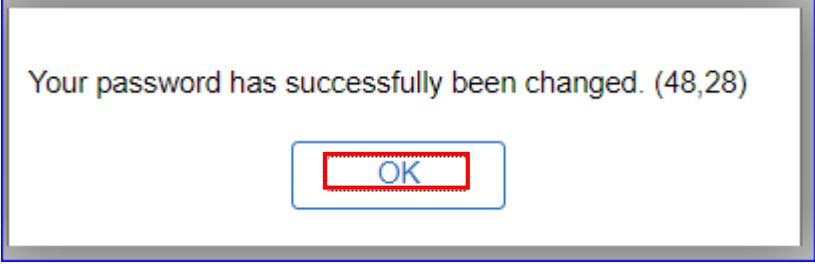# Initial Direct Access Sign-In, Continued
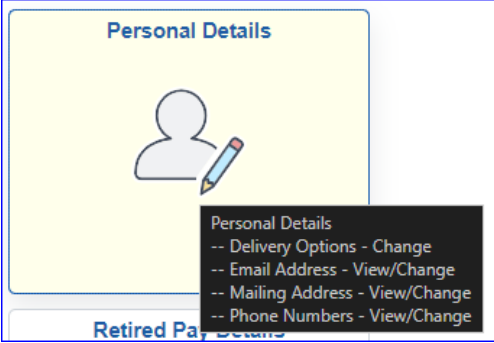
**Procedures,**
continued

| Step | Action |
|------|--------|
| 7 | Select a security **Question** from the drop-down. |
| 8 | Enter your **Response** to the security question. |

# Initial Direct Access Sign-In, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 9 | Enter your default password in **\*Current Password**.<br><br>**Change Password**<br><br>User ID: 1234567<br><br>Description: Max Meladze<br><br>Question: What is the mascot of your favorite sports team?<br>Response: USCGA BEARS<br>\*Current Password: ••••••••••••••••••••••••••••<br>\*New Password:<br>\*Confirm Password:<br><br>Change Password |
| 10 | Enter your new password in both the **\*New Password** and **\*Confirm Password** fields. Click **Change Password**.<br><br>**Remember:** The new password must be at least 15 characters long with at least 1 number, 1 lowercase letter, 1 uppercase letter, and one special character.  See the Password Rules information in the Overview section for more details.<br><br>**Change Password**<br><br>User ID: 1234567<br><br>Description: Max Meladze<br><br>Question: What is the mascot of your favorite sports team?<br>Response: USCGA BEARS<br>\*Current Password: ••••••••••••••••••••••••••••<br>\*New Password: ••••••••••••••••••••••••••••<br>\*Confirm Password: ••••••••••••••••••••••••••••<br><br>Change Password |

## Initial Direct Access Sign-In, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 11 | A confirmation message will display. Click **OK**.<br><br>Your password has successfully been changed. (48,28)<br><br>OK |
| 12 | To Return to the Self Service Menu, click the **House** icon in the upper right corner or the **Retired Self Service** back arrow.<br><br>‹ Retired Self Service    **Direct Access**    ⌂ ⌃ ⋮ ⊘ |

# Email Set up

| Introduction | This section provides the procedures to set up your email Address in DA. |
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| Procedures | See below. |
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| Step | Action |
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| 1 | Log into DA Self Service at Direct Access Self Service. |
| 2 | Navigate to **Retired Self Service** via the drop-down or by page **arrows**. |
| 3 | Click on the Personal Details tile. |
| 4 | Select the Email Address – View/Change option. |

# Email Set up, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 5 | The My Email page will display. If an **Email Address** is already populated, verify it is correct and the **Preferred Address**? Box is checked.<br>• If the address is correct and Preferred is checked, no further action is required.<br>• If the email address is blank or incorrect continue to **Step 6**.<br><br>**My Email**<br>MAX MELADZE<br>**Email Addresses**<br><br>| Email Type | Email Address | Preferred Address? | Delete |<br>| Home | myhome@domain.com | ☑ | Delete |<br><br>Add Email Address<br>Save |
| 6 | Click **Add Email Address**.<br><br>**My Email**<br>MAX MELADZE<br>**Email Addresses**<br><br>| Email Type | Email Address | Preferred Address? | Delete |<br>| | | ☐ | Delete |<br><br>Add Email Address<br>Save |
| 7 | Select an **Email Type** from the drop-down.<br><br>**My Email**<br>MAX MELADZE<br>**Email Addresses**<br><br>| Email Type | Email Address | Preferred Address? | Delete |<br>| | | ☐ | Delete |<br><br>Business<br>Home<br>Other |

# Email Set up, Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 8 | Enter the **Email Address**. |
| 9 | Check the **Preferred Address?** Box. Click **Save**. Repeat Steps 6-8 to add additional email addresses. |
| 10 | To Return to the Self Service Menu, click the **House** icon in the upper right corner or the **Retired Self Service** back arrow. |

# Turning off Pop-up Blockers

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| **Introduction** | This section provides guidance for turning off pop-up blockers. This is necessary when viewing or printing certain documents, such as payslips and tax documents, in Direct Access (DA). |

**Compatible Web Browsers**

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| **Google Chrome (for Windows)** | 1) Click the **Customize and Control Google Chrome** menu (the 3 dots located in the upper right corner of the browser).<br>2) Select **Settings**.<br>3) Scroll to the bottom of the list and click **Advanced**.<br>4) Locate **Privacy and Security** section and click **Content/Site Settings** button.<br>5) Select **Pop-ups and redirects**.<br>6) Click the **Blocked (recommended)** switch. |
| **Microsoft Internet Explorer** | 1) Click the **Tools** menu (the gear icon located in the upper right corner of the browser).<br>2) Select **Internet options**.<br>3) Select the **Privacy** tab.<br>4) Uncheck the **Turn on Pop-up Blocker** box.<br>5) Click **OK**. |
| **Modzilla Firefox** | 1) Click **Open menu** (the three bars located in the upper right corner of the browser).<br>2) Click **Options** (or Preferences depending on the version begin used).<br>3) Select **Privacy & Security** (located on the left side of the page).<br>4) Scroll down the page and uncheck **Block pop-up windows** box.<br>5) Close and relaunch Firefox browser. |
| **Microsoft Edge** | 1) Click the **More** button (the three dots located in the upper right corner of the browser).<br>2) Select **Settings**.<br>3) Scroll down and select **View Advanced Settings**.<br>4) Click the **Block pop-ups** switch to off. |
| **Apple Safari** | 1) Click the **Safari** menu.<br>2) From the drop-down menu, select **Preferences**.<br>3) Select **Security**.<br>4) Uncheck the **Block pop-up windows** box. |