

3. LOGIN

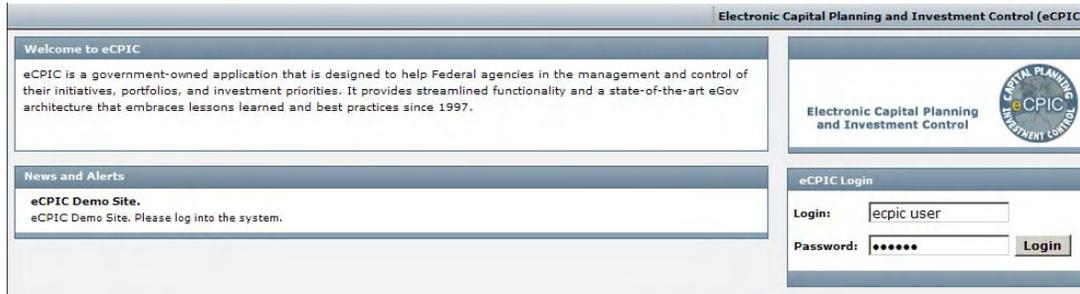
Each time a user wishes to enter into eCPIC, they must access the Home Page and login with an assigned Login and Password issued by the Administrator.

3.1 Log In To eCPIC

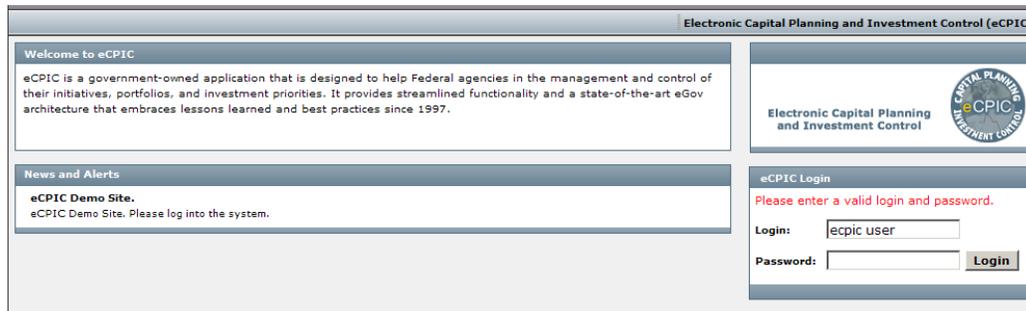
To Log In to eCPIC:

1. Navigate to the eCPIC application at the URL provided by the System Administrator.
2. Enter **Login** and **Password** provided by the Administrator.
3. Click the **Login** button.

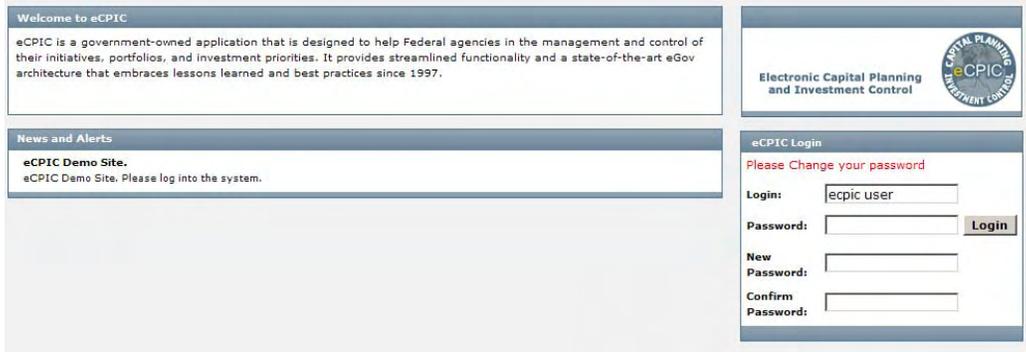
If a valid Login and Password combination has been entered, users will then be directed to the Investments module Standard View.



If an invalid Login and Password combination has been entered, there will be a message stating this fact.



If a Password has been newly assigned by the Administrator or does not meet the configuration requirements of the system, users will be prompted to change password when they login.



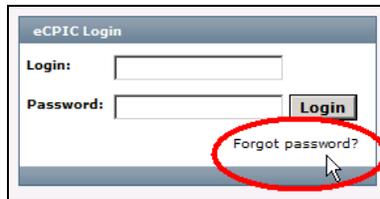
3.2 Password Reset

At times, users tend to forget their passwords needed to access the eCPIC application. A Password Reset function, (by where a user's password is reset to a random value and emailed to them), saves the Administrator time by making this process automatic.

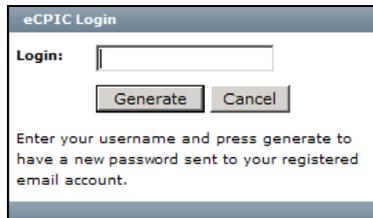
If the System Administrator has activated the Password Reset functionality, users will be able to request a new password if they have forgotten their password.

To Reset forgotten password:

1. From the eCPIC Login, click on the **Forgot Password?** link.



A new eCPIC login window will appear:

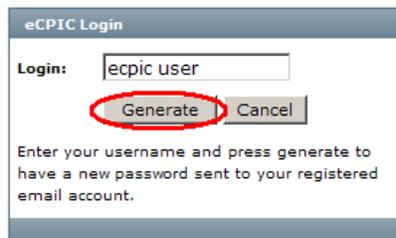


2. Enter the **Username**.



Note: If a user has forgotten their Username, they will have to contact the System Administrator to have their information reset.

3. Click the **Generate** button.



4. Upon clicking on the 'Generate' button, an email is sent to the users registered email account assigning a new password (*the Administrator registers the email account upon initial creation of the user account*). Navigate to the proper email account and retrieve the new password.

The following is your NEW password.
Password: 0dfb13b
If you feel you have incorrectly received this email, please contact your System Administrator.

5. Access the eCPIC Login and enter Username and new Password.



6. Click on the **Login** button.

A new eCPIC Login window will appear stating to change the password.

The screenshot shows a web form titled "eCPIC Login" with the instruction "Please Change your password" in red. It contains four input fields: "Login" (with the text "ecpic user"), "Password", "New Password", and "Confirm Password". A "Login" button is positioned to the right of the "Password" field.

7. Enter in the old password, the new password and the new password confirmation then click the **Login** button.

This screenshot is identical to the previous one, but the "Login" button is circled in red to highlight it as the next step in the process.

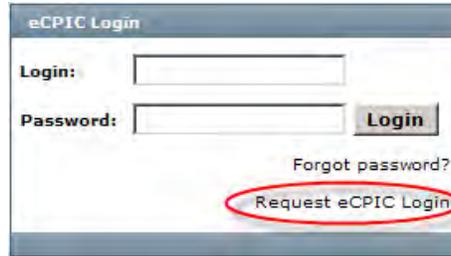
The user will then be directed to the Investments module Standard view.

3.3 *New User Requests*

Users have the ability to submit a new user registration request in order to request access to eCPIC from a system administrator. By filling out and submitting the new user request form, the system will automatically send their registration request to the system administrator for approval. Once the request has been received, the system administrator can then approve or deny the registration request. The requestor will receive email confirmation informing them if their request has been approved or denied.

To request a user login in order to access to the eCPIC system:

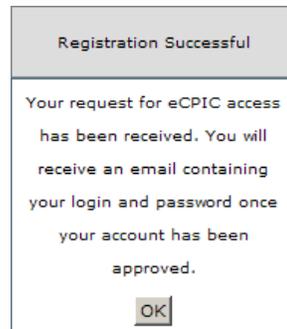
1. Navigate to the eCPIC home page
2. Click on the **Request eCPIC Login** link



3. The User registration form will be displayed:

The image shows a "User Registration" form. At the top, it says "User Registration" and "User Registration". Below that, it says "To request login credentials for eCPIC, complete the data entry form below and click Submit." The form has several fields: "First Name (required)", "Middle Initial", "Last Name (required)", "Organization" (a dropdown menu with "eCPIC" selected), "Address", "City", "State" (a dropdown menu), "Zip", "Phone (required)", "Fax", "Email (required)", "User Type" (a dropdown menu), and "Reason For Request" (a dropdown menu). There is a "500 characters remaining" indicator next to the "Reason For Request" field. At the bottom, there is a "Cancel" button and a checkbox with the text: "By submitting this request, I have read and agree to all applicable system, agency, and federal security policies and procedures regarding this system. For more information, please contact your eCPIC System Administrator."

4. Fill out the required fields within the registration form and then click on Submit. A pop-up will display informing the user that their registration was successful:



5. Click OK.

6. The user will receive an e-mail confirmation that their registration has been

received

7. If the request is approved, two follow up e-mails will be sent. The first will contain the new User ID and the second will contain the temporary user password
8. If the request is denied an eCPIC account by the eCPIC Administrator, the user will receive an e-mail stating that his request has been denied along with a reason for the denial.

3.4 Update Profile

Once logged into the application, a **My Profile** link allows users to update personal information as well as changing the password. The original information was entered in by the Administrator.

1. Click the **My Profile** link. The Update My Profile screen will appear:

Logged in as: eCPIC, End User **My Profile** Log out

Navigation Home Privacy Statement eCPIC.gov Contact eCPIC Admin Help

Welcome to eCPIC

eCPIC is a government-owned application that is designed to help Federal agencies in the management and control of their initiatives, portfolios, and investment priorities. It provides streamlined functionality and a state-of-the-art eGov architecture that embraces lessons learned and best practices since 1997.

Electronic Capital Planning and Investment Control

Update My Profile

First Name (required) End User

Middle Initial

Last Name (required) eCPIC

Organization Select Organization

Address

City

State Alaska

Zip

Phone (required) 123-456-7890

Fax

Email

Personnel Type

Login Name ecpic1

Current Password (required)

New Password

Confirm Password

Password must:

- Have a length between 3 and 20 characters

2. Make the necessary changes. Be sure to provide current password in order to make any changes to personal information.
3. Click the **Save** icon  to save changes.

Note: System Administrators can tailor password requirements for logins at the Agency in the Admin module. The Admin Guide provides instructions for updating the password configuration settings.

3.4.1 Table Edit Style

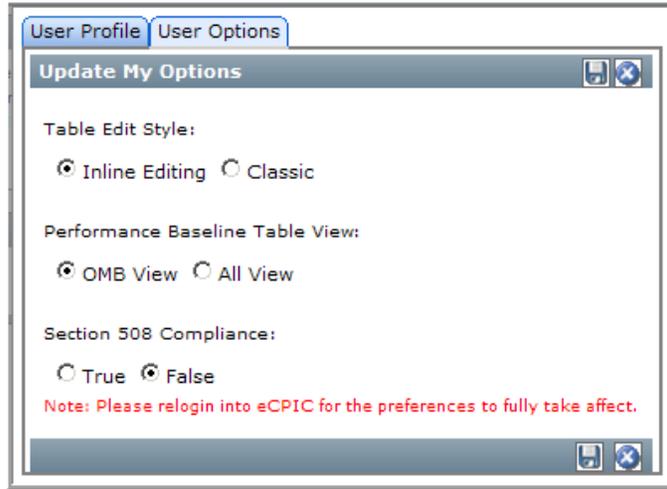
The Table Edit Style option will allow users to choose how they would like to view tables from within the Investments Module.

1. Click on the **My Profile** link.



2. The User Profile window will display.

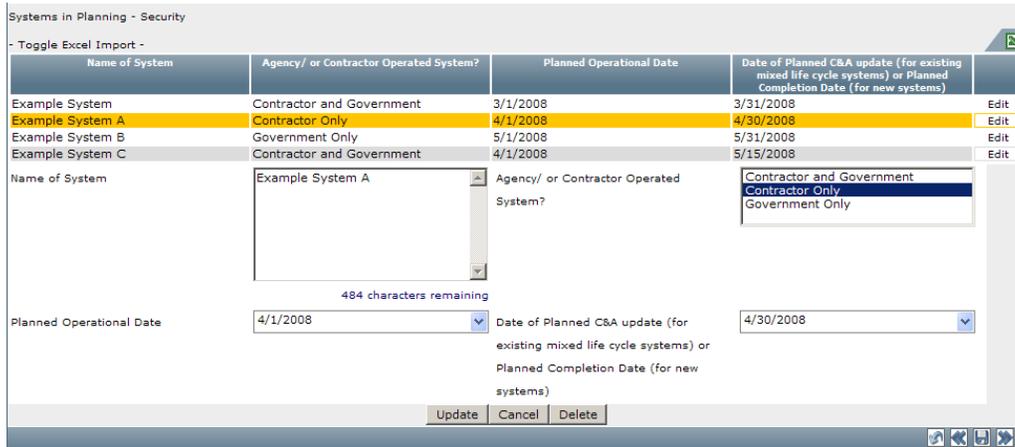
3. Click on the **User Options** tab.



4. Select the desired viewing options and click the () icon.

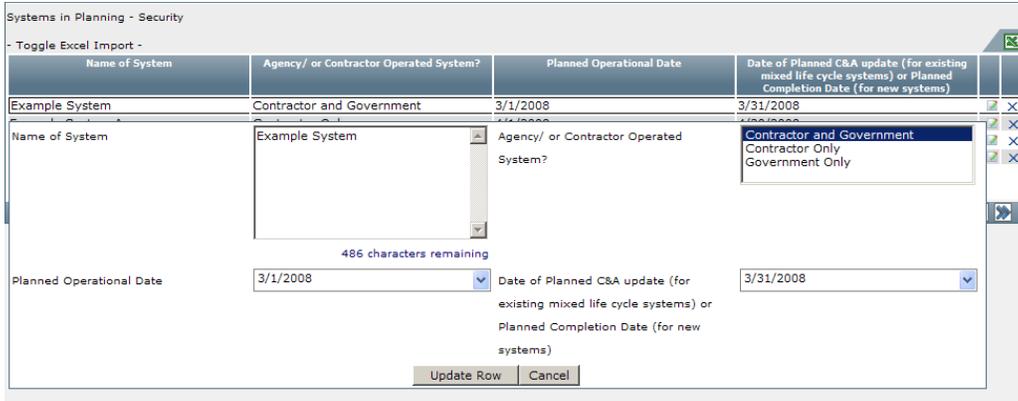
3.4.1.1 Classic View

When selecting the Classic view as the default view, users will be able to edit information within a table from the bottom of a page. See example below:



3.4.1.2 Inline Edit View

When selecting the Inline Edit view as the default view, users will be able to edit information within the table. For large tables, this view will assist users in viewing the row that they are currently editing. See example below:



3.4.2 Performance Baseline Table View Preference

3.4.2.1 Performance Baseline Table OMB View

The OMB View will allow users to view only the OMB defined fields when navigating to the Performance Baseline table. Users still have the ability to change this view from within the Performance Baseline table, but it will revert back to the default view when navigating away from the page. See example below:

Select View: OMB Required View

View Accessible Table | Toggle MS Project Import | Toggle Baseline Import | Legend | Show All Rows

* Costs in thousands

Milestone Number	Description of Milestone	Initial Baseline		Current Baseline				Current Baseline Variance		Perce Compl
		Planned Completion Date	Total Cost (Estimated)	Completion Date		Total Cost		Schedule (# days)	Cost	
				Planned	Actual	Planned	Actual			
1	Milestone A	8/1/2007	\$101	8/29/2007	8/31/2007	\$100	\$200	-2	-\$100	100.00
2	Milestone B	10/29/2007	\$51	10/31/2007	10/31/2007	\$60	\$69	0	-\$9	100.00
3	Milestone C	8/1/2007	\$101	8/29/2007	8/31/2007	\$100	\$200	-2	-\$100	100.00
4	Milestone D	10/29/2007	\$51	10/31/2007	10/31/2007	\$60	\$69	0	-\$9	100.00
5	Milestone E	8/1/2007	\$101	8/29/2007	8/31/2007	\$100	\$200	-2	-\$100	100.00
6	Milestone F	10/29/2007	\$51	10/31/2007	10/31/2007	\$60	\$69	0	-\$9	100.00
7	Milestone G	8/1/2007	\$101	8/29/2007	8/31/2007	\$100	\$200	-2	-\$100	100.00
8	Milestone H	10/29/2007	\$51	10/31/2007	10/31/2007	\$60	\$69	0	-\$9	100.00
Project Totals		10/29/2007	\$608	10/31/2007	10/31/2007	\$640	\$1,076	0	-\$436.00	100.00

Update Values | Reset Values | Add Milestone

3.4.2.2 Performance Baseline Table All View

The All View will allow users to view all of the available fields from within the Performance Baseline table. Users still have the ability to change this view from within the Performance Baseline table, but it will revert back to the default view when navigating away from the page. See example below:

Select View: All Fields View Add Milestone

View Accessible Table | Toggle MS Project Import | Toggle Baseline Import | Legend | Show All Rows * Costs in thousands

Milestone Number	Description of Milestone	Initial Baseline			Current Baseline			
		Planned Start Date	Planned Completion Date	Total Cost (Estimated)	Start Date	Completion Date	Duration (Days)	Duration (Hours)
1	Milestone A	7/1/2007	8/1/2007	\$101	7/1/2007	8/29/2007	60	0.00
2	Milestone B	10/18/2007	10/29/2007	\$51	10/18/2007	10/31/2007	14	0.00
3	Milestone C	7/1/2007	8/1/2007	\$101	7/1/2007	8/29/2007	60	0.00
4	Milestone D	10/18/2007	10/29/2007	\$51	10/18/2007	10/31/2007	14	0.00
5	Milestone E	7/1/2007	8/1/2007	\$101	7/1/2007	8/29/2007	60	0.00
6	Milestone F	10/18/2007	10/29/2007	\$51	10/18/2007	10/31/2007	14	0.00
7	Milestone G	7/1/2007	8/1/2007	\$101	7/1/2007	8/29/2007	60	0.00
8	Milestone H	10/18/2007	10/29/2007	\$51	10/18/2007	10/31/2007	14	0.00
Project Totals		7/1/2007	10/29/2007	\$608	7/1/2007	10/31/2007	296	0.00

Update Values | Reset Values | Add Milestone

3.4.3 Section 508 Compliance

3.4.3.1 Section 508 Compliance Setting

When the Section 508 Compliance setting has been set to true, users will notice that the ability to pin/unpin the navigation tree has been disabled. This setting will also ensure that all tables within an investment will be 508 compliant.

Logged in as: eCPIC, End User | My Profile | Log out

Standard View

Search - Hide Field Filter - Enter filter criteria in the fields.

Investment Name	Template	Class	OMB Investment Type	Consolidated Business Case	Rev	Point of Contact	Last Updated
Investment 118	BY2007		01 - Major Investment	Child	204	ECPIC, Admin	01/28/2008 10:34 AM
Investment 137	BY2005	IT			202	ECPIC, Admin	01/28/2008 01:04 PM
Investment 141	BY2008	IT			202	ECPIC, Admin	01/28/2008 01:15 PM
Investment 152	BY2007	IT	01 - Major Investment	Child	8	ECPIC, Admin	01/25/2008 07:40 PM
Investment 154	BY2007	IT	01 - Major Investment	Child	0	ECPIC, Admin	05/25/2007 10:51 AM

Page 1 of 17 | Show 5 results per page

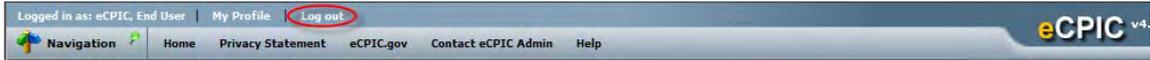
When the Section 508 Compliance setting has been turned off, users will notice that the ability to pin/unpin the navigation tree has been fully enabled and that all tables within an investment will be returned to their default view.

Note: Users will need to log back into eCPIC in order for the user preferences to fully take effect.

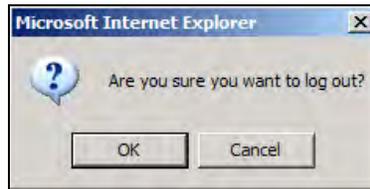
3.5 Log Out of eCPIC

Once logged into the application, a Log Out link is available in the upper left-hand corner of every screen.

1. Click the **Log Out** link.

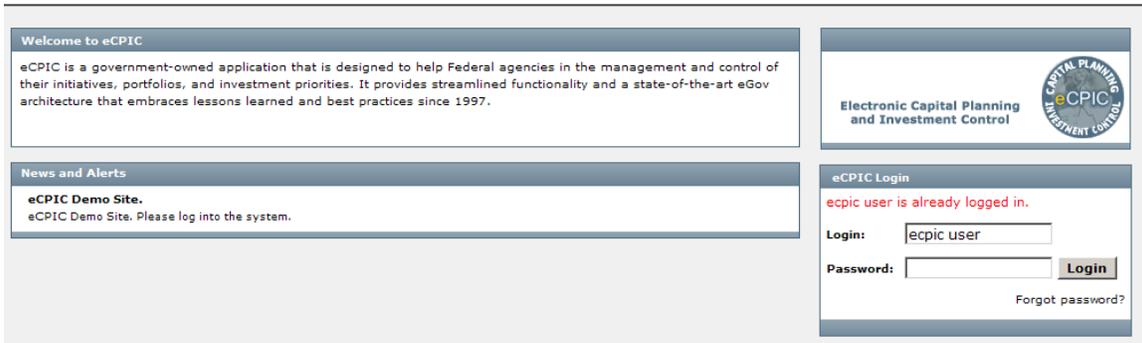


2. A pop-up will appear asking if you are sure you want to log out. Select **OK**. If users wish to continue working in the application, select **Cancel**.



This ends the session and all session variables will expire.

Make sure the 'Log Out' link is used to log out of the application. If a user just closes the window and then tries to log back in to eCPIC, they will get a message saying they are already logged in.



For security reasons, eCPIC will keep users logged in based upon their session time out configurations. After that time has expired, they will be able to log back in. If users need to log back in before that time, contact the Administrator and they will be able to deactivate the session.