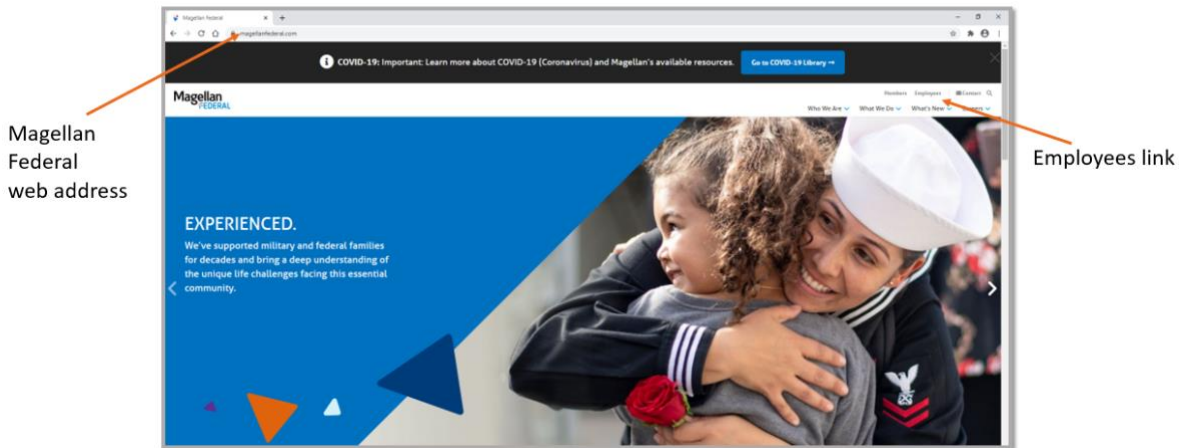


Deltek Costpoint Login



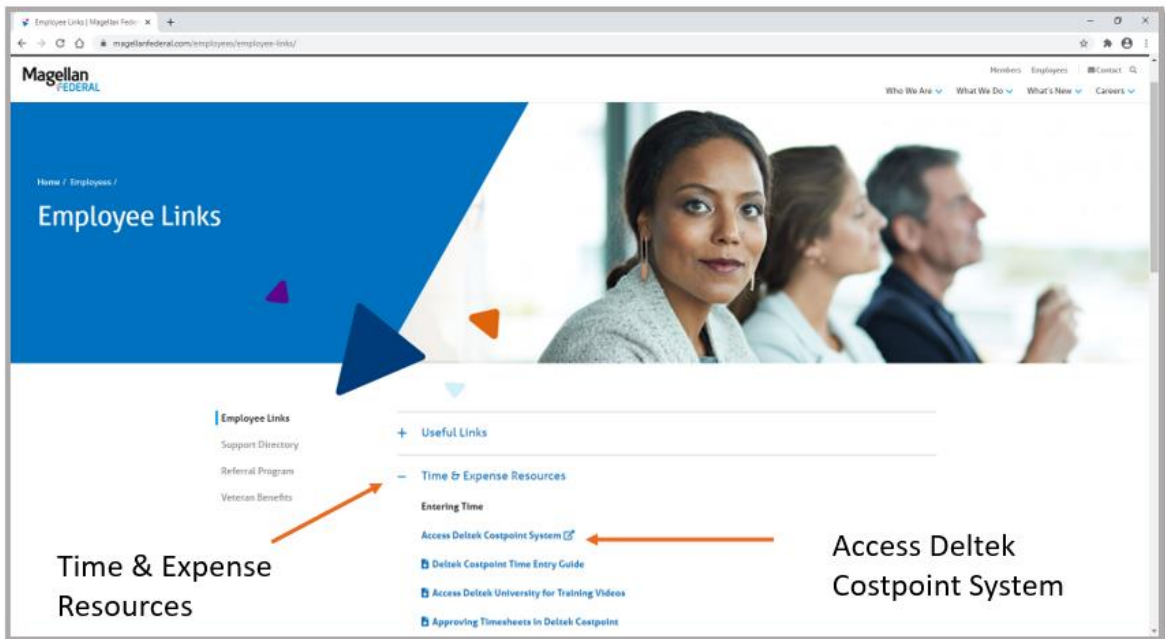
To access Deltek Costpoint system to enter your time and expenses:

Step 1 Go to www.MagellanFederal.com and click on the Employees link in the upper right corner.



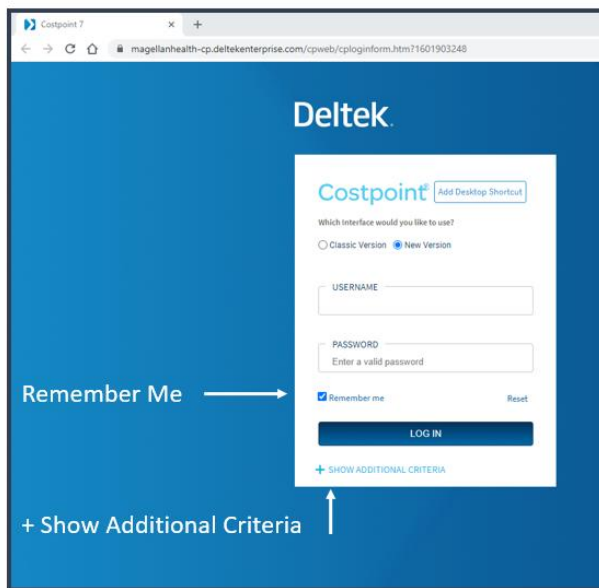
Step 2 On the Employees page:

- Click on Time and Expense Resources
- Then click on Access Deltek Costpoint System



Step 3 You are now on the Deltek Costpoint Log In screen.

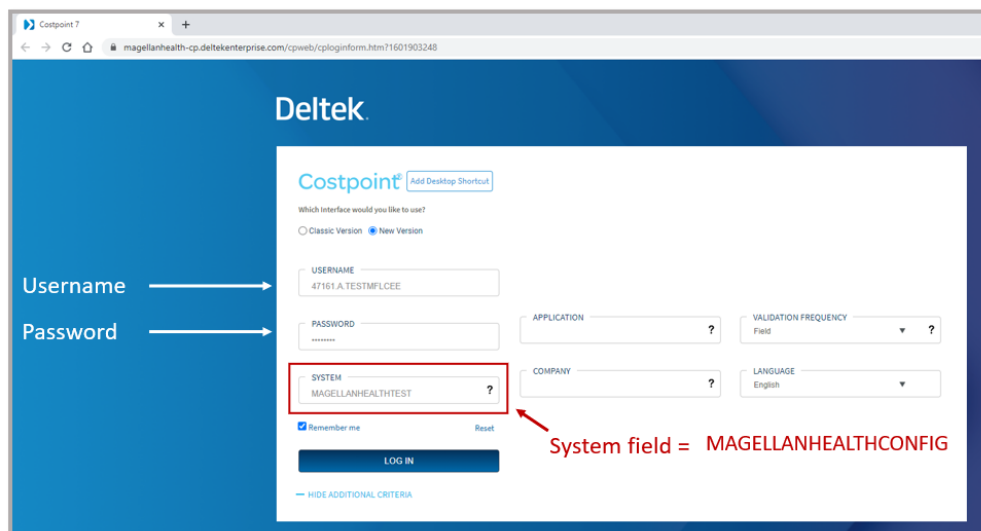
- Click the box next to “Remember Me”.
- Click the plus sign next to “Show Additional Criteria”



Step 2 On the Log In screen:

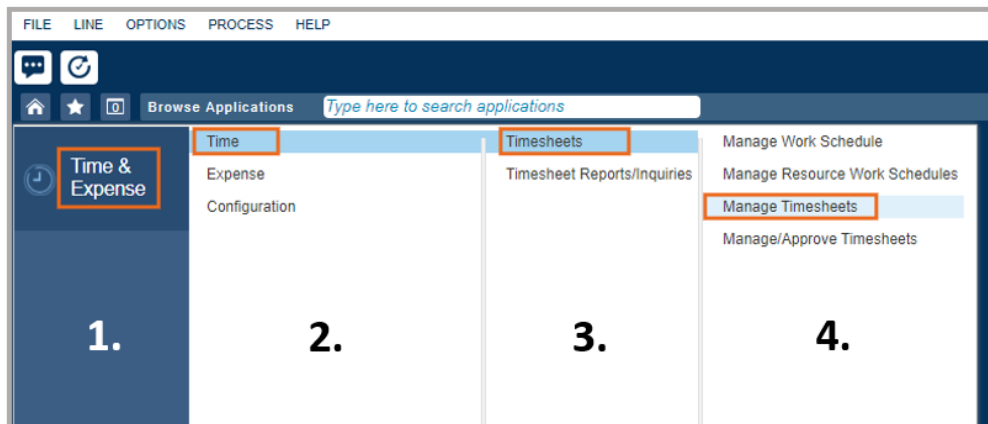
- Type in your User Name. Your Delttek Costpoint Username starts with “47161.A.” followed by a series of numbers that are unique to you.
- Type in your Password.
- Make sure the System field says: MAGELLANHEALTHCONFIG
- Click the Log In button

Tip: You do not need to type in all caps. The field will automatically be in all caps.



Step 3 You are now in Deltek Costpoint. Navigate across the panels by clicking on the following. This will open your actual timesheet for the current pay period.

- Time & Expense
- Time
- Timesheets
- Manage Timesheets



Can't log in to Deltek Costpoint?

1. Make sure you've carefully followed all instructions as they are written.
2. Slowly type in your username and password to ensure accuracy.
3. If you do not know your username, contact your supervisor or manager.
4. If you need to reset your password, navigate to the Employee page on MagellanFederal.com and click on the link "Unlock Account/Reset Password". Follow the prompts to reset your password.