



# Deltek Costpoint

ACCOUNT ACTIVATION AND INITIAL LOG IN

NOVEMBER 2020

V2.



# About this training...

- Live training in webinar format
  - Mute/Unmute disabled
  - Chat and Question/Answer available
- Use Chat and Question/Answer Feature
  - We will answer questions at the end of sessions
- Training may be recorded
- Today's training handout will be available on the MFLC website:
  - [www.magellanmflc.org](http://www.magellanmflc.org)
  - Learning & Development > Live Trainings > Deltek Costpoint Trainings

# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ Deltek Costpoint Overview
- ✓ Deltek Costpoint Account Activation
- ✓ Deltek Costpoint Initial Log In
- ✓ Counselor Practice Requirements

# Today's Training Objectives

- Learn about the Deltek Costpoint System
- Learn the steps to activate your Deltek Costpoint Account
- Learn the steps to log into your Deltek Costpoint Account
- Understand practice expectations for logging into Deltek Costpoint

# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ Deltek Costpoint Overview
- ✓ Deltek Costpoint Account Activation
- ✓ Deltek Costpoint Initial Log In
- ✓ Counselor Practice Requirements

# Magellan Federal Support Team

*We've got you covered!*



James Thornbrugh  
VP, Deputy Program  
Manager, MFLC



Gene Meyer  
VP, Special Projects  
MFLC



Darleena Byrne  
Sr. Project Manager  
HR



Kalli Saland  
Sr. Manager, Financial  
& Accounting Systems



Nikki Walker  
Training Manager  
MFLC



Samantha Liegl  
Supervisor, Service  
Center, MFLC



Teresa Banner  
Sr. Training Specialist  
MFLC



Christi Garner  
Training Coordinator  
MFLC

# Deltek Costpoint Overview

A Timekeeping System

Deltek Costpoint is Replacing Workday Time Recording

- Records all hours worked
- Classifies hours worked by Charge Codes



→  
December 16



Deltek Costpoint is NOT:

- CareW/CareApp
  - Keep using CareW/CareApp to enter daily activity reports
- Logging/LILO/Log In-Log Out
  - Keep using MFLC Service Center App to send daily logging notifications

# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ **Deltek Costpoint Overview**
- ✓ Deltek Costpoint Account Activation
- ✓ Deltek Costpoint Initial Log In
- ✓ Counselor Practice Requirements

# Deltek Costpoint Overview

A Timekeeping System

Deltek Costpoint is Replacing Workday Time Recording

- The new “timesheet”
- Records all hours worked
- Breaks down work time into different Charge Codes



# Deltek Costpoint Overview

## Workday and Deltek Costpoint Comparison



- Flexible time entry (daily or weekly)
- Enter total time worked for each day
- **Submit** timesheet end of the week
- Does not require charge codes for work hours
- Does not alert counselor or supervisor when timesheet is not submitted

vs.



- Daily time entry only
- Enter total time worked for each day
- **Sign** timesheet end of pay period (twice per month)
- Requires charge codes for work hours
- Alerts counselor and supervisor when time is not submitted daily

# Counselor Take-Aways

- ✓ Deltek Costpoint will replace Workday time recording
- ✓ Counselors will officially start using Deltek Costpoint on December 16
- ✓ Counselors will practice using Deltek Costpoint throughout November
- ✓ Counselors will be required to enter work time daily instead of weekly
- ✓ Counselors will sign their Deltek Costpoint timesheets at the end of each pay period (twice per month)



# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ MFLC Transition to Magellan Federal
- ✓ Deltek Costpoint Overview
- ✓ Deltek Costpoint Account Activation**
- ✓ Deltek Costpoint Initial Log In
- ✓ Counselor Practice Requirements

# About Deltek Account Activation

- **Important!** Account Activation gives access to the Deltek Test Site
- Use test site to practice Deltek login and time entry before the official December transition
- A desktop or laptop is preferred for activating your account. Magellan phone for activation is also OK
- One-time activation. Let's get it done!
  - Follow the instructions to ensure successful activation

# Activation Step 1:

Go to your **Magellan** email and find the **two** emails from [costpointcloud@deltekfirst.com](mailto:costpointcloud@deltekfirst.com).

*Tip: Write down your username and password and store it in a safe space.*

## Email 1: New Username

**From:** "costpointcloud@deltekfirst.com"  
**To:** "testmficee@yahoo.com"  
**Cc:** "cdrowland@magellanhealth.com"  
**Sent:** Wednesday, October 28, 2020, 08:30:05 PM EDT  
**Subject:** Account Activation Required

Dear Costpoint Cloud User,

This is a reminder that the following Costpoint Cloud account was created for you:  
**User Name: 47161.a.testmficee** **SAMPLE ONLY. DO NOT USE**

Follow the link below to activate your account using the temporary password provided separately.

\*\*\*\*\*PLEASE READ\*\*\*\*\*

**NOTE:** Under the 'Account Activation' title, enter your User Name and Temporary Password to begin the activation process. Be sure to click on 'Click here to continue' in order to set up your challenge questions to complete the activation process. Do NOT click on the 'Reset Password' or 'Unlock Account' link to complete this.

**REMINDERS:** You cannot copy and paste the temporary password. It should be manually typed. The answer to your security questions must contain 5 or more characters. Please remember your answer exactly as this will be needed to reset your password and/or unlock your account in the future.

<https://adss1.deltekenterprise.com>

Once your account is activated, you can use the link above to reset your password or unlock your account, if needed.

\*\*\*\*\*PLEASE READ\*\*\*\*\*

Best regards,

- The Costpoint Cloud Operations Team

## Email 2: Temporary Password

**From:** "costpointcloud@deltekfirst.com"  
**To:** "testmficee@yahoo.com"  
**Cc:** "cdrowland@magellanhealth.com"  
**Sent:** Wednesday, October 28, 2020, 08:30:05 PM EDT  
**Subject:** Account Activation Required

Dear Costpoint Cloud User,

Please use below temporary password together with the provided User Name to activate your account:  
**Temporary Password: sKn4\*bjl** **SAMPLE ONLY. DO NOT USE**

Follow the link below to activate your account using the temporary password provided separately.

\*\*\*\*\*PLEASE READ\*\*\*\*\*

**NOTE:** Under the 'Account Activation' title, enter your User Name and Temporary Password to begin the activation process. Be sure to click on 'Click here to continue' in order to set up your challenge questions to complete the activation process. Do NOT click on the 'Reset Password' or 'Unlock Account' link to complete this.

**REMINDERS:** You cannot copy and paste the temporary password. It should be manually typed. The answer to your security questions must contain 5 or more characters. Please remember your answer exactly as this will be needed to reset your password and/or unlock your account in the future.

<https://adss1.deltekenterprise.com>

Once your account is activated, you can use the link above to reset your password or unlock your account, if needed.

\*\*\*\*\*PLEASE READ\*\*\*\*\*

Best regards,

- The Costpoint Cloud Operations Team

# Activation Step 2:

Go to the Deltek Activation Log In Page: <https://adss1.deltekenterprise.com/showlogin.cc>

- Either click the web address in your activation email OR
- Copy/paste web address into your internet browser

## Deltek Activation Log In Page

The screenshot shows a web browser window with the address bar containing [adss1.deltekenterprise.com/showlogin.cc](https://adss1.deltekenterprise.com/showlogin.cc). The page displays the Deltek logo and the following content:

- Sign in**
  - **FIRST TIME USERS** log in below to activate your account.
  - Login below to Update your Security Questions & Answers.
  - Form fields for **User Name:** and **Password:**
  - Login** button
- Account Self-Service**
  - Please activate your account before using "Reset Password."
  - Reset Password** (with a key icon)
  - Unlock Account** (with a padlock icon)

# ! Activation Step 3:

Enter the User Name and Temporary Password from the activation emails

## Deltek Activation Log In Page

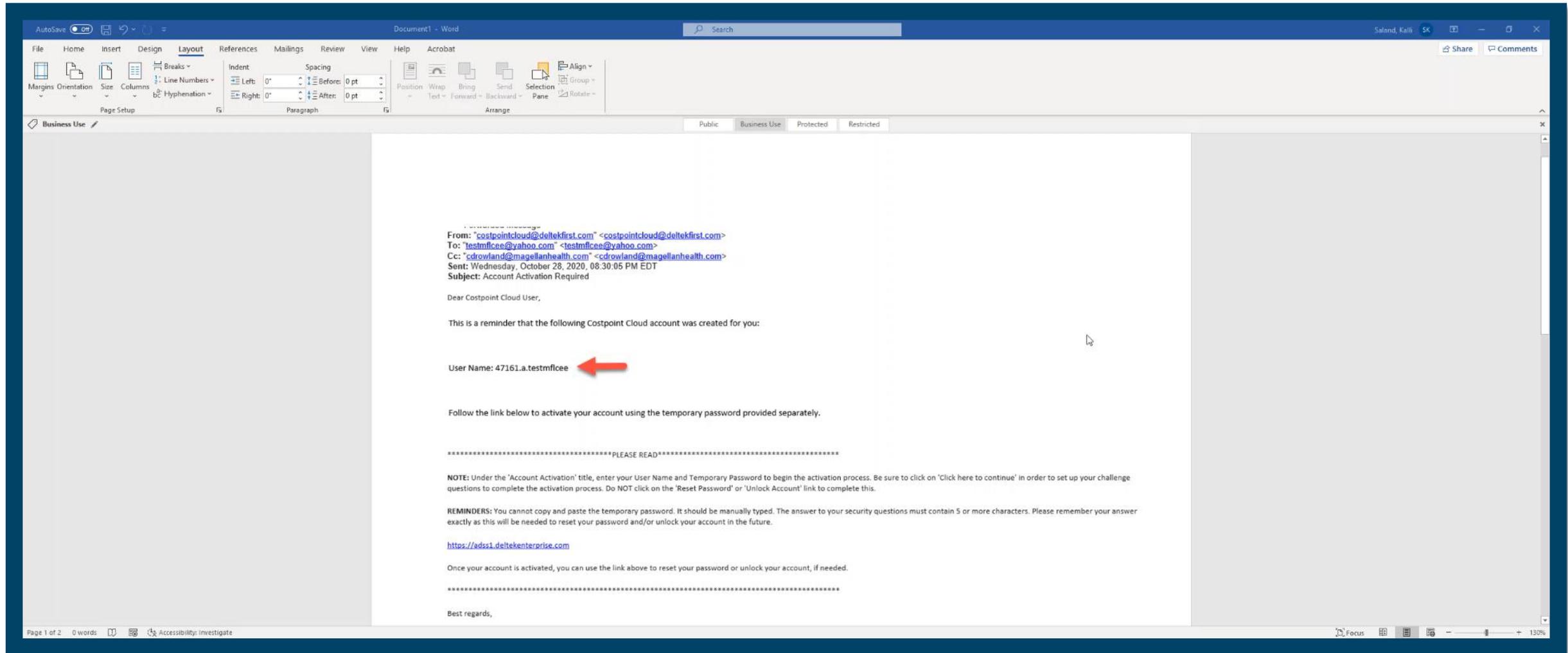
The screenshot shows a web browser window with the address bar containing 'adss1.deltekenterprise.com/showLogin.cc'. The page header includes the Deltek logo and the tagline 'Know more. Do more.™'. Below the header, there are instructions for first-time users and a 'Sign in' section. The 'Sign in' section has two input fields: 'User Name:' and 'Password:', both with red arrows pointing to them from the left. A 'Login' button is located below the 'Password:' field. To the right of the 'Sign in' section, there are two links: 'Reset Password' with a key icon and 'Unlock Account' with a padlock icon.

! **Type** username and password

! Do not copy/ paste from the activation emails

! **Caution:** Type slowly to ensure you enter the correct User Name and Temporary Password.

# Review Time: Let's Watch These Steps



## ! Activation Step 4:

### Change your password

*Tip: For your New Password, use the same password that you use for other Magellan systems. Store your password in a safe space.*

1. In the Old Password field type the password that is listed in your Deltek email.
2. In the New Password field, type your new password.
3. In the Confirm New Password, retype your new password.
4. Click Change Password.

### Deltek Change Password Page

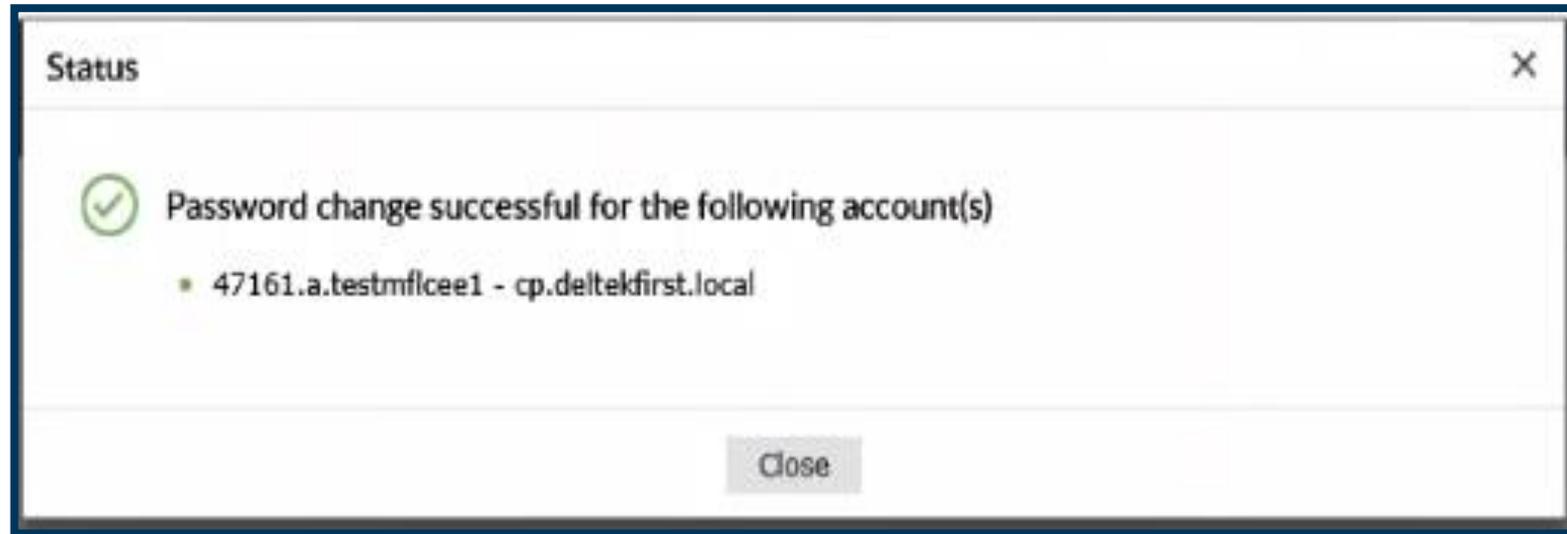
The screenshot shows a web form titled "Change Password" with a help icon. It contains three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields are five password requirements listed with minus signs: "Minimum length should be at least 8", "Number of numerals to include 1", "Must not be a palindrome", "Must not contain any character more than twice consecutively", and "Must not have 5 consecutive characters from username". At the bottom, there are two buttons: a green "Change Password" button and a grey "Cancel" button.

! Caution: Type slowly to ensure you enter the old and new passwords correctly.

# Activation Step 5:

You will see a notice that the password is successfully changed. **Click close.** A new screen will display the security questions.

## Password Success Notice



# Activation Step 6:

Select four security questions and answers of your choice.

1. Take your time.
2. Be sure to complete both the “Answer” and “Confirm Answer” for each question.
3. Click Next.

*Tips: Store your answers in a safe place.  
Unclick “Hide Answer(s)”*

## Security Questions Page

Please enroll for the forced verification methods enabled for your account.

### Security Questions

Question : -- Please Select a Question --

Answer  Confirm Answer

Question : -- Please Select a Question --

Answer  Confirm Answer

Question : -- Please Select a Question --

Answer  Confirm Answer

Question : -- Please Select a Question --

Answer  Confirm Answer

Hide Answer(s)

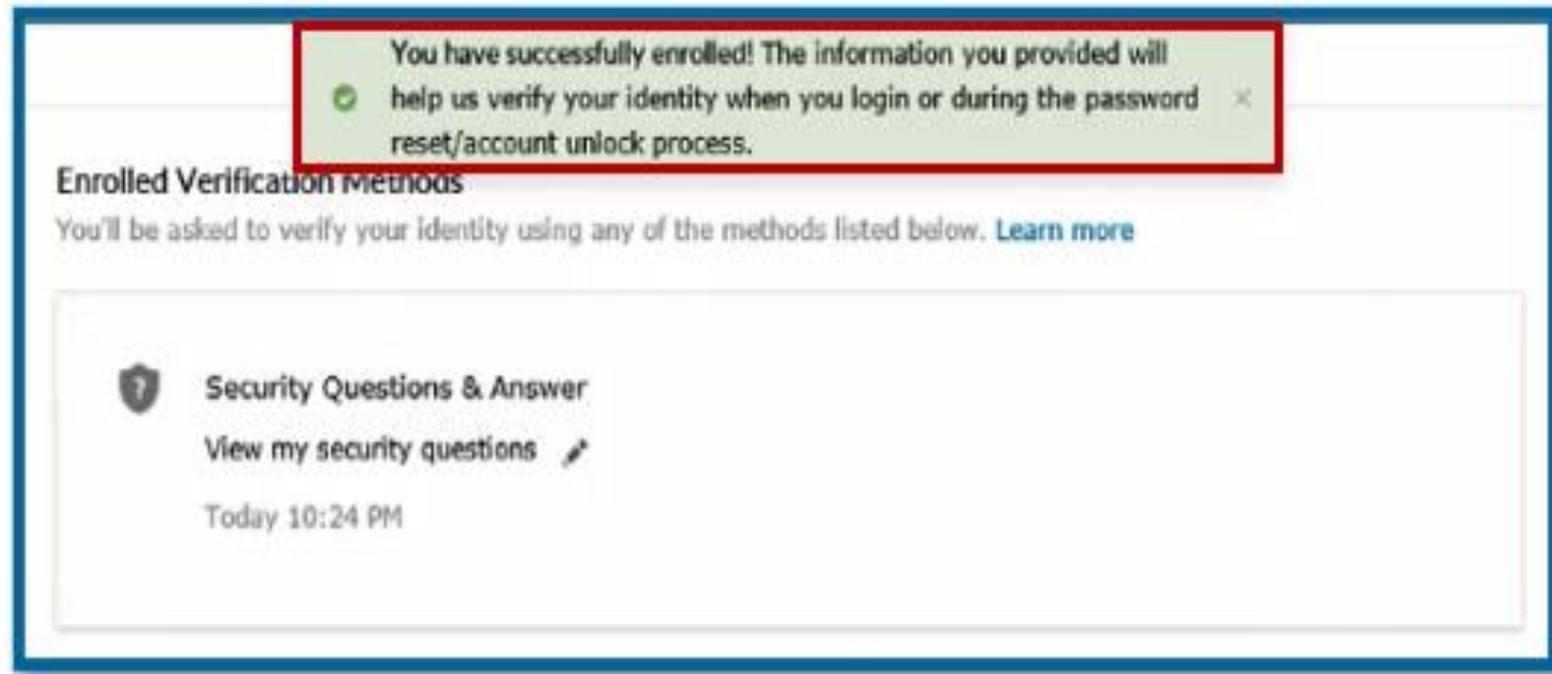
- The minimum length of the answer(s) should be 4 characters and maximum allowed is 20 characters

Step 1 of 1

# Activation Step 7:

You will receive the Successfully Enrolled notice at the top of the screen. **Congratulations! You have successfully activated your Deltek Costpoint account.**

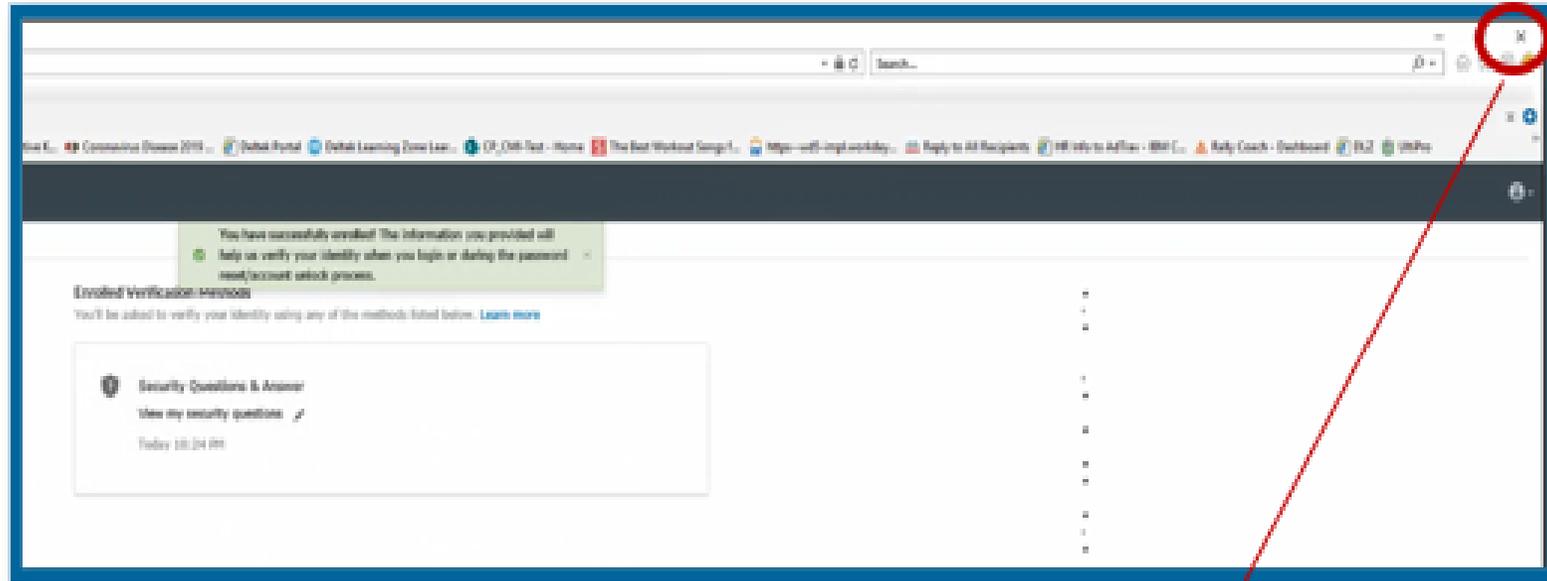
## Successfully Enrolled Notice



# Final Activation Step 8:

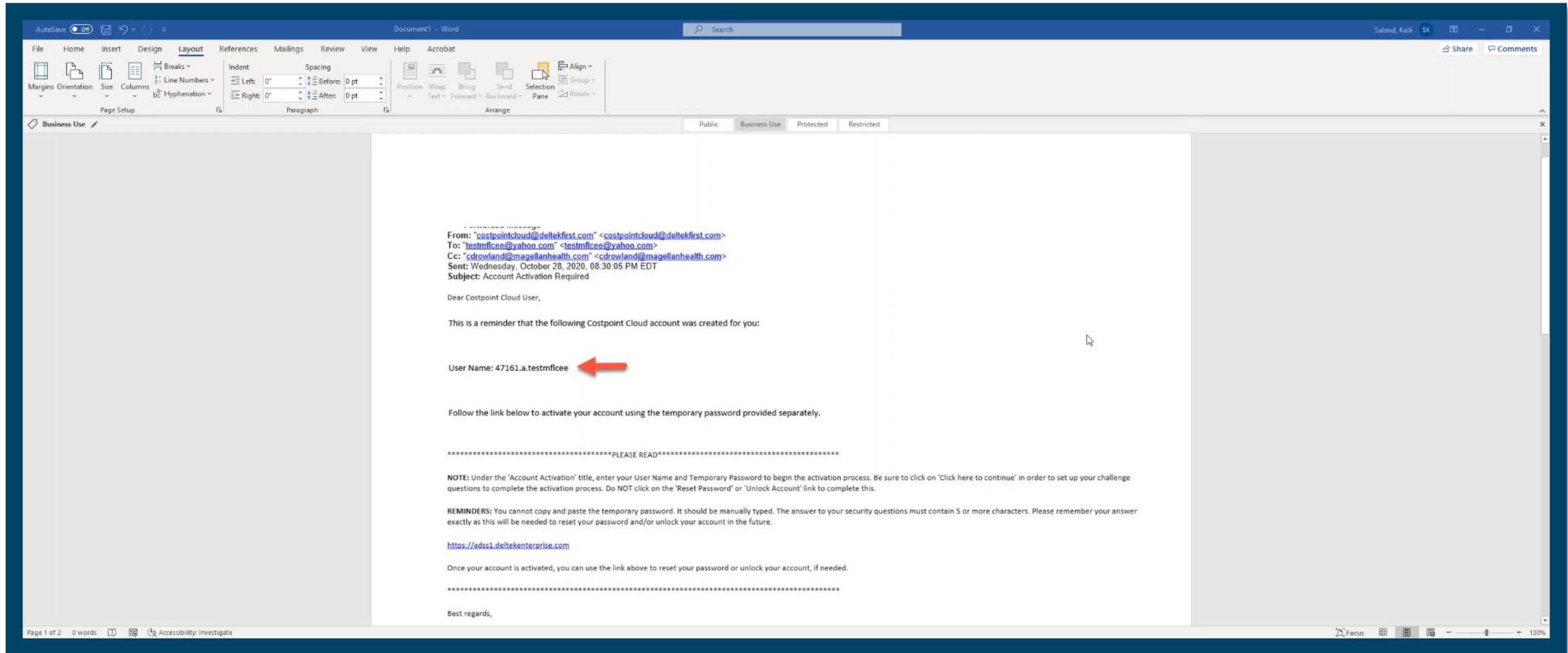
Completely close out the Deltek Activation webpage by clicking the “X” in your web browser.  
**No further action is needed for account activation.**

## Close the Webpage



Web browser X that closes the webpage

# Review Time: Let's Watch These Steps



# Common Activation Challenges

**We're here to help!**

- Username and Temporary Password Typos
- Account Lockouts
  - Three password attempts will lock account
- Password Resets
- Security Questions Troubleshoot

# Counselor Take-Aways

- ✓ Follow the step-by-step instructions for successful activation
- ✓ Activation is required for Deltek access
- ✓ Keep track of your Deltek Username and Password
  - Write it down
  - Keep in a safe, private place
- ✓ Your Deltek account gives access to the Test Site before the Dec 16 transition



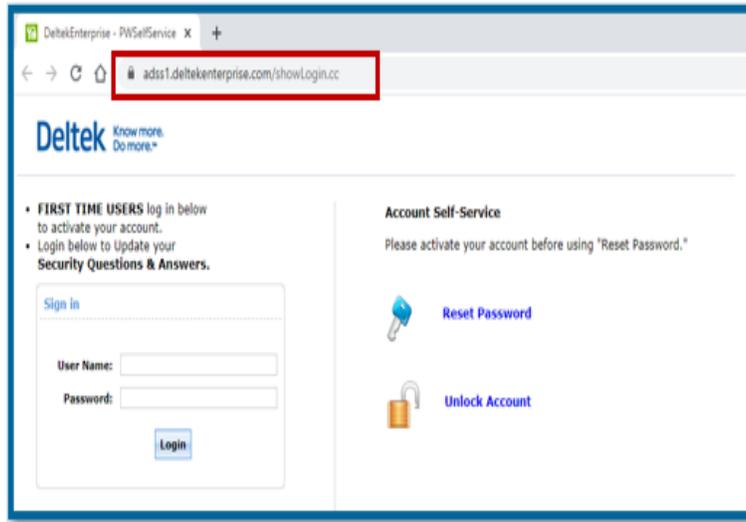
# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ Deltek Costpoint Overview
- ✓ Deltek Costpoint Account Activation
- ✓ **Deltek Costpoint Initial Log In**
- ✓ Counselor Practice Requirements

# About Deltek Log In

 The Deltek log in page is different from the activation page

## Deltek Activation Page (Go here to activate account)



<https://adss1.deltekenterprise.com/showlogin.cc>

## Deltek Login Page (Go here to access timesheet)



<https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html>

# About Deltek Log In

**Best Practice:** Sign in via Magellan Federal website: [www.magellanfederal.com](http://www.magellanfederal.com)

Does not require OKTA

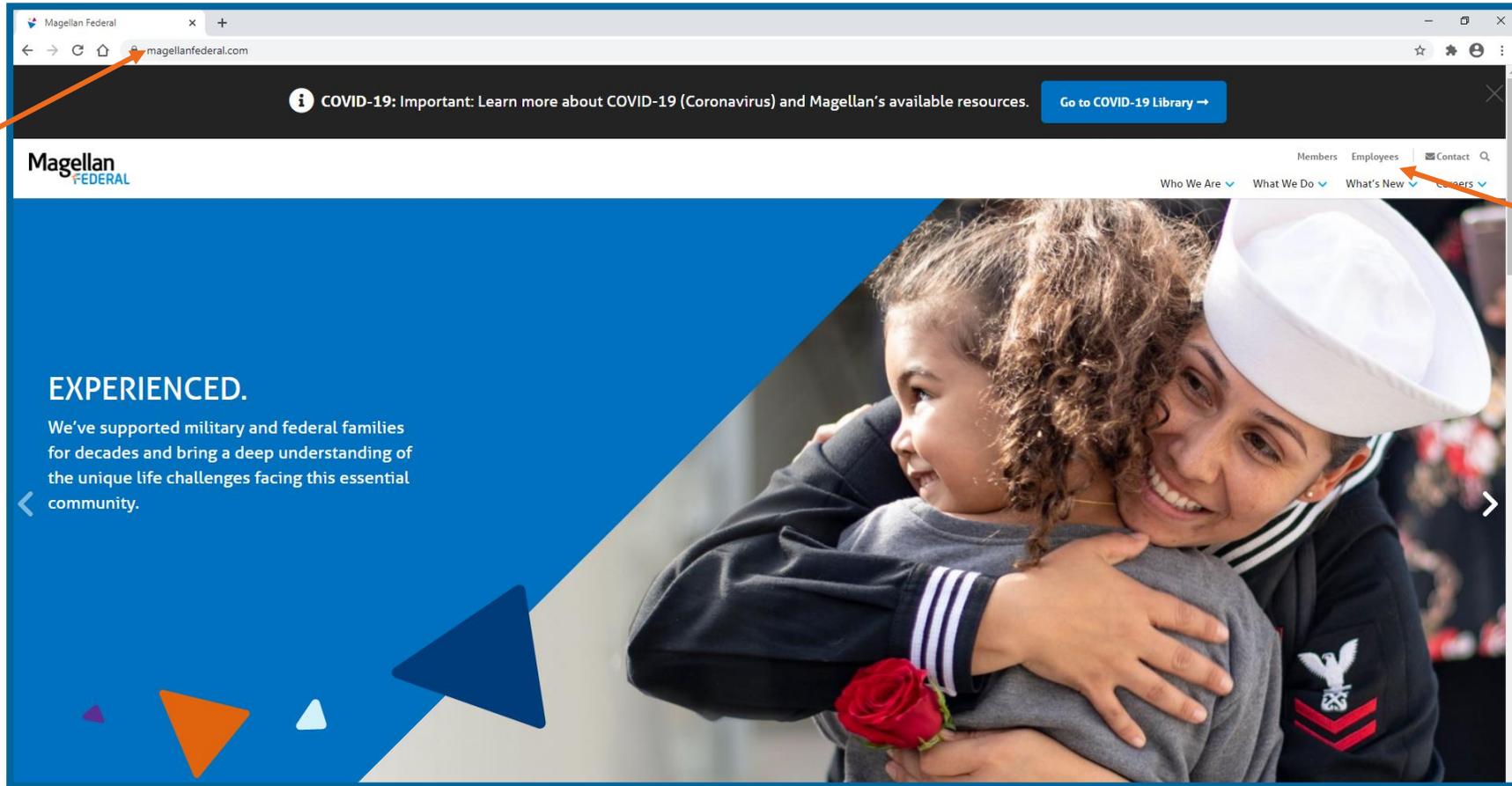
Can log in via Magellan-issued phone or personal device

The Deltek App is NOT recommended (limited features)

# Deltek Log In Step 1:

- Go to the Magellan Federal Website: <https://www.magellanfederal.com/>
- Click Employees

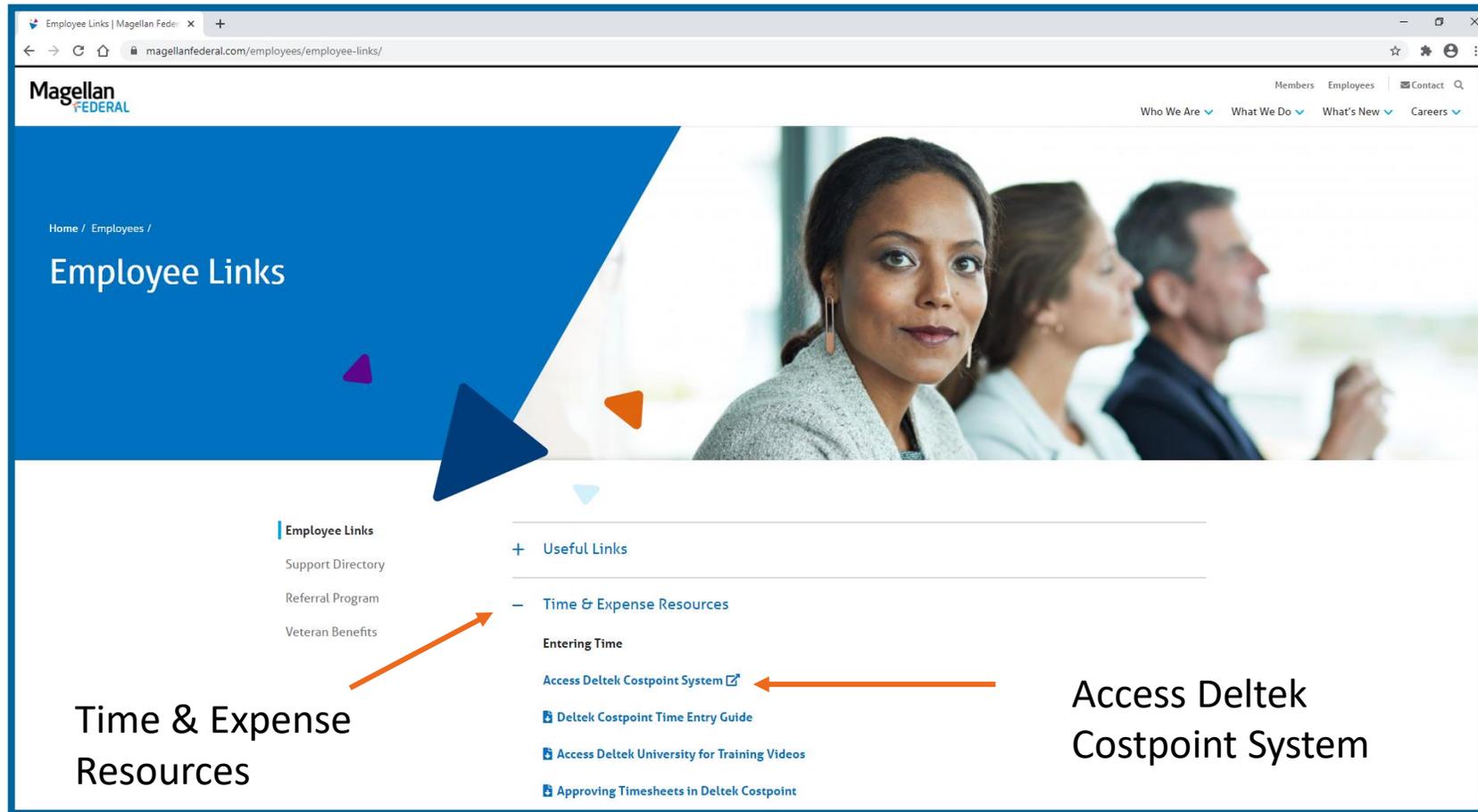
Magellan  
Federal  
web address



Employees link

# Deltek Log In Step 2:

- On the Employees page, click [Time & Expense Resources](#)
- Click [Access Deltek Costpoint System](#)



# Deltek Log In Step 3:

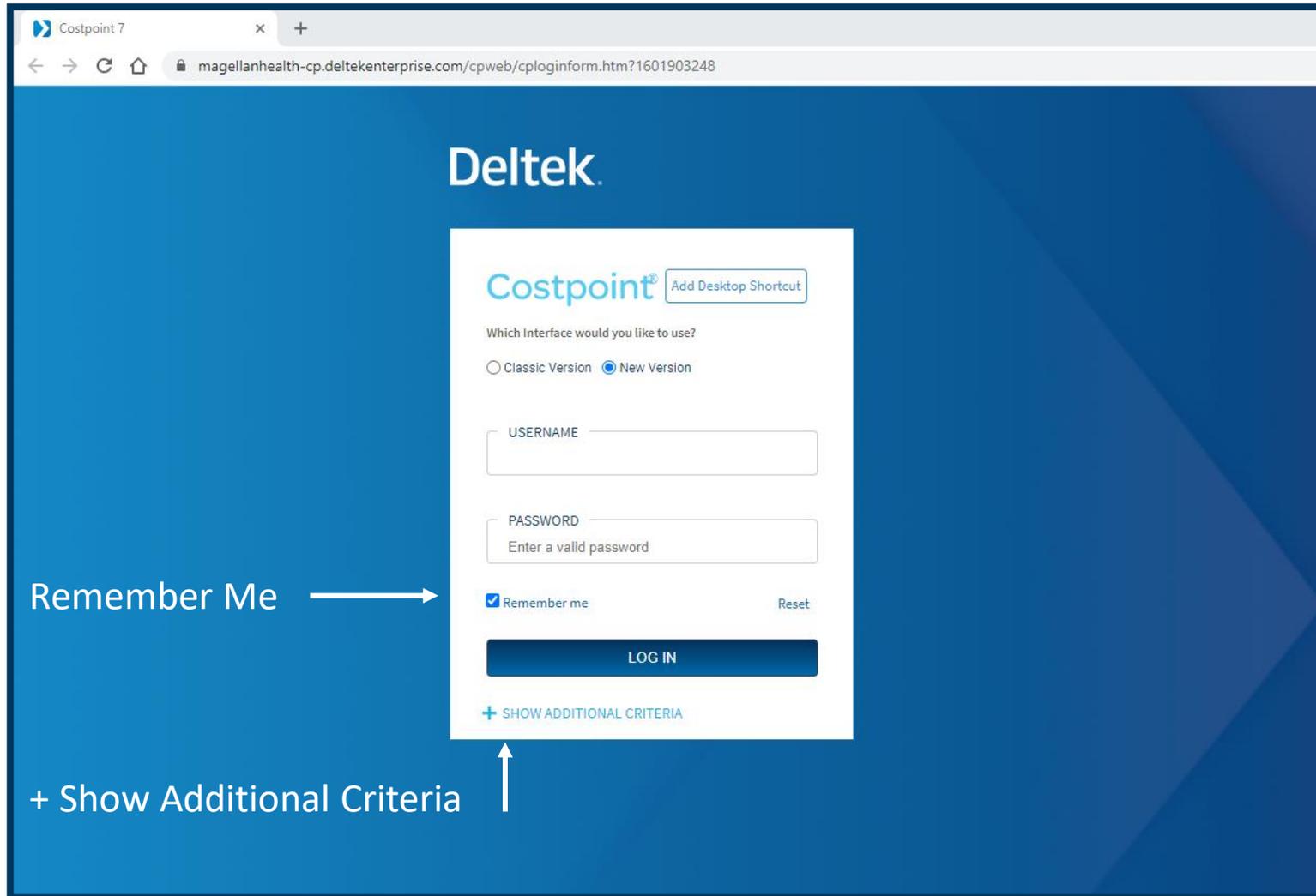
- You're now on the Deltek Portal: <https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html>
- In the Employees Section, Click [Enter your Timesheet or Expense Report](#)

Employees Section

Enter your Timesheet or Expense Report

# Deltek Log In Step 4:

- You're now on the Deltek Log In Page
- Click [Remember Me](#) and [+ Show Additional Criteria](#)



# Deltek Log In Step 5:

- Type in your Username and Password
- In the System Field, type **MAGELLANHEALTHTEST**
- Click Log In

Costpoint 7

magellanhealth-cp.deltেকenterprise.com/cpweb/cploginform.htm?1601903248

## Deltek.

Costpoint® Add Desktop Shortcut

Which Interface would you like to use?

Classic Version  New Version

USERNAME  
47161.A.TESTMFLCEE

PASSWORD  
\*\*\*\*\*

APPLICATION ?

VALIDATION FREQUENCY  
Field ▼ ?

SYSTEM  
MAGELLANHEALTHTEST ?

COMPANY ?

LANGUAGE  
English ▼

Remember me [Reset](#)

**LOG IN**

[HIDE ADDITIONAL CRITERIA](#)

Username →

Password →

System field = MAGELLANHEALTHTEST

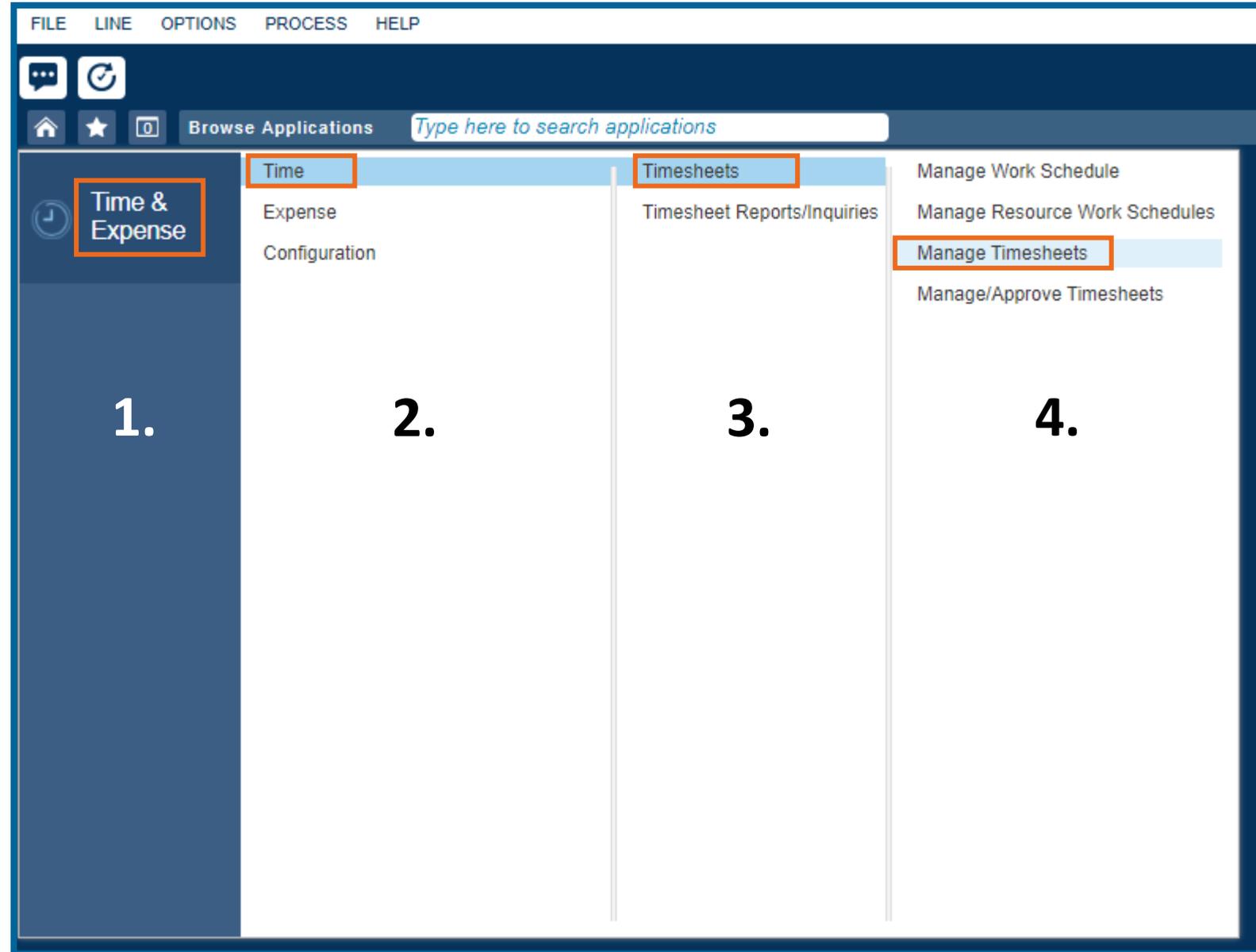
# Final Deltek Log In Step 6:

You're now in Deltek Costpoint!

This is the home page.

– Click the following links

1. Time & Expense
2. Time
3. Timesheets
4. Manage Timesheets



# Review Time: Let's Watch These Steps

The screenshot shows a web browser window with the URL <https://www.magellanfederal.com/>. At the top, a black banner contains a COVID-19 alert: "COVID-19: Important: Learn more about COVID-19 (Coronavirus) and Magellan's available resources." Below this is a blue button labeled "Go to COVID-19 Library →". The website header features the Magellan FEDERAL logo on the left and navigation links for "Members", "Employees", "Contact", "Who We Are", "What We Do", "What's New", and "Careers" on the right. The main content area is a video player with a blue overlay. The text on the overlay reads: "EXPERTS. We are the largest employer of sports psychologists in the country, leveraging that unique expertise to maximize readiness across our federal clients." The video shows a woman in a white lab coat assisting a man in a green shirt with a blue exercise ball. A "Pause" button is visible in the bottom left of the video player, and a series of four dots at the bottom indicates the video's progress.

# Counselor Take-Aways

- ✓ Log In via Magellan Federal: Simplest way for new users
- ✓ Deltek Log In can be done using Magellan phone or personal device
- ✓ Store your Username and Password in a safe place
- ✓ Remember to enter **MAGELLANHEALTHTEST** in the system field



# Agenda

- ✓ Introductions: Magellan Federal Support Team
- ✓ Deltek Costpoint Overview
- ✓ Deltek Costpoint Account Activation
- ✓ Deltek Costpoint Initial Log In
- ✓ **Counselor Practice Requirements**

# What to Practice...



# Practice Daily:

- Log in through Magellan Federal
- Type in MAGELLANHEALTHTEST in the system field
- Go through the steps on the final application page:
  1. Time & Expense
  2. Time
  3. Timesheets
  4. Manage Timesheets

# Today's Training Objectives

- Discuss the Magellan Federal Transition
- Learn about the Deltek Costpoint System
- Learn the steps to activate your Deltek Costpoint Account
- Learn the steps to log into your Deltek Costpoint Account
- Understand practice expectations for logging into Deltek Costpoint

# How can we help?

Question and Answer Period

Counselor Support Sessions  
Forthcoming



Thank you for your attendance



2800 S. Shirlington Rd. Suite 350, Arlington, VA 22206 ★ 703.379.9311 ★ [MagellanFederal.com](http://MagellanFederal.com)

© 2020 Magellan Federal is a registered d/b/a of Armed Forces Services Corporation and a wholly-owned subsidiary of Magellan Healthcare, Inc.

# Confidentiality Statement

*By receipt of this presentation, each recipient agrees that the information contained herein will be kept confidential and that the information will not be photocopied, reproduced, or distributed to or disclosed to others at any time without the prior written consent of Magellan Federal.*