

Accessing Deltek Costpoint

Tip Sheet

Rev June 2021



The majority of Magellan Federal staff access Deltek Costpoint via a tile in Okta, Magellan’s identify and application access management portal.

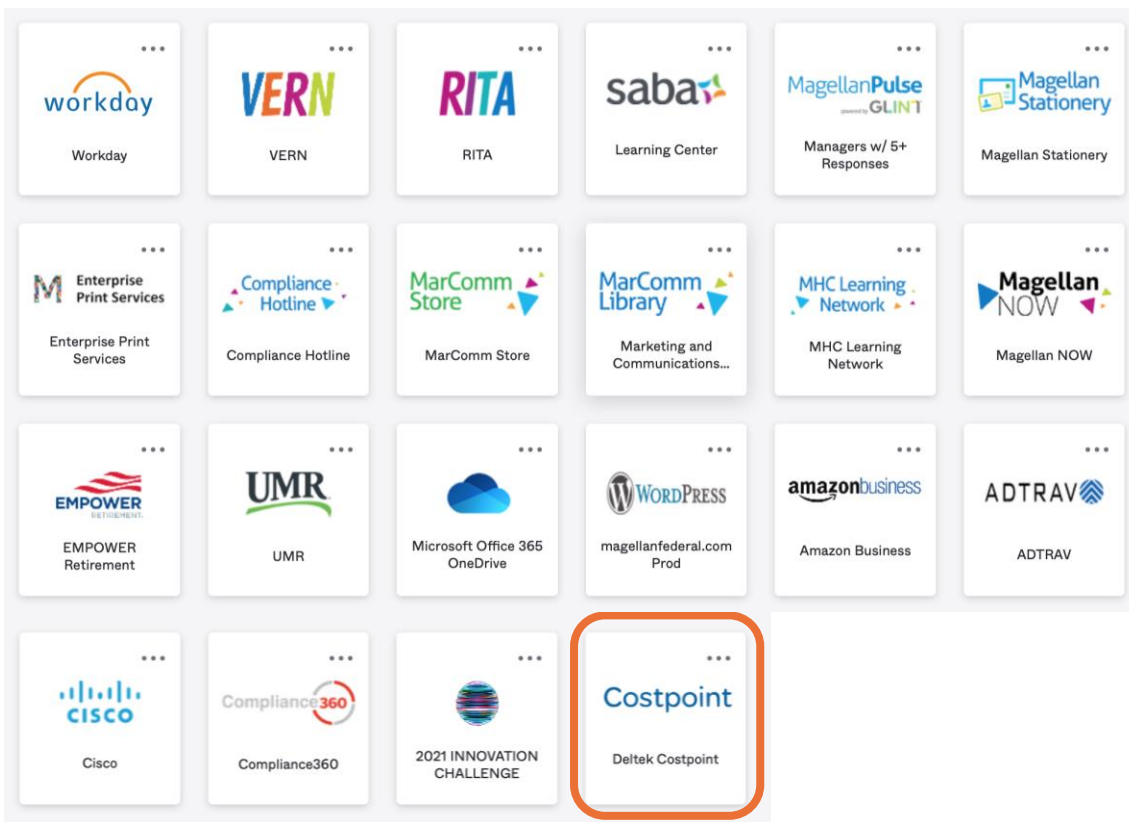
However, due to technical limitations based on work location, certain employees use a URL link to access Deltek Costpoint which requires account activation and a username and password.

If you are not sure which method you should use to access Deltek Costpoint, ask your Supervisor or Manager. If you are unable to access Deltek Costpoint within three business days of your start date, send an email to MFGetIT@magellanfederal.com

This tip sheet provides instruction for both methods of accessing Deltek Costpoint.

Via Okta

1. Log into Okta and look for the Deltek Costpoint tile.

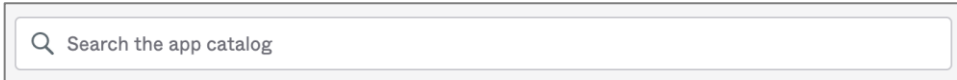


Note: If the tile is not already on your dashboard, follow these steps to add it permanently:

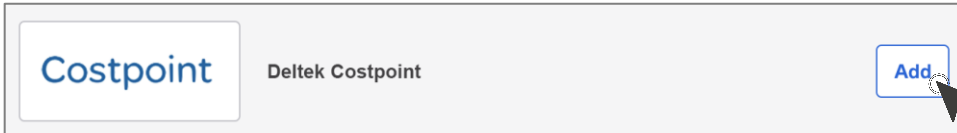
- i. Select “Add Apps” in the left-hand sidebar



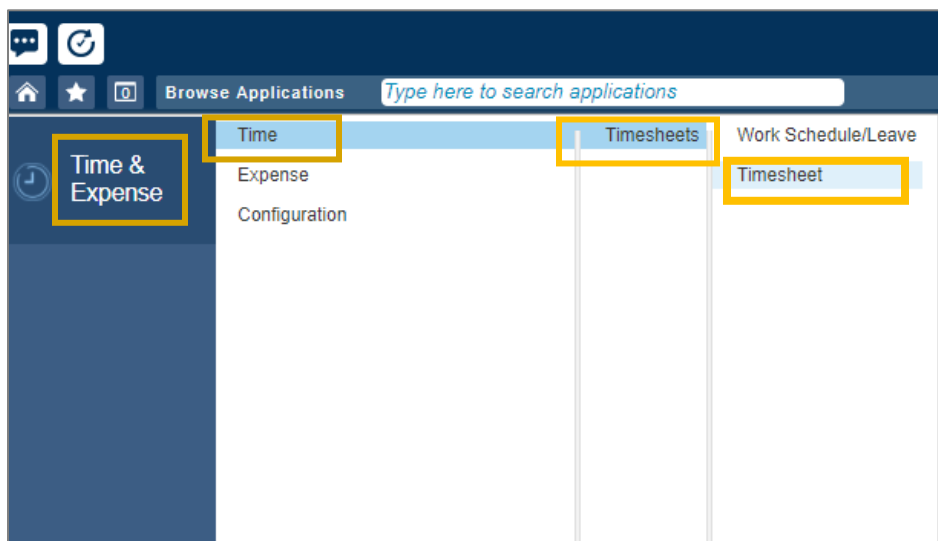
- ii. In the “Search the app catalog” bar at the top of the screen, type in “Deltek Costpoint”



- iii. Find the Deltek Costpoint app and select “Add”



- 2. Click on the Deltek Costpoint tile and you will be automatically logged in to your Time & Expense Applications screen. Navigate across the panels by clicking on Time & Expense, then Time, then Timesheets, then Timesheet. This will open your actual timesheet for the current pay period.



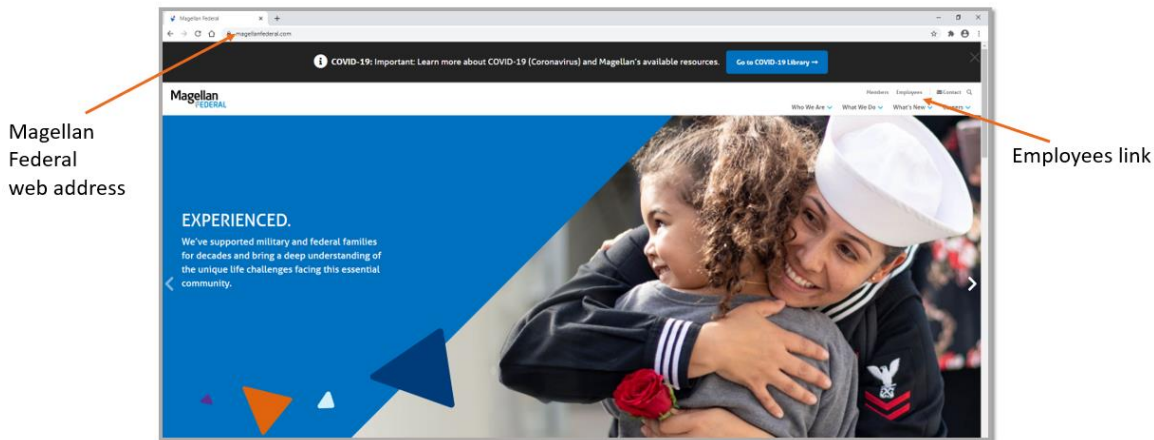
Troubleshooting Tips:

- Do not access Okta through Internet Explorer (IE). Use Google Chrome, Microsoft Edge, Firefox, etc.)
- If you are set up for single sign-on but try to go to Deltek Costpoint from the URL link, you will be redirected to log in to Okta.
- If you have previously created a shortcut tile in Okta for Deltek, or if you have any other tiles in Okta for Deltek, you should delete them by hovering your cursor over the tile and clicking on the gear icon. Then look for the “General” tab, and from there, click the “Delete” button.
- If you are not redirected to Magellan Health’s single sign on page—try clearing your cache for the internet browser you are using.
- If you are still having trouble, try rebooting (log out of your device and log in again).
- For additional help—contact MFGIT@magellanfederal.com

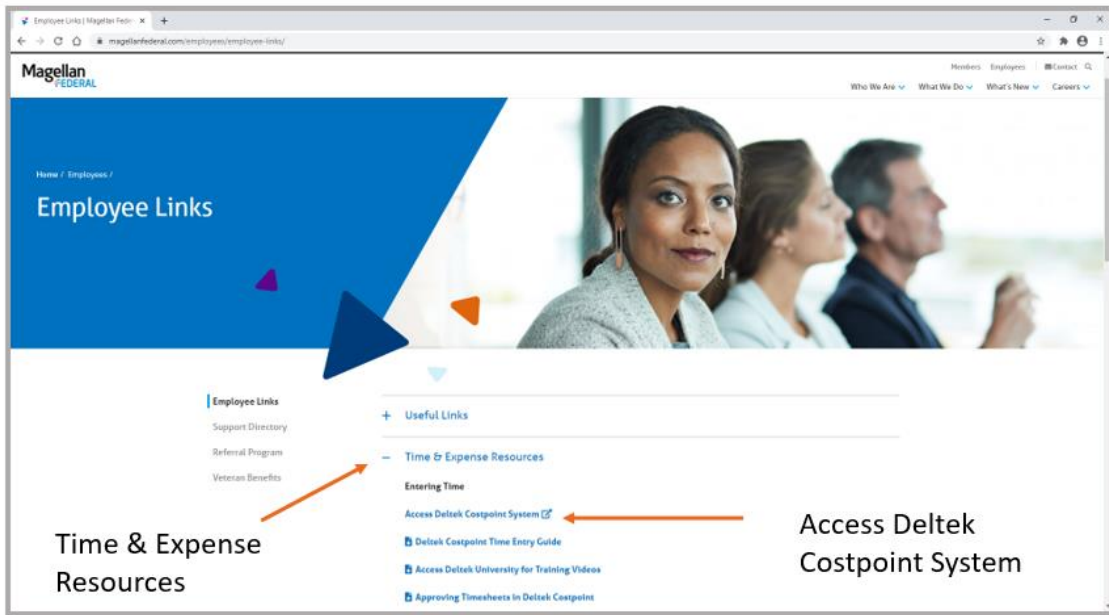


Via Active Directory using URL

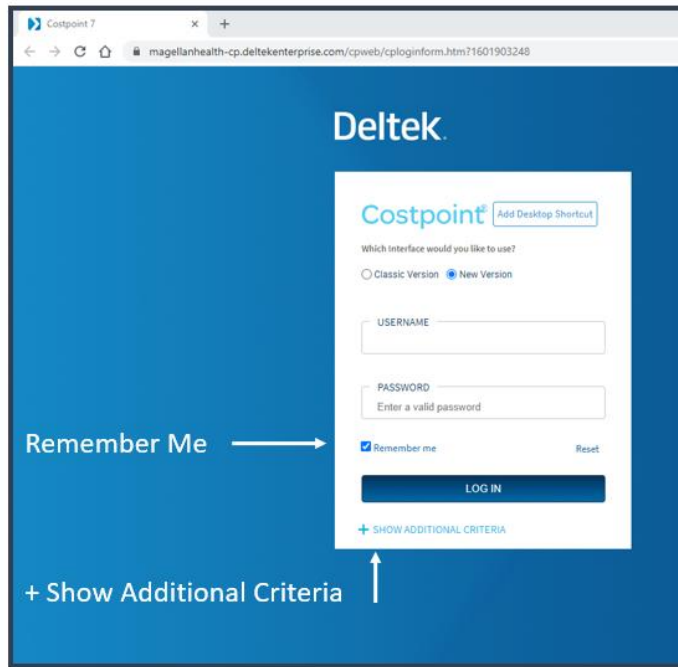
1. Go to www.MagellanFederal.com and click on the **Employees** link in the upper right corner.



3. On the Employees page:
- Click on Time and Expense Resources
 - Then click on Access Deltek Costpoint System

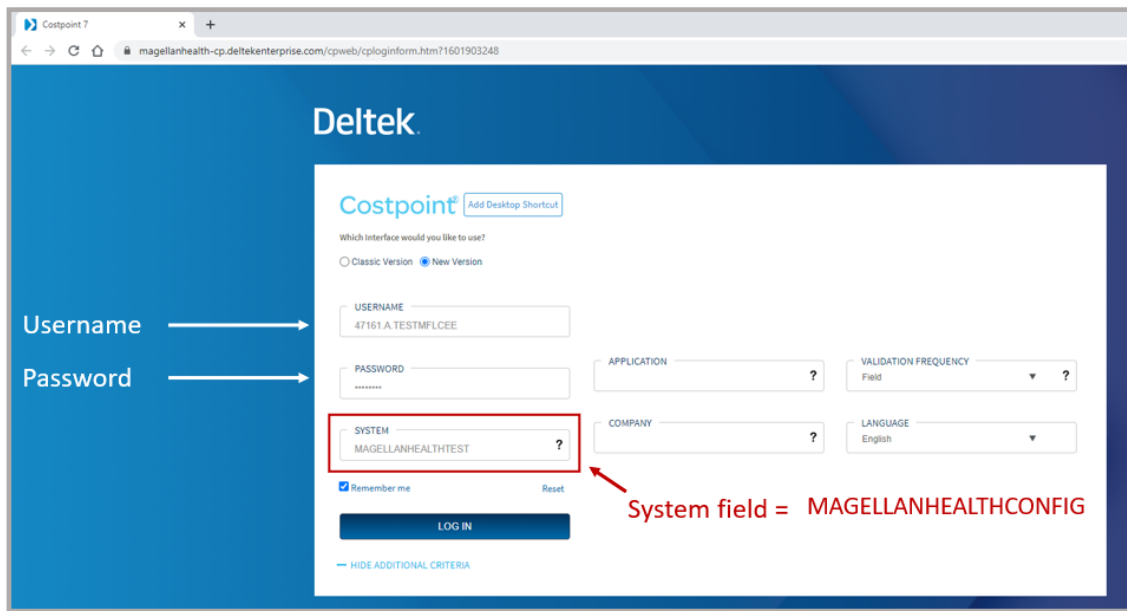


4. You are now on the Deltek Costpoint Log In screen.
- Click the box next to "Remember Me".
 - Click the plus sign next to "Show Additional Criteria".



5. On the Log In screen:

- Type in your User Name.
- Type in your Password.
- Make sure the System field says: MAGELLANHEALTHCONFIG
- Click the Log In button



6. 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
 - Timesheet

