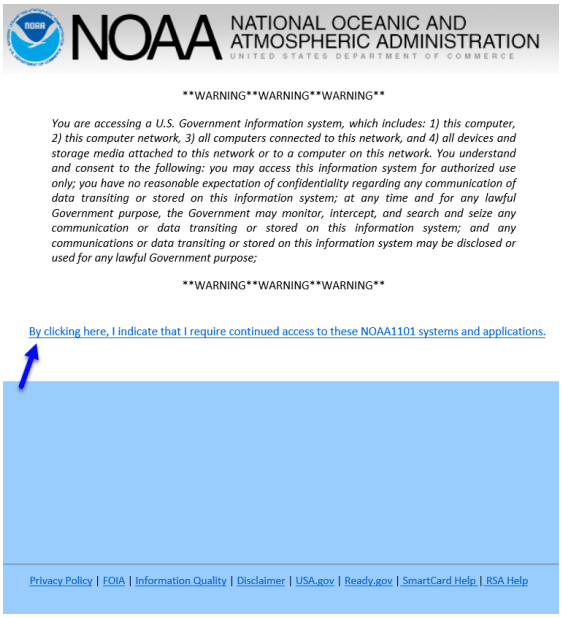
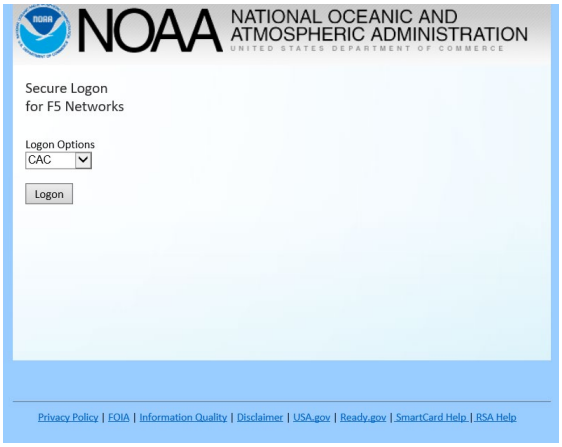
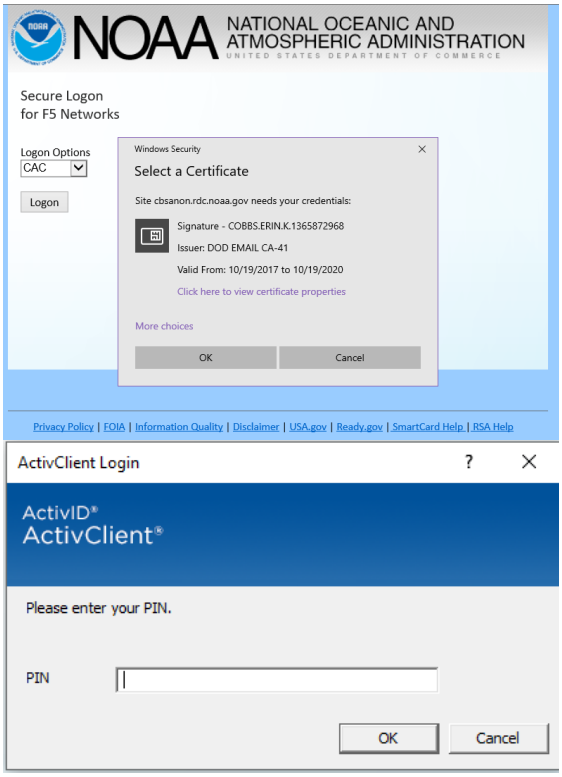
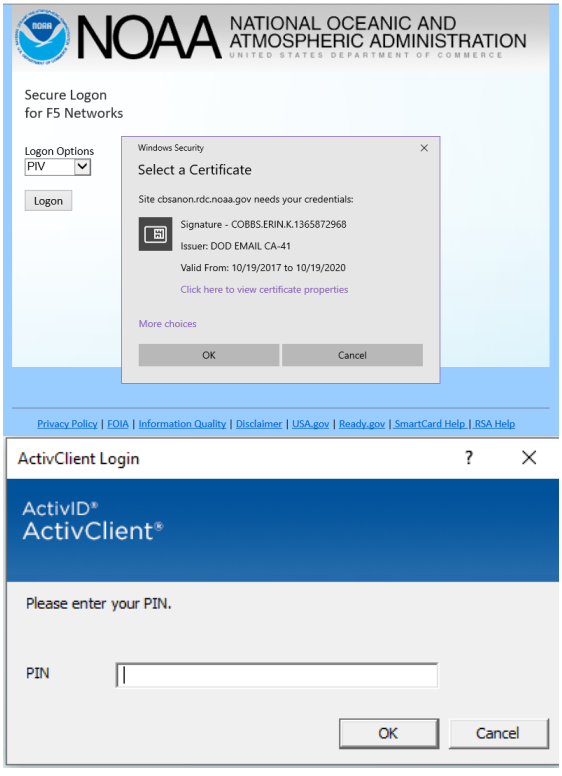
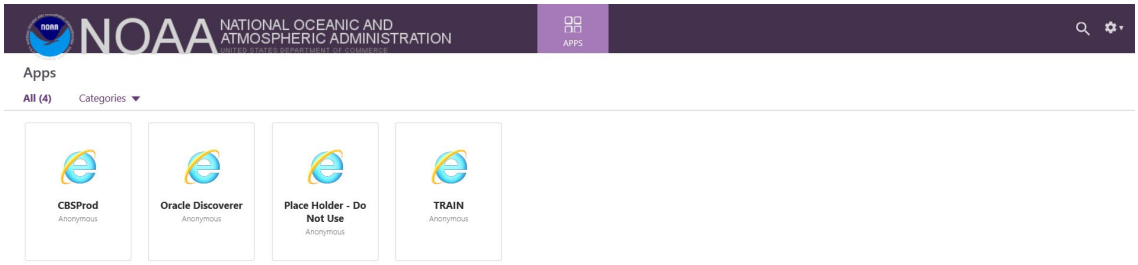
Step	Action	
1a	Open up Internet Explorer. ➢ Log into the URL provided	
1b	The Warning Banner screen appears: ➢ Click the link at the bottom ○ "*By clicking here,…*"	
2	The Two Factor Authentication Page appears. You will be able to use the following options to log in: • CAC Card • PIV Card • Secure ID (RSA Token) ➢ Select your *option* ➢ Click ***Logon***	

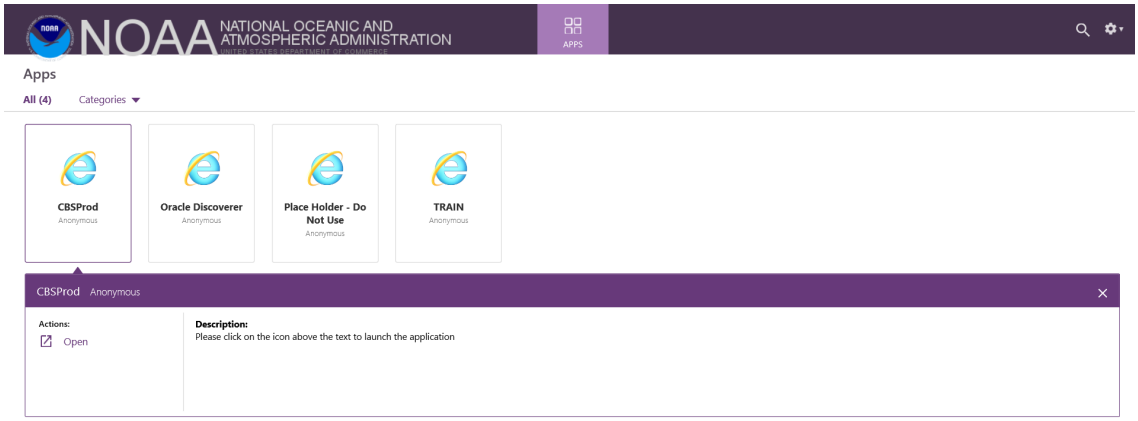
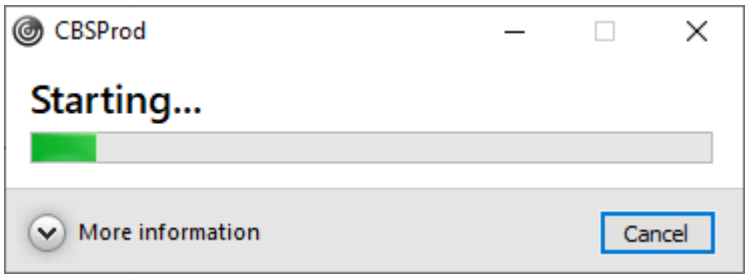
Step	Action	
2a	When choosing the CAC login option a Window Security pop-up appears. • Select *More Choices* if your Signature option is not your name with DOD Email option. • Once you have the correct certificate selected click OK The Active Client Login appears: ➢ Enter your PIN ➢ Click ***OK***	
2b	When choosing the PIV login option a Window Security pop-up appears. • Select *More Choices* if your Signature option is not your name with DOD Email option. • Once you have the correct certificate selected click OK The Active Client Login appears: ➢ Enter your PIN ➢ Click ***OK***	

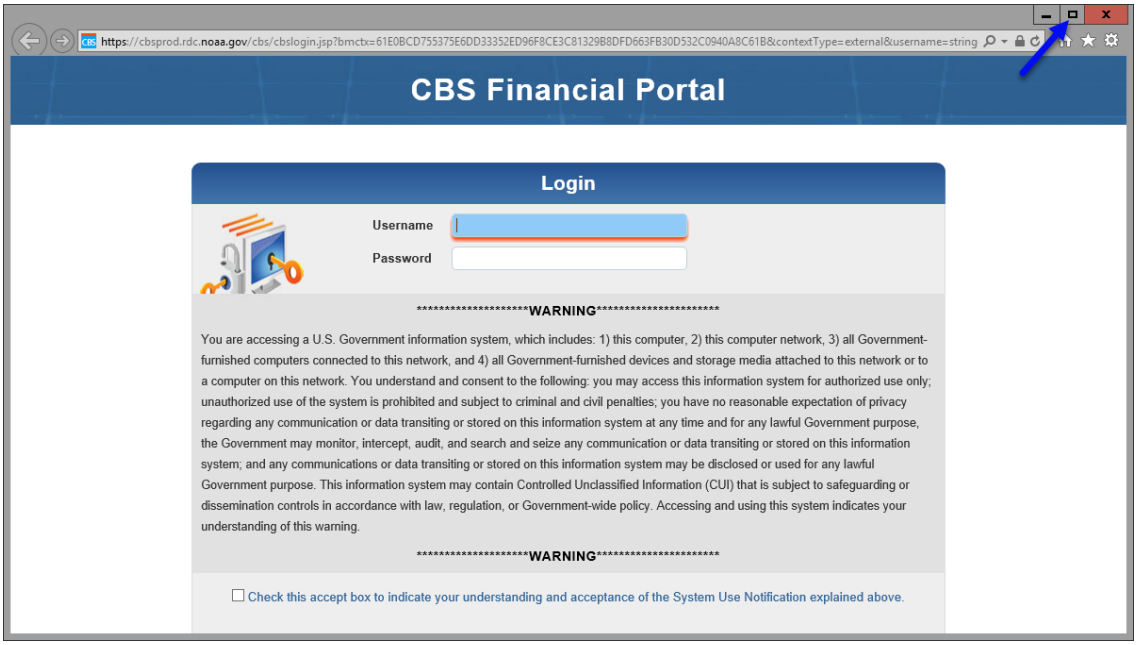
<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>2c</td><td>When choosing the Secure ID (RSA Token) login option a new window appears

➢ Enter your User Name
➢ Enter your SecureID Token
➢ Click Logon</td><td>
</td></tr>
<tr><td>3</td><td>The XenApp Storefront Appears:

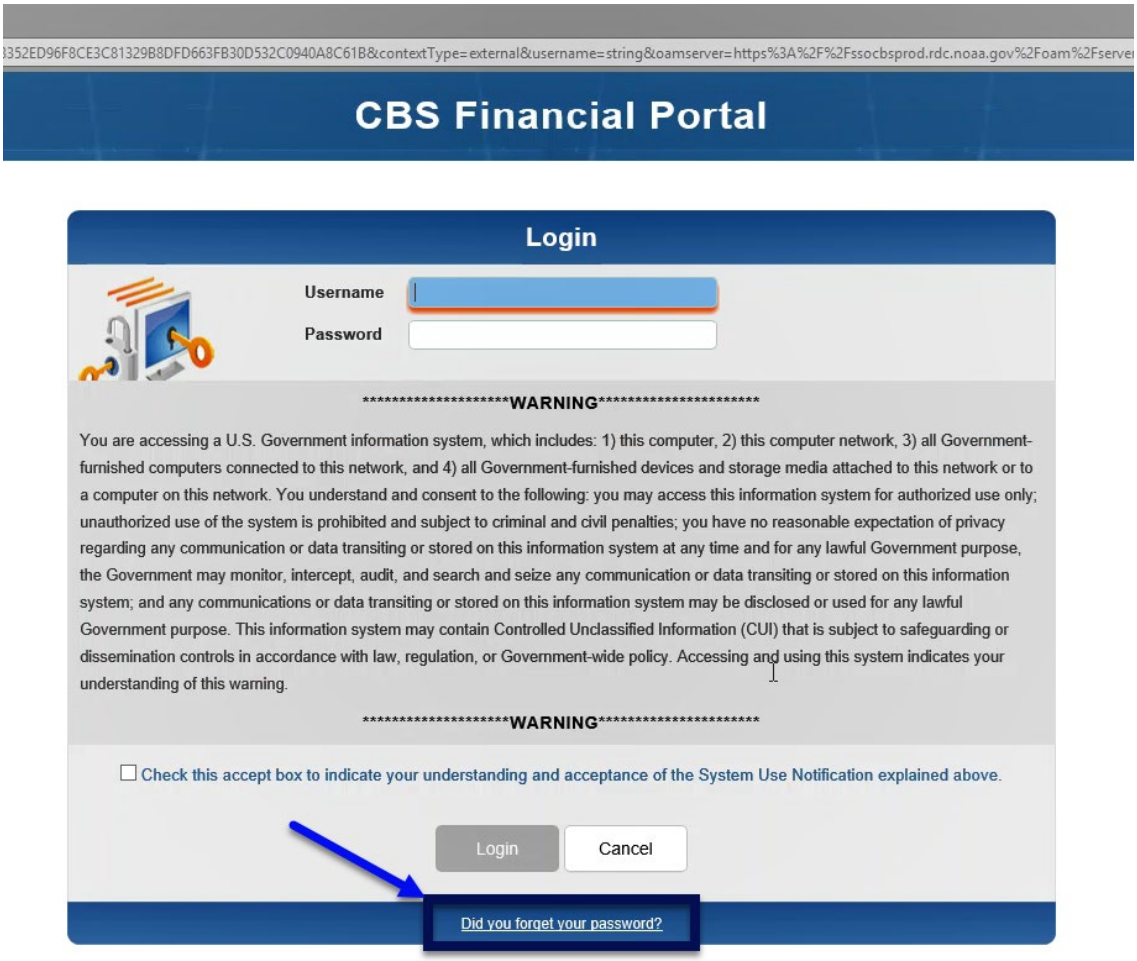
 
</td><td></td></tr>
<tr><td></td><td colspan="2">Notes:

✓ Discoverer is another way to access data from NOAA Data Warehouse.
✓ Materials on how to log into Discoverer can be found here: https://www.corporateservices.noaa.gov/finance/training_materials.html
✓ Database to get into Discoverer will NOW be CBSDW</td></tr>
</table>

Step	Action
3a	If you click on the text rather than the icon, a pop-up will appear underneath. 
3b	After clicking on the icon you'll see the circle working to open it.
3c	Then the following pop-up appears: 

Step	Action
4	The Web Portal Login Screen appears and will not be maximized.  Make sure to maximize the screen.

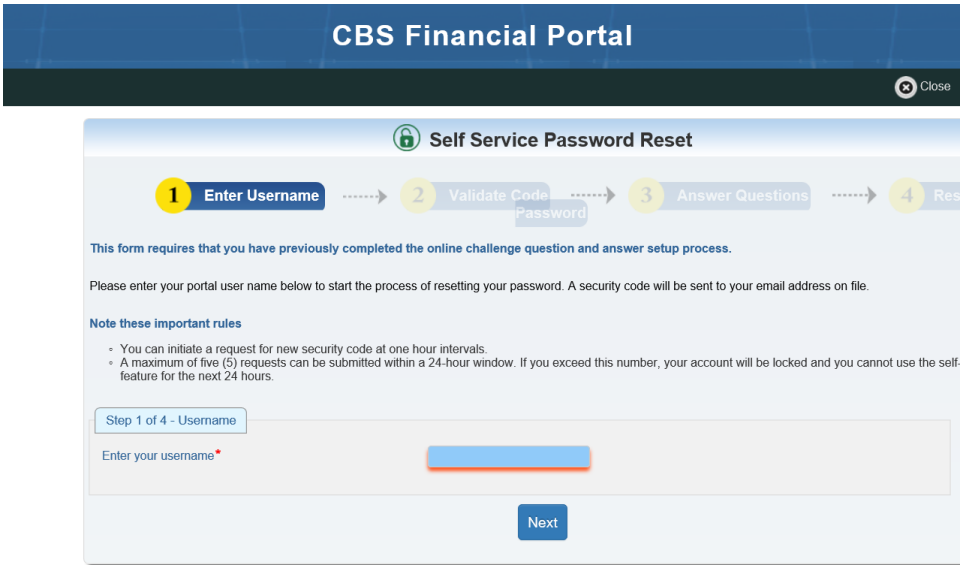
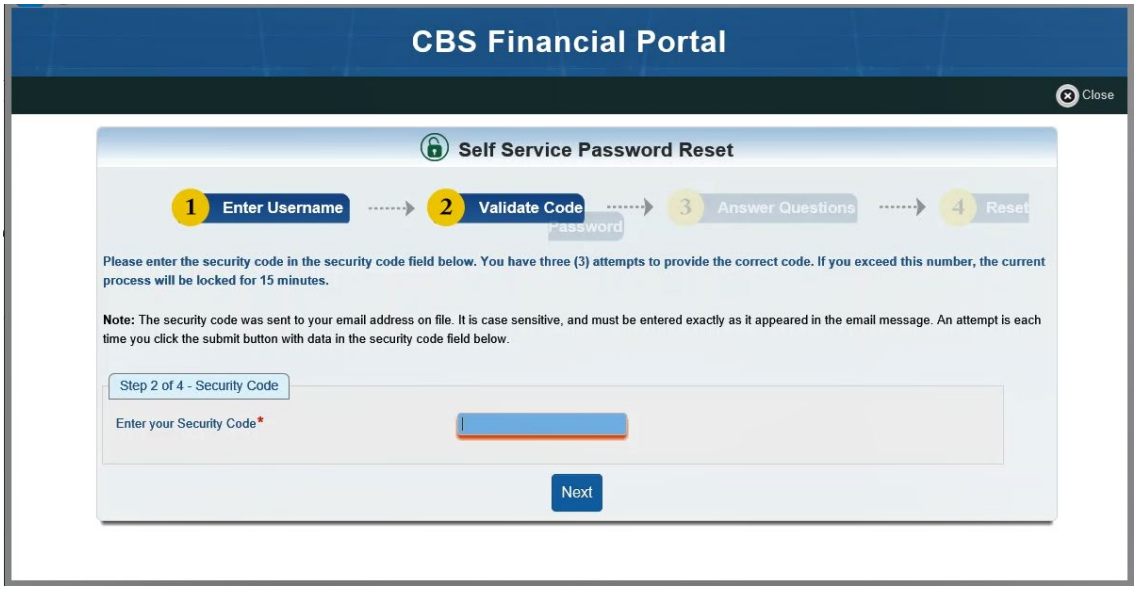
Step	Action
5	The first time logging in, you'll need to change your password.



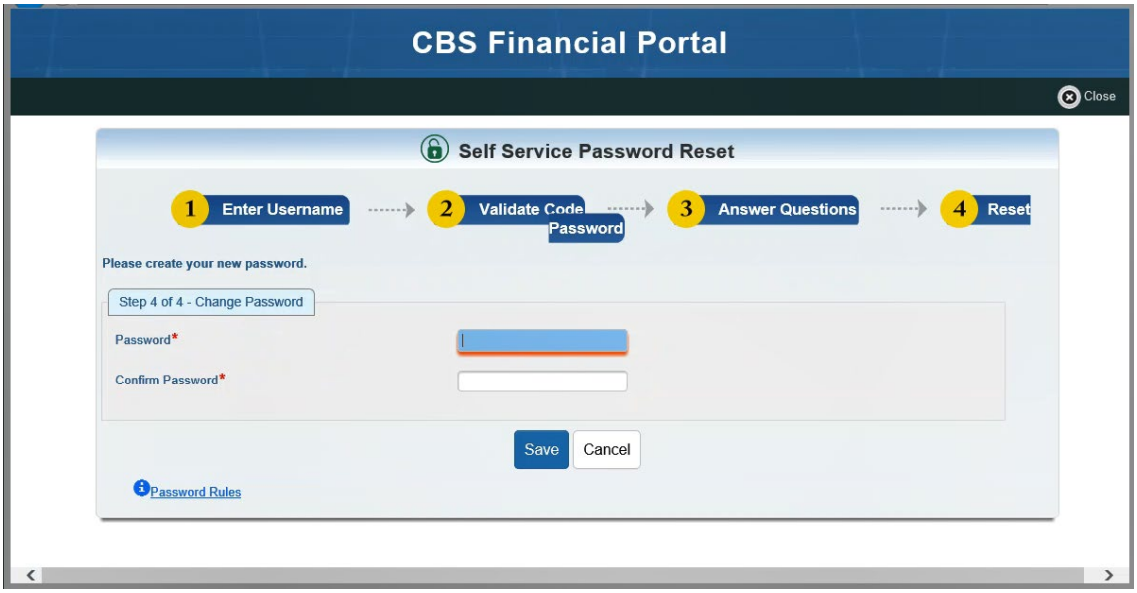
➢ Click the link at the bottom "Did you forget your password?"

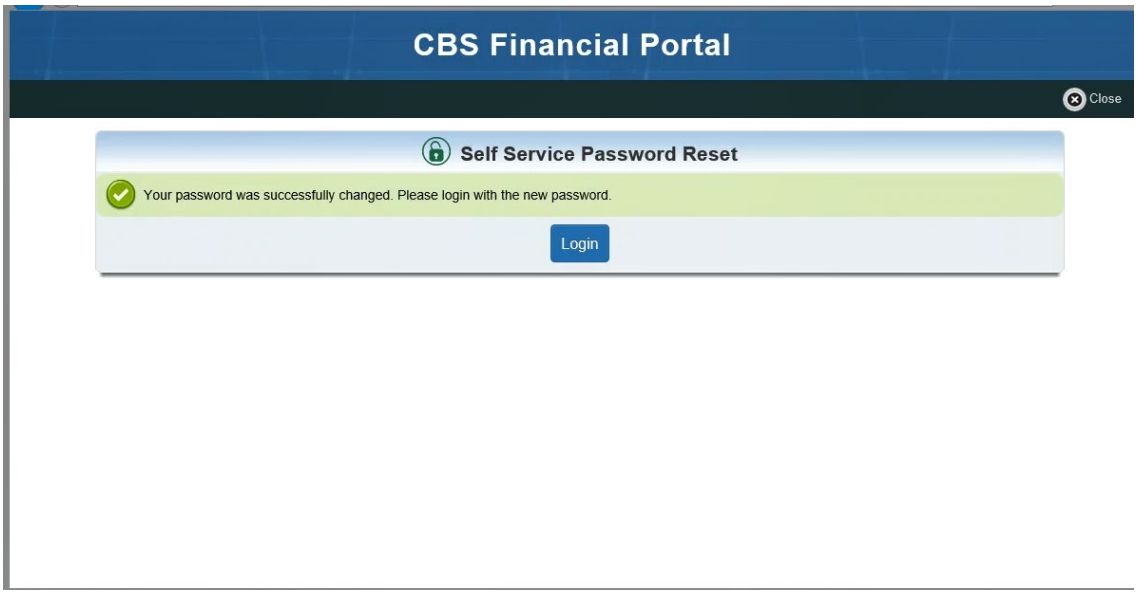
Notes:

- ✓ *If you don't know how to reset your password, you can email clientservices@noaa.gov to have it reset.*
- ✓ *Passwords for Discoverer are changed through the portal.*

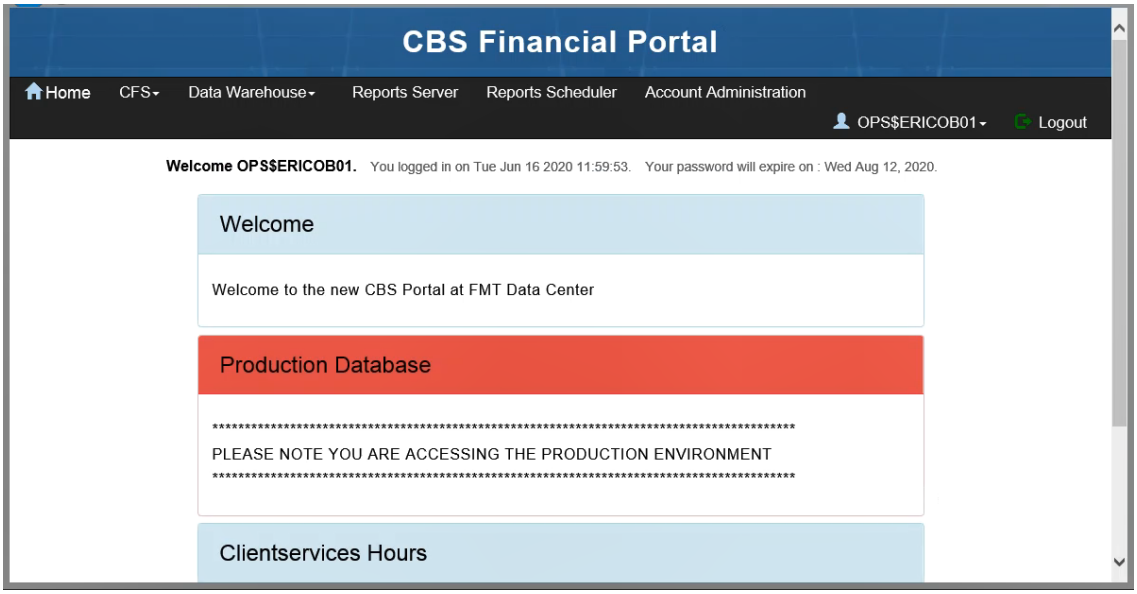
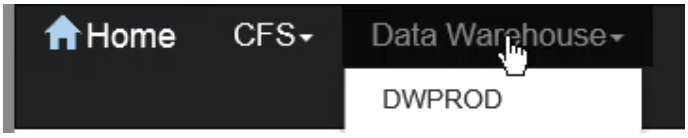
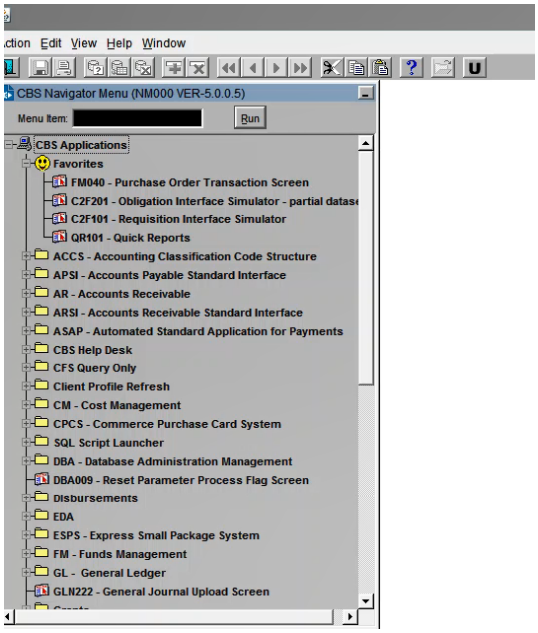
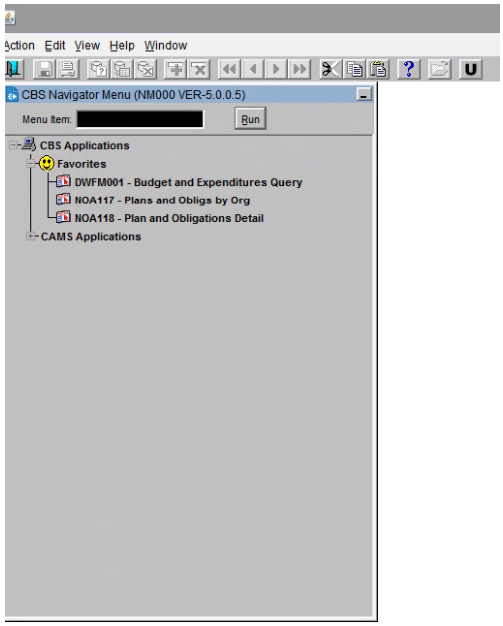
Step	Action
6	On the **Self Service Password Reset – Step 1 Enter Username** screen:  ➢ Type in your ***User Name*** (*i.e. ops$firlas01*) ➢ Click ***Next***
7	On the **Self Service Password Reset – Step 2 Validate Code** screen:  ➢ Type in your ***Security Code*** gotten from your email ➢ Click ***Next***

Step	Action
8	On the **Self Service Password Reset – Step 3 Answer Questions** screen: ➢ Answer the three ***Challenge Questions*** ➢ Click ***Next***
	Notes: ✓ *If any of the responses are incorrect you will receive an error message.* ✓ *You will have 3 attempts to put the right response to the question.* ✓ *If not successful in answering you will need to contact the Client Services Help Desk in order for them to reset your password so you can reset your challenge questions/answers as well.*

Step	Action
9	On the **Self Service Password Reset – Step 4 Reset Password** screen:  ➢ Enter the new ***Password*** ➢ Enter the ***Confirm Password*** ➢ Click ***Save***

Step	Action
10	A message will appear “Your password was successfully changed. Please log in with the new password.”  ➢ Click ***Login***

Step	Action
11	The **CBS Web Migration Portal** login screen appears: ➢ Type in your ***User Name*** (*i.e. ops$firlas01*) ➢ Enter the new ***Password*** ➢ Check the *Checkbox* ➢ Click ***Login***

Step	Action
12	The **CBS Web Portal** screen appears.  You'll want to make sure you're launching the databases for the systems you have access to in order to synch up the passwords. Just changing your password and getting here will not do it fully.
12a	If you have CFS access: ➢ Click on CFS ➢ Select CBSPROD
12b	If you have NOAA Data Warehouse access:  ➢ Click on Data Warehouse ➢ Select DWPROD

Step	Action
12c	If you have both accesses, do each individually.
13	Different prompts will appear as either CFS or Data Warehouse are opening:
14	CFS or DW will open to the **CBS Navigator Menu**