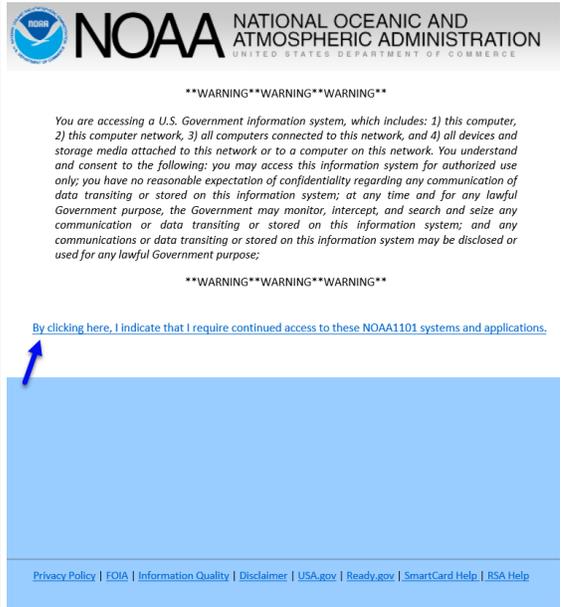
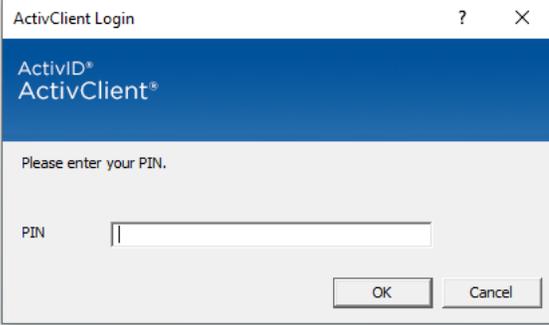
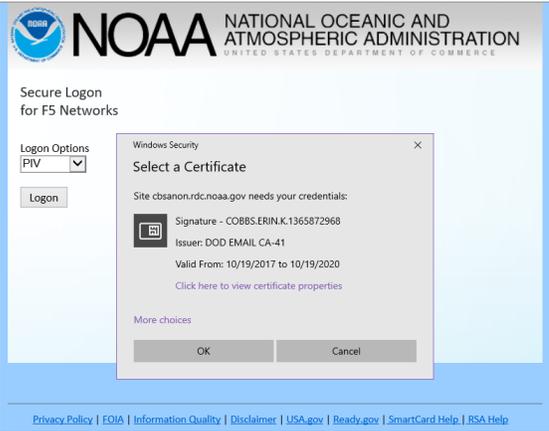
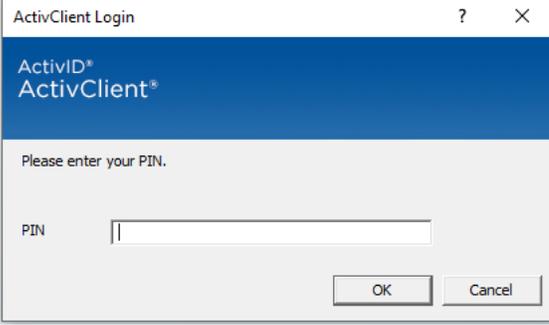
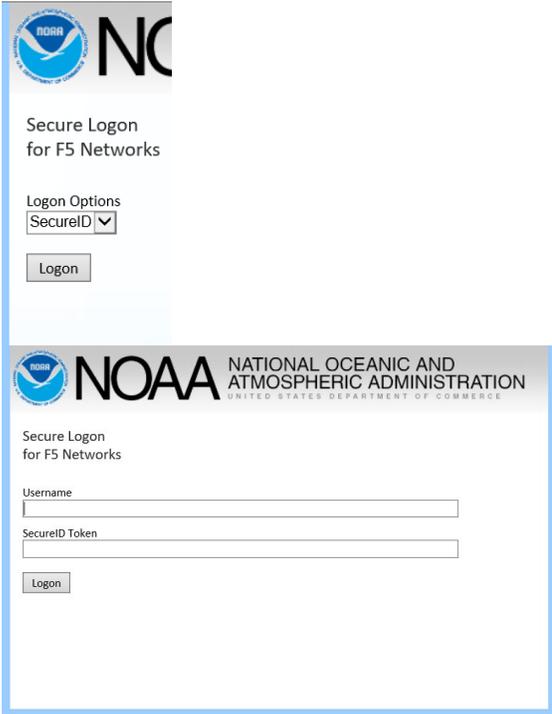
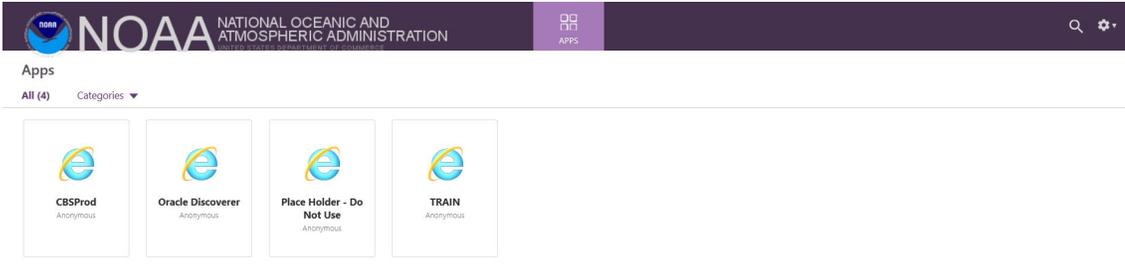
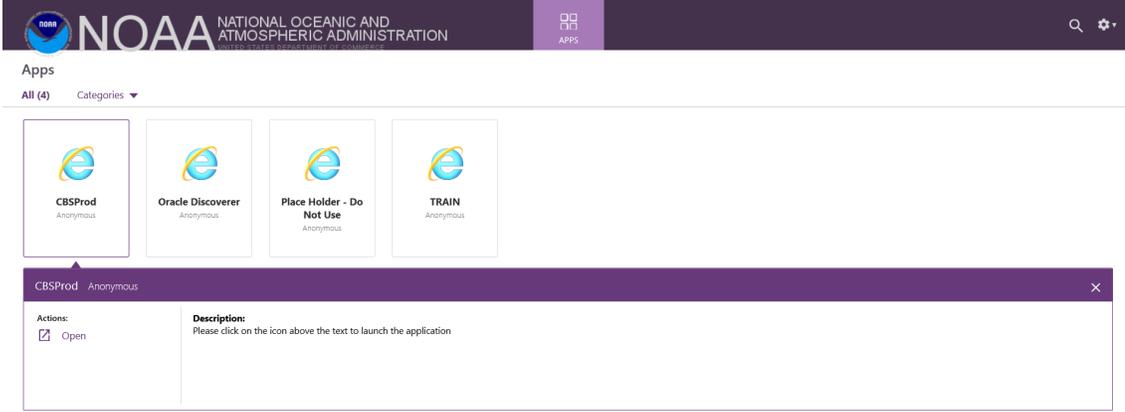


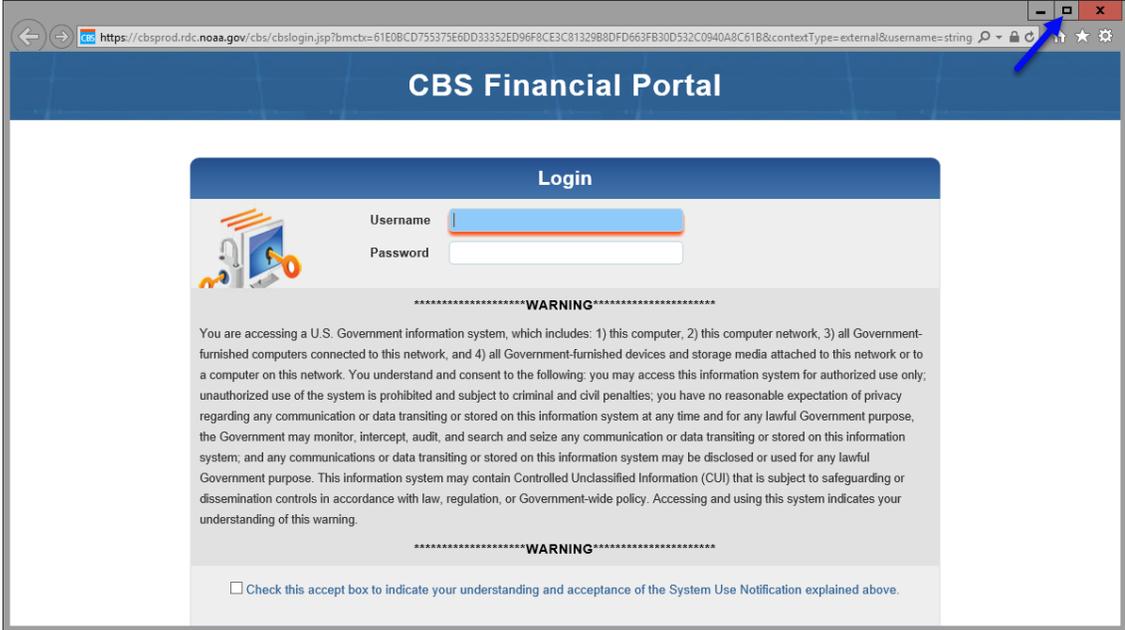
Step	Action
1a	Open up Internet Explorer. ➤ Log into the URL provided
1b	The Warning Banner screen appears: ➤ Click the link at the bottom <ul style="list-style-type: none"> ○ “By clicking here, ...”
2	The Two Factor Authentication Page appears. You will be able to use the following options to log in: <ul style="list-style-type: none"> ● CAC Card ● PIV Card ● Secure ID (RSA Token) ➤ Select your <i>option</i> ➤ Click Logon

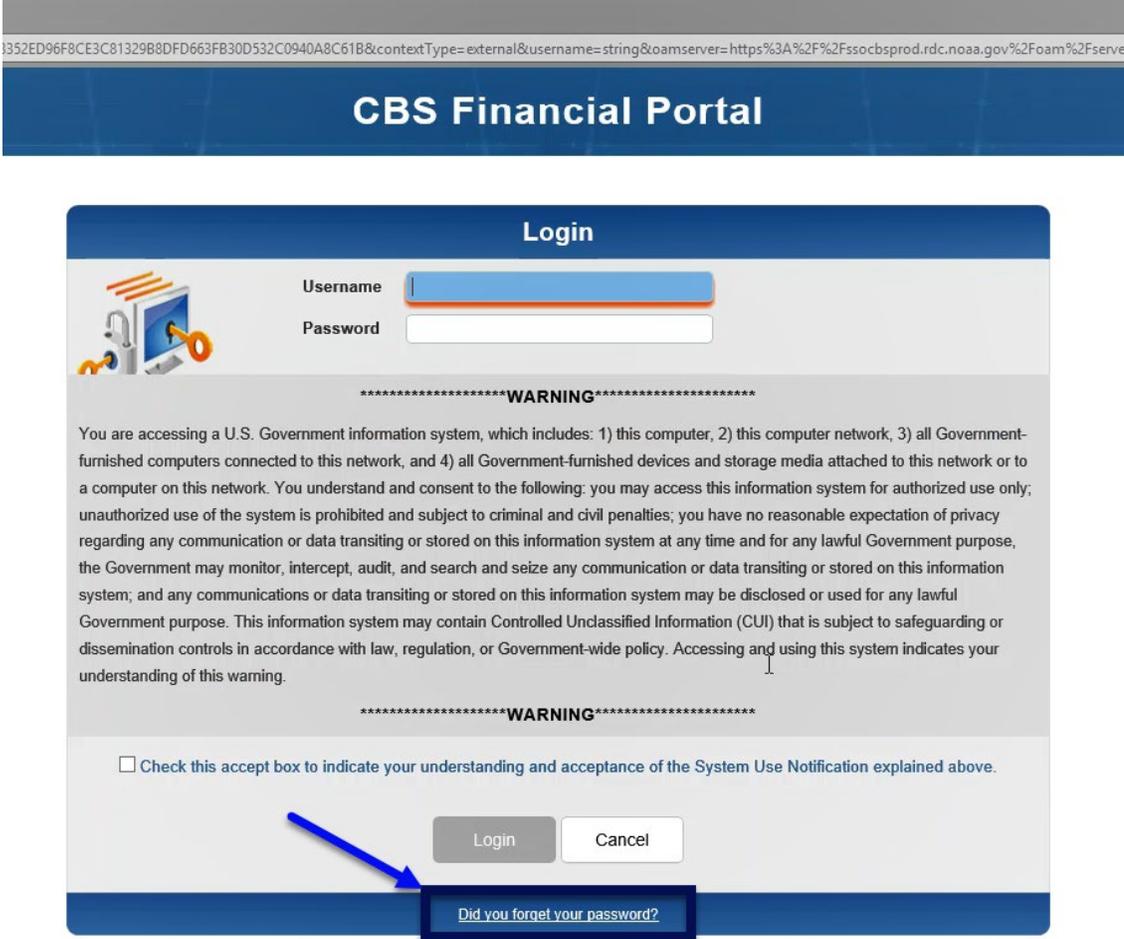


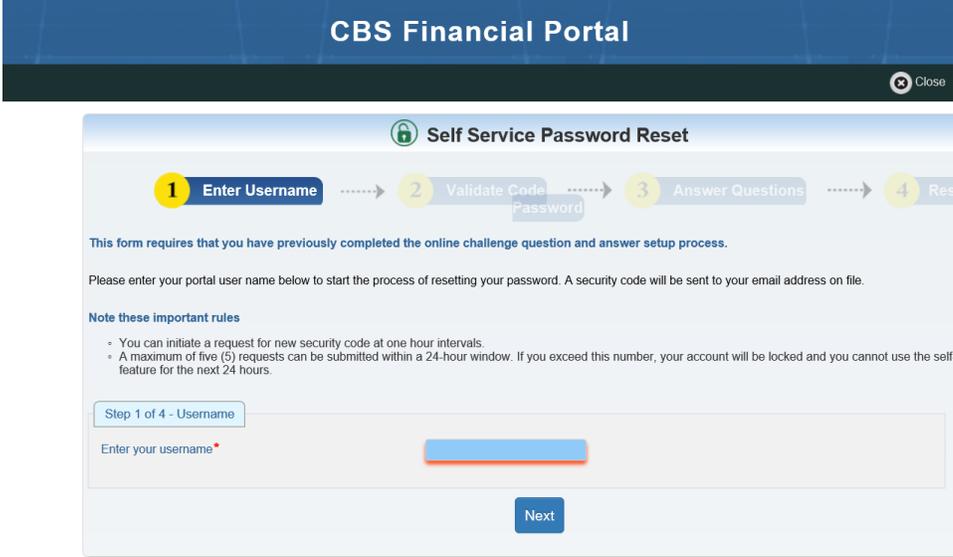
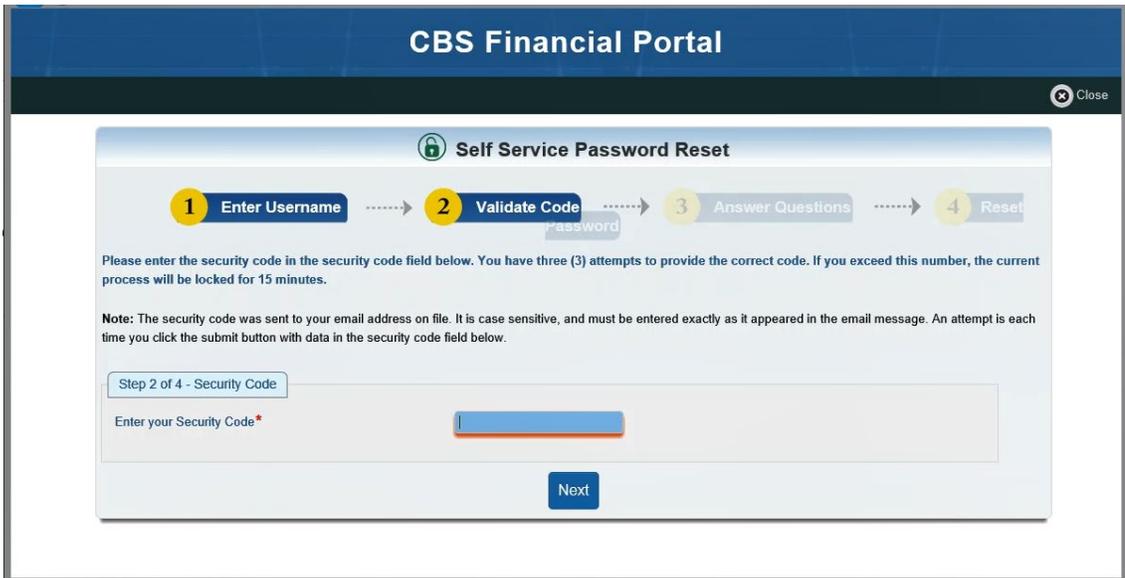
Step	Action	
<p>2a</p>	<p>When choosing the CAC login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> • Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. • Once you have the correct certificate selected click OK <p>The Active Client Login appears:</p> <ul style="list-style-type: none"> ➤ Enter your PIN ➤ Click OK 	 
<p>2b</p>	<p>When choosing the PIV login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> • Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. • Once you have the correct certificate selected click OK <p>The Active Client Login appears:</p> <ul style="list-style-type: none"> ➤ Enter your PIN ➤ Click OK 	 

Step	Action
<p>2c</p> <p>When choosing the Secure ID (RSA Token) login option a new window appears</p> <ul style="list-style-type: none"> ➤ Enter your User Name ➤ Enter your SecureID Token ➤ Click Logon 	
<p>3</p>	<p>The XenApp Storefront Appears:</p>  <p>Notes:</p> <ul style="list-style-type: none"> ✓ 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

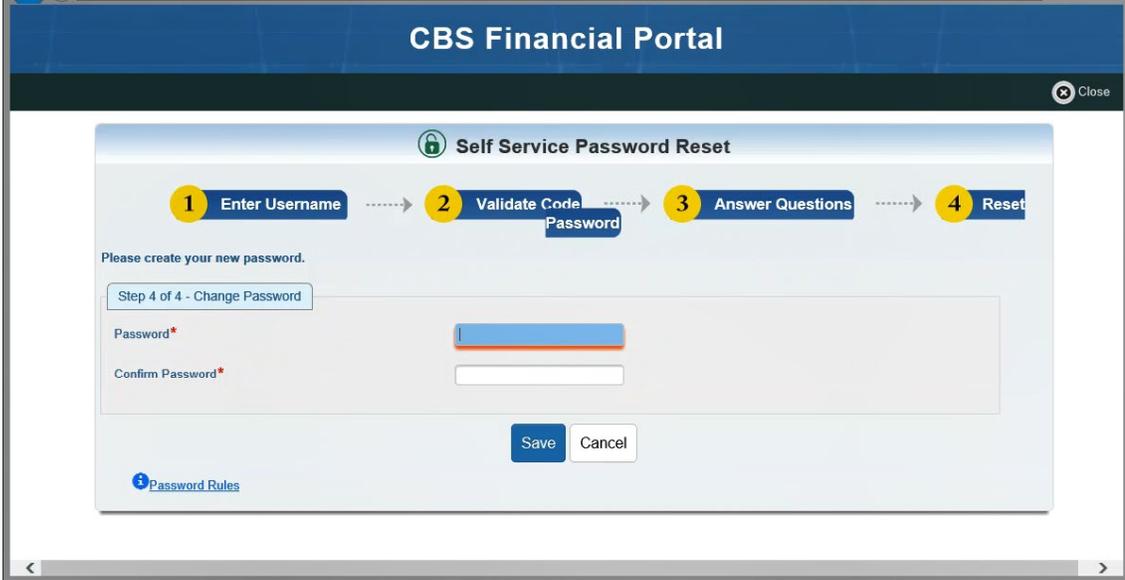
Step	Action
3a	<p>If you click on the text rather than the icon, a pop-up will appear underneath.</p>  <p>The screenshot shows the NOAA 'Apps' page. There are four application tiles: CBSProd, Oracle Discoverer, Place Holder - Do Not Use, and TRAIN. A pop-up window is open over the CBSProd tile, showing an 'Actions' section with a checked 'Open' checkbox and a 'Description' section with the text: 'Please click on the icon above the text to launch the application'.</p>
3b	<p>After clicking on the icon you'll see the circle working to open it.</p>  <p>The screenshot shows a single application tile for CBSProd. The tile's icon area contains a circular loading spinner, indicating that the application is in the process of opening.</p>
3c	<p>Then the following pop-up appears:</p>  <p>The screenshot shows a standard Windows-style dialog box titled 'CBSProd'. The main text reads 'Starting...' above a progress bar that is partially filled with green. At the bottom left, there is a 'More information' link with a dropdown arrow. At the bottom right, there is a 'Cancel' button.</p>

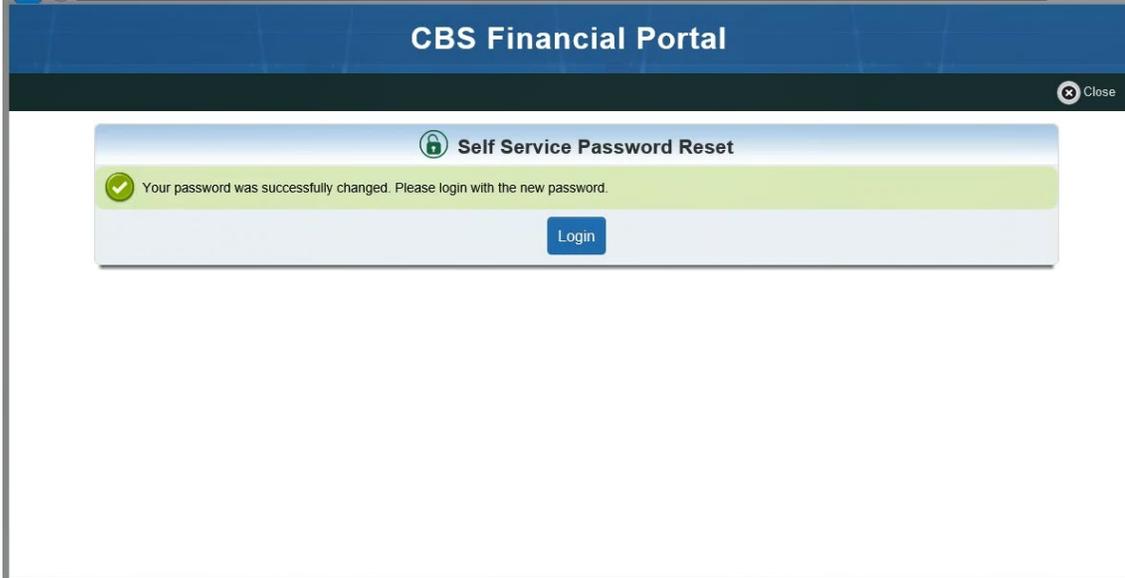
Step	Action
4	<p>The Web Portal Login Screen appears and will not be maximized.</p>  <p>Make sure to maximize the screen.</p>

Step	Action
5	<p>The first time logging in, you'll need to change your password.</p>  <p>Click the link at the bottom “Did you forget your password?”</p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If you don't know how to reset your password, you can email clientservices@noaa.gov to have it reset.</i> ✓ <i>Passwords for Discoverer are changed through the portal.</i>

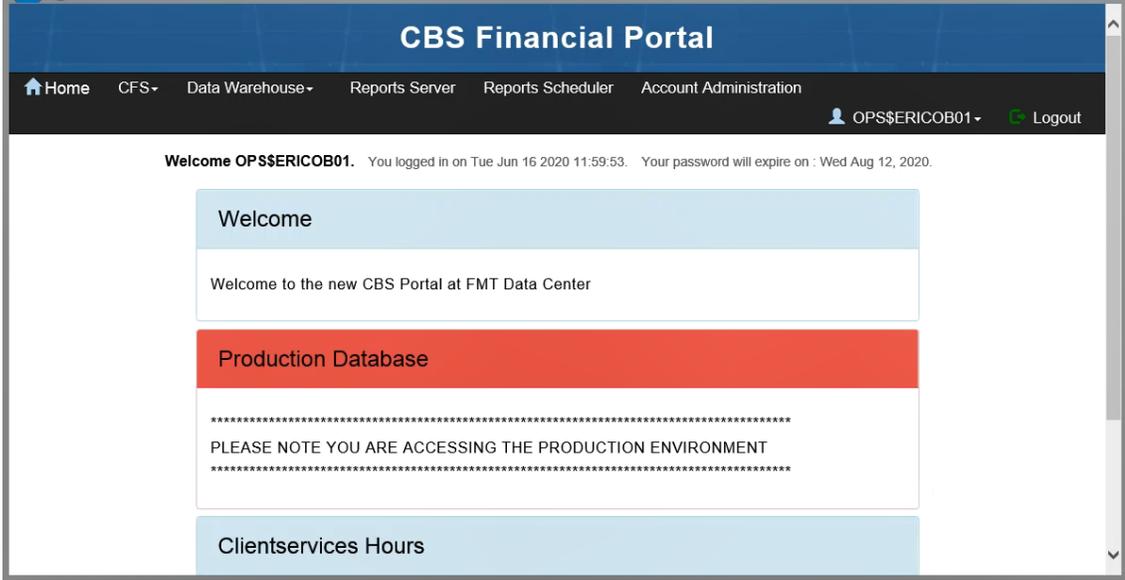
Step	Action
6	<p>On the Self Service Password Reset – Step 1 Enter Username screen:</p>  <p>➤ Type in your User Name (i.e. ops\$firlas01)</p> <p>➤ Click Next</p>
7	<p>On the Self Service Password Reset – Step 2 Validate Code screen:</p>  <p>➤ Type in your Security Code gotten from your email</p> <p>➤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

Step	Action
8	<p>On the Self Service Password Reset – Step 3 Answer Questions screen:</p>  <p>➤ Answer the three Challenge Questions</p> <p>➤ Click Next</p>
<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If any of the responses are incorrect you will receive an error message.</i> ✓ <i>You will have 3 attempts to put the right response to the question.</i> ✓ <i>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.</i> 	

Step	Action
9	<p data-bbox="305 281 1349 317">On the Self Service Password Reset – Step 4 Reset Password screen:</p> <div data-bbox="305 352 1430 932" style="border: 1px solid black; padding: 10px;">  </div> <ul style="list-style-type: none"> <li data-bbox="305 972 716 1003">➤ Enter the new Password <li data-bbox="305 1005 786 1037">➤ Enter the Confirm Password <li data-bbox="305 1039 509 1071">➤ Click Save

Step	Action
10	<p>A message will appear “Your password was successfully changed. Please log in with the new password.”</p>  <p>The screenshot shows the CBS Financial Portal interface. At the top, there is a dark blue header with the text 'CBS Financial Portal' and a 'Close' button. Below the header is a white box titled 'Self Service Password Reset' with a green checkmark icon. The message inside the box reads: 'Your password was successfully changed. Please login with the new password.' Below the message is a blue 'Login' button.</p> <p>➤ Click Login</p>

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

Step	Action
12	<p>The CBS Web Portal screen appears.</p>  <p>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.</p>
12a	<p>If you have CFS access:</p>  <ul style="list-style-type: none"> ➤ Click on CFS ➤ Select CBSPROD
12b	<p>If you have NOAA Data Warehouse access:</p>  <ul style="list-style-type: none"> ➤ Click on Data Warehouse ➤ Select DWPROD

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