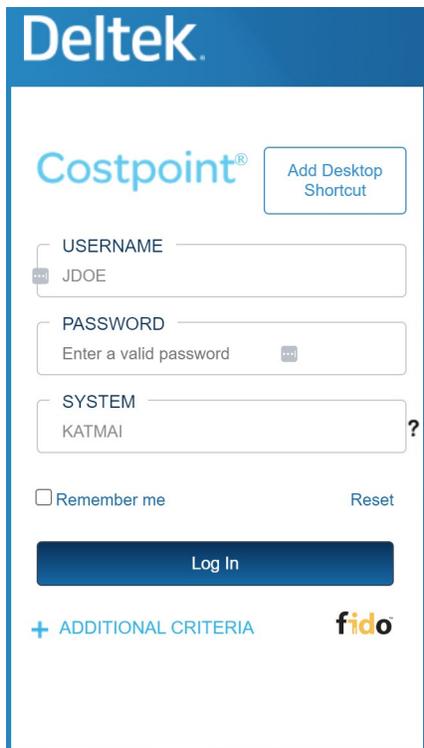


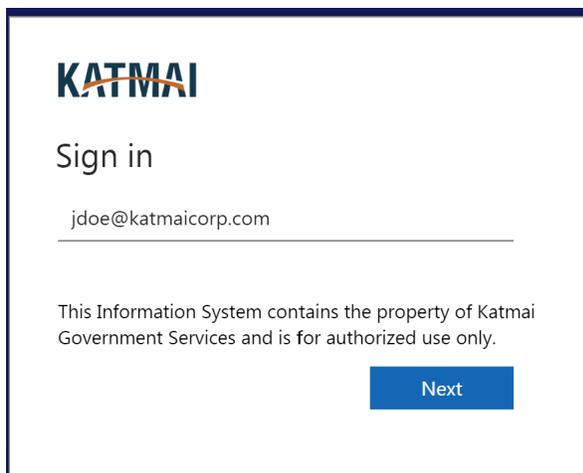
## How to Log Into Deltek Costpoint Software As A Service (SAAS)

1. Using a web browser, go to <https://cp-katmai.prd.mydeltekgcc.com/CPWeb> . You should see the login interface below.
2. Enter your Costpoint username in the username field. Leave the password field blank. Enter “Katmai” in the system field and click “Log In”. Your username is typically your first initial combined with your last name or possibly your first initial and last name followed by a number (e.g. jdoe, jdoe01)



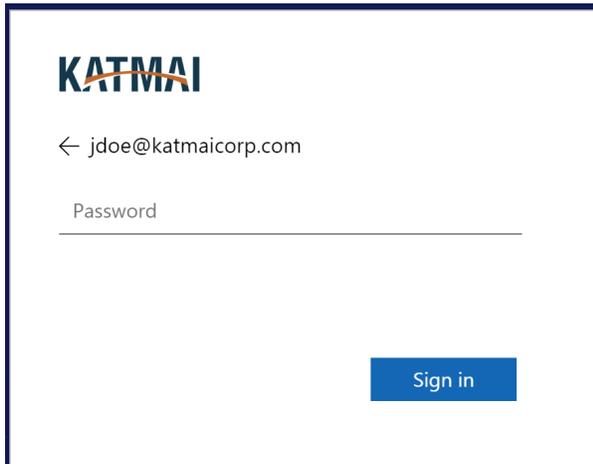
The screenshot shows the Deltek Costpoint login page. At the top left is the Deltek logo. Below it is the Costpoint logo and a button labeled "Add Desktop Shortcut". The login form contains three input fields: "USERNAME" with the value "JDOE", "PASSWORD" with the placeholder "Enter a valid password", and "SYSTEM" with the value "KATMAI" and a question mark icon. Below the fields are a "Remember me" checkbox, a "Reset" link, and a blue "Log In" button. At the bottom left is a link for "+ ADDITIONAL CRITERIA" and the fido logo is at the bottom right.

3. You will be taken to the Katmai Single Sign On (SSO) login screen. Enter your Katmaicorp.com username. This should be the username you entered in the previous page followed by @katmaicorp.com. Click “Next”.



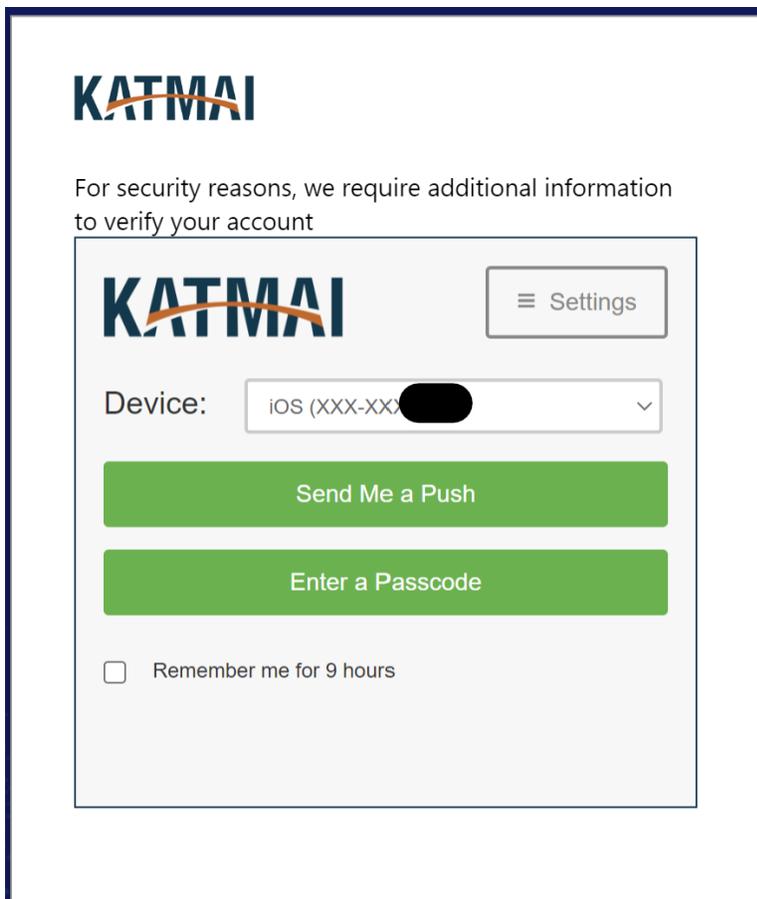
The screenshot shows the Katmai Single Sign On (SSO) login screen. At the top left is the KATMAI logo. Below it is the text "Sign in". There is an input field containing the email address "jdoe@katmaicorp.com". Below the input field is a horizontal line. At the bottom of the screen is a blue button labeled "Next". A disclaimer at the bottom reads: "This Information System contains the property of Katmai Government Services and is for authorized use only."

4. Enter your password and click 'Sign In'.



The screenshot shows the KATMAI login interface. At the top left is the KATMAI logo. Below it is a back arrow icon followed by the email address 'jdoe@katmaicorp.com'. Underneath is a password input field with the placeholder text 'Password'. At the bottom right is a blue button labeled 'Sign in'.

5. You should then be taken to a Duo Multi-Factor Authentication page. Click on your factor of choice and complete authentication via Duo.



The screenshot shows the Duo Multi-Factor Authentication page. At the top left is the KATMAI logo. To its right is a 'Settings' button with a hamburger menu icon. Below the logo is the text 'For security reasons, we require additional information to verify your account'. Underneath is a 'Device:' label followed by a dropdown menu showing 'ios (XXX-XX)'. Below the dropdown are two green buttons: 'Send Me a Push' and 'Enter a Passcode'. At the bottom is a checkbox labeled 'Remember me for 9 hours'.

6. You should now see the Costpoint site.

