

Civilian Servicing Unit (CSU) Initial Logon Instructions

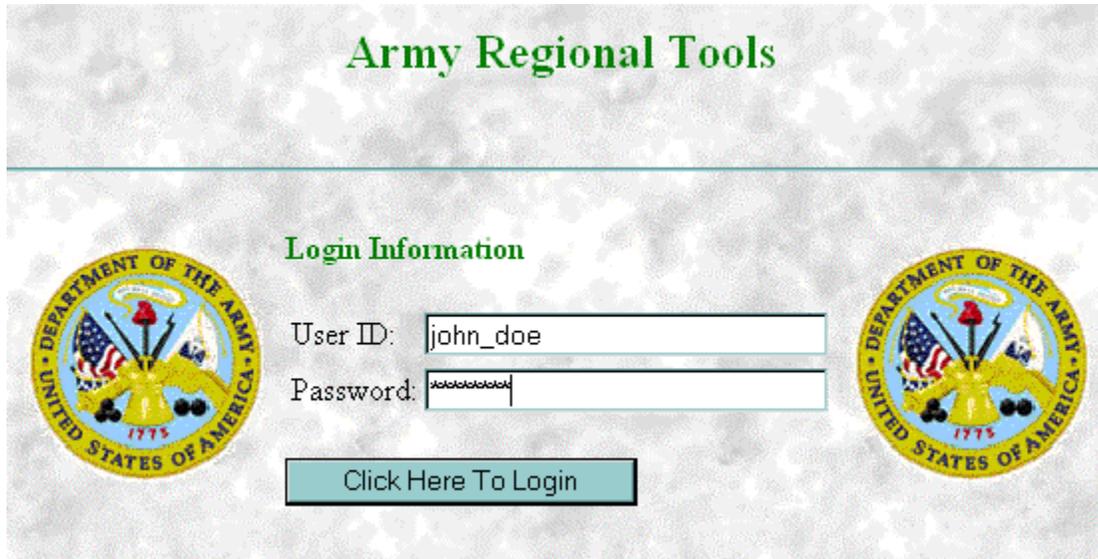
Initiating CSU Login

You must have zload installed before you can access CSU.

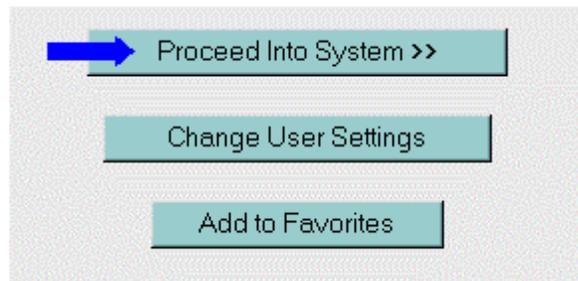
Please contact your local IM support for assistance installing this patch.

To view this guide electronically, view this site: <http://www.spd.usace.army.mil/csulogoninstructions.pdf>

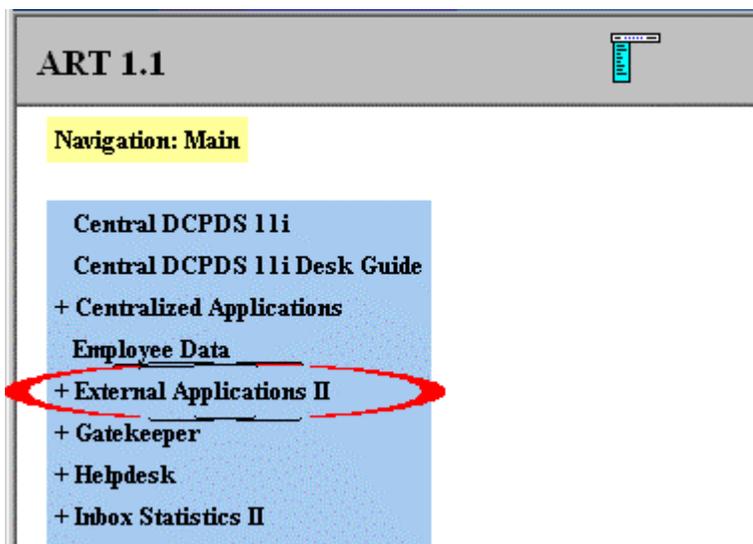
1. Access your ART login window. <https://armyweb01.ria.army.mil/art>



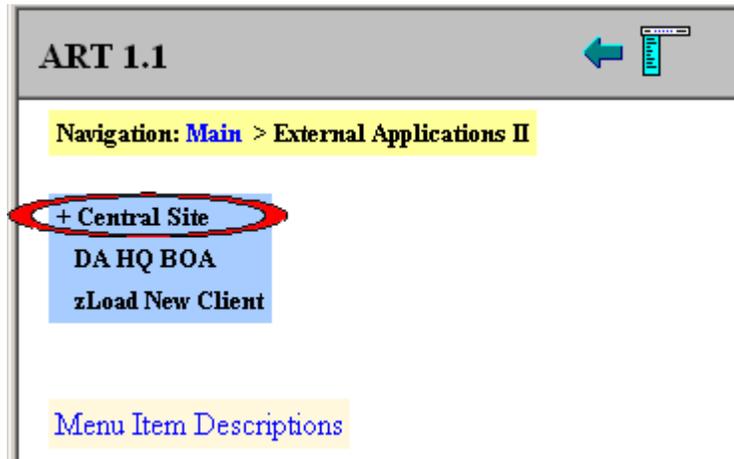
2. Click Proceed into the System in the second window.



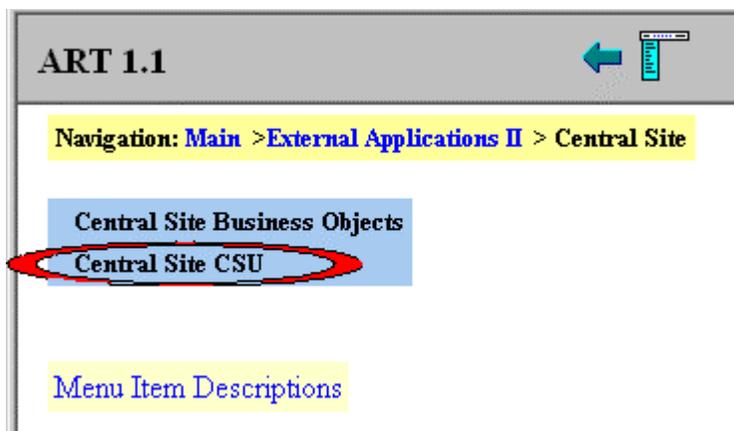
3. Click the External Applications II link. (Sometimes, when you have been prompted to change your password, the only link that will be showing is the External Applications II link.)



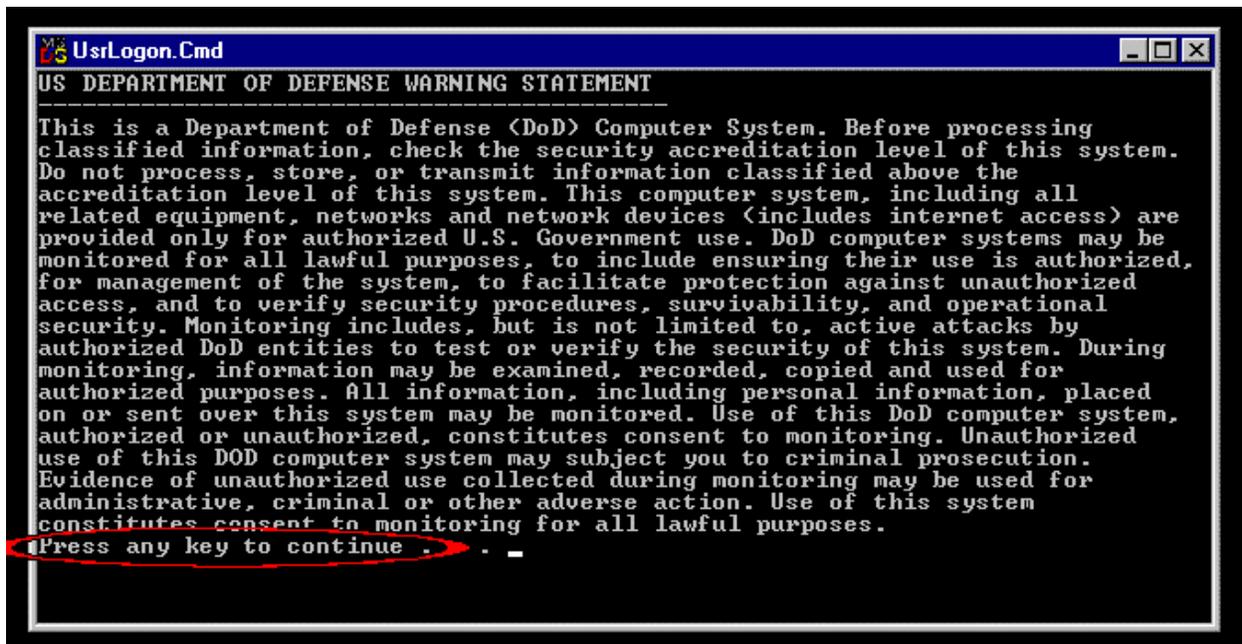
4. Click the Central Site link.



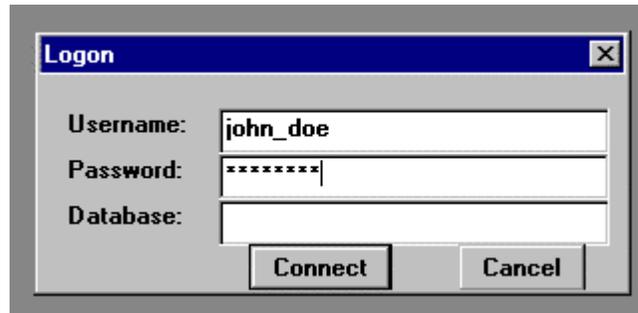
5. Click the Central Site CSU link.



6. When the black DOD Warning Statement screen pops up, press any key on your keyboard. (example: spacebar)



7. When you get to the CSU logon window, enter your ART/CSU user id and password. This is the same user id and password that you just entered to log into ART. Remember, use underscores for this user id. Leave the Database field blank. Also, do not wait for the hourglass to go away, it won't. Click Connect.



Logon

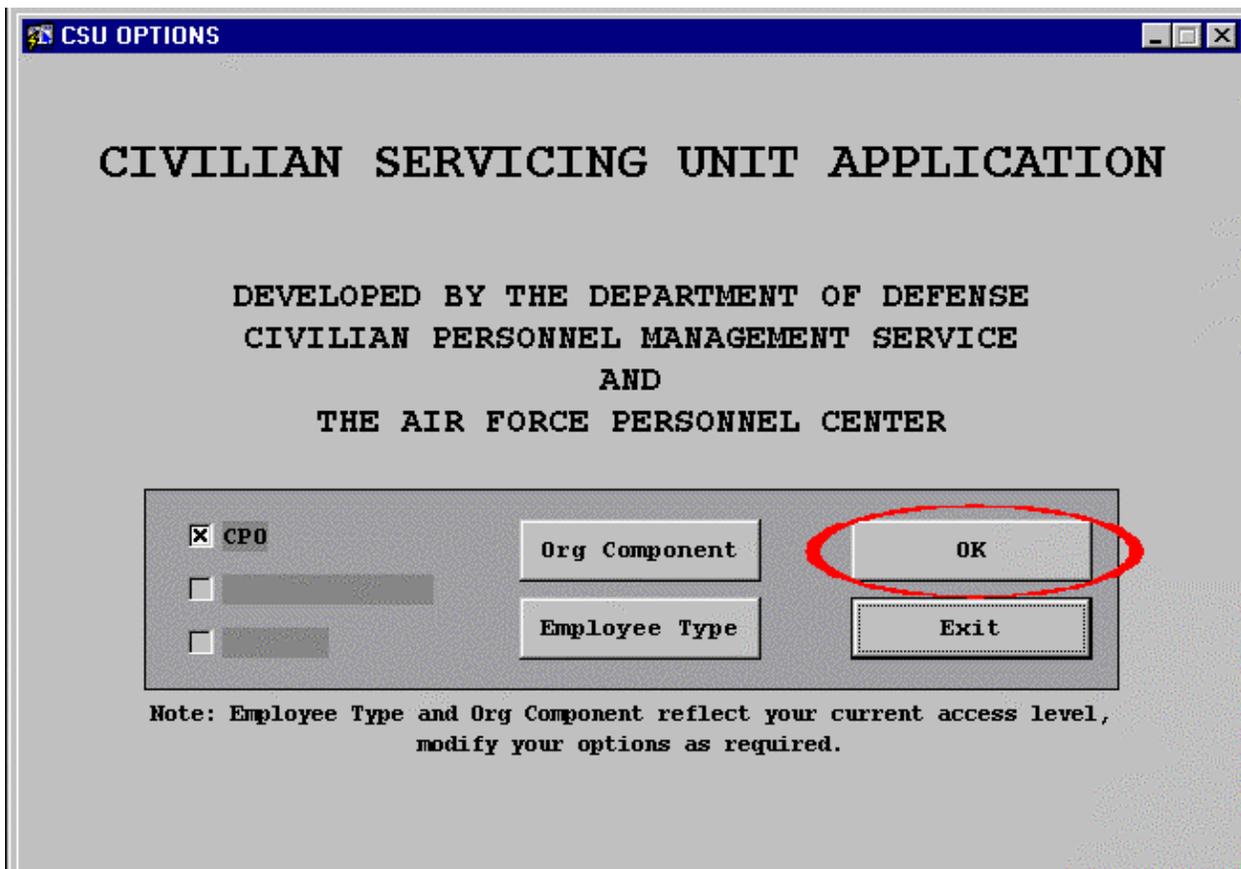
Username: john_doe

Password: *****

Database:

Connect Cancel

8. Now you are in CSU. If it has been requested that you change your password, there will be a pop up window that will request either "YES" or "NO" for you to change your password. Click "YES". The Change Password screen will then appear at this window. (See step 10) To continue into the system so you can reset your password, review employee data, or run reports, click the OK button.



CSU OPTIONS

CIVILIAN SERVICING UNIT APPLICATION

DEVELOPED BY THE DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
AND
THE AIR FORCE PERSONNEL CENTER

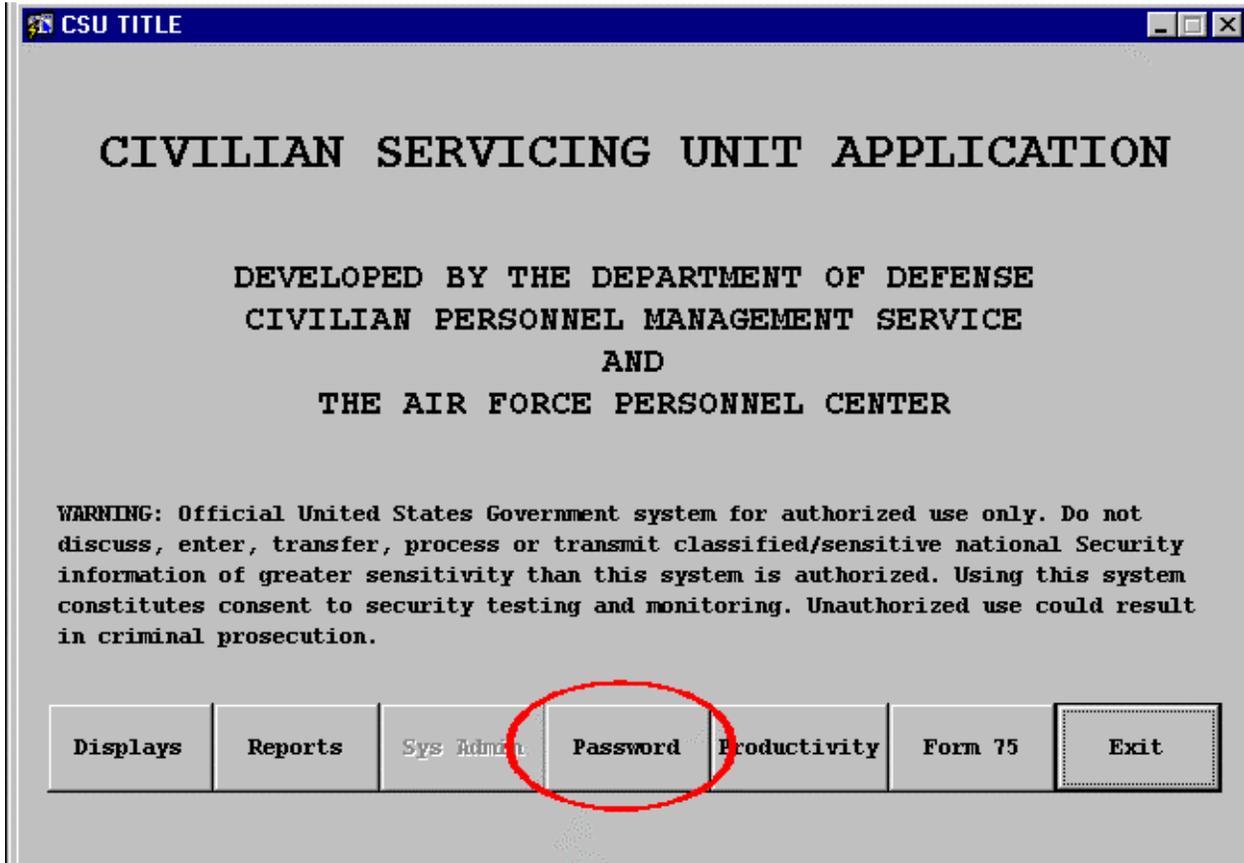
CP0 Org Component OK

 Employee Type Exit

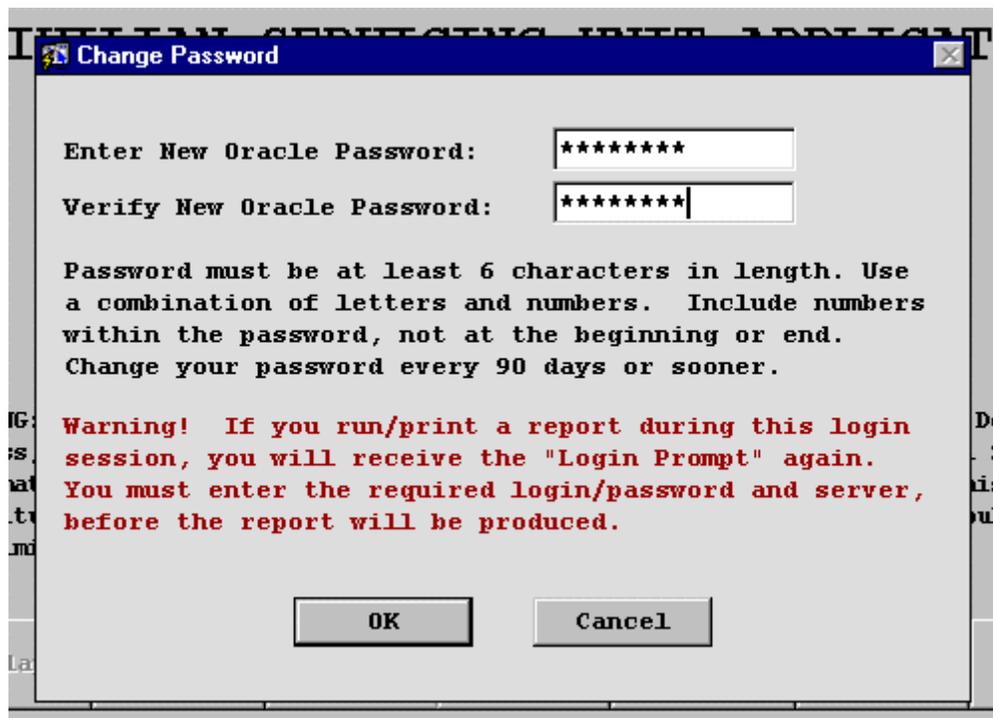
 Exit

Note: Employee Type and Org Component reflect your current access level,
modify your options as required.

9. To reset your password, click on the Password button.

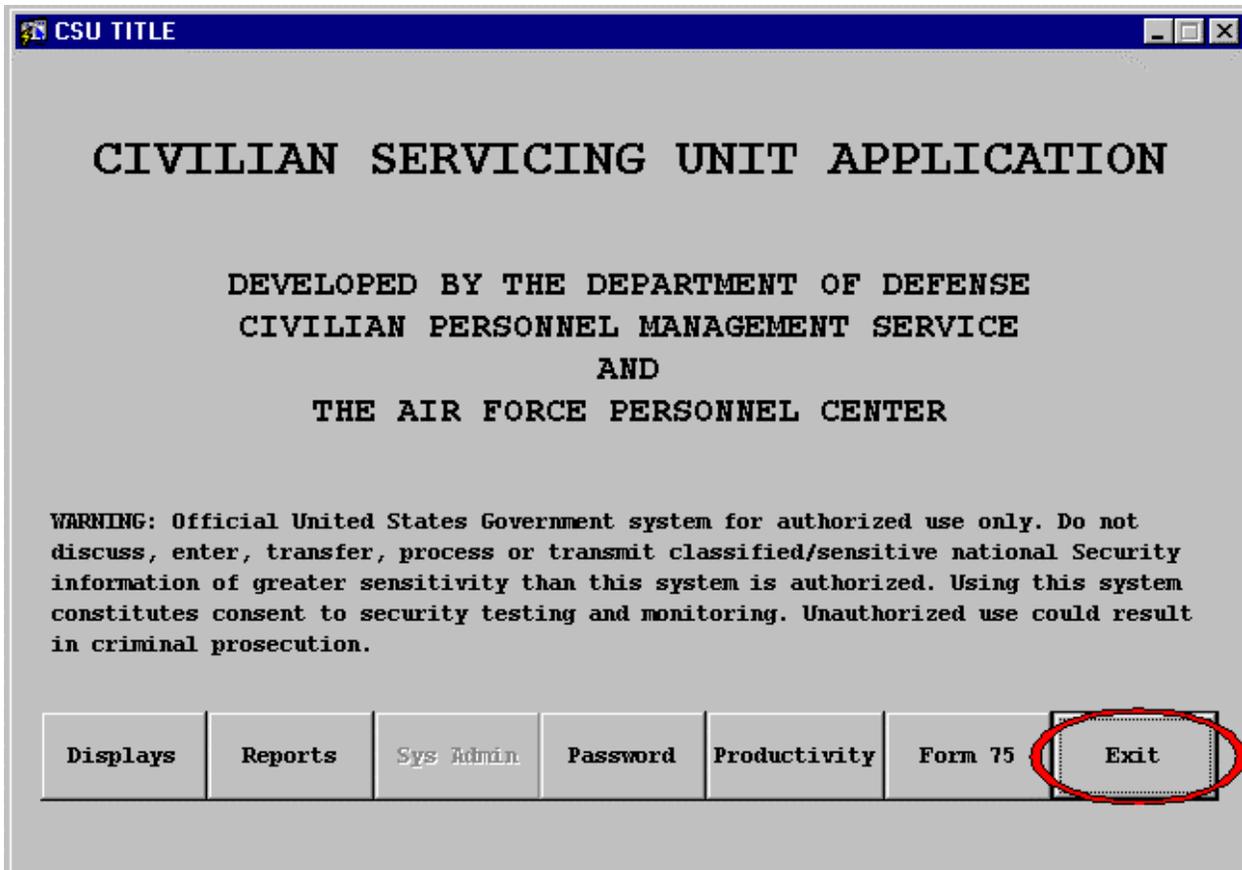


10. Once at this screen, either follow the instructions located within this window or the instructions that your POC for this system sent you. Enter your new password, then enter it again in the second space to verify the new password. Click on OK. (If your new password has been accepted, the Change Password window will disappear and you will be at the previous window. If your new password is not accepted, this window will re-appear with both password fields blank. You will need to re-enter your new password again. Make sure that you enter the password the same both times, and that you are meeting all the requirements for the new password.)

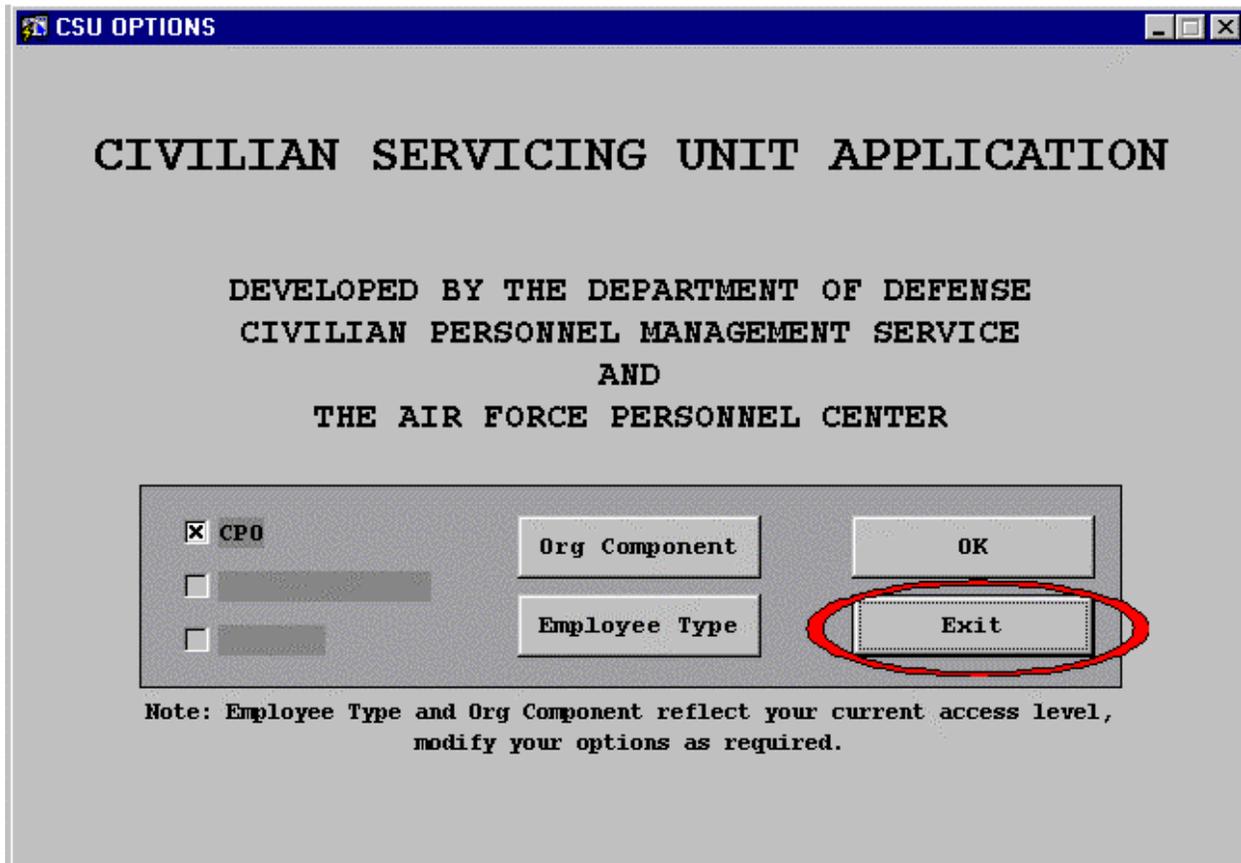


Logging Out

1. To log out, click on the Exit button.



2. Click on the Exit button on this screen, then you will be completely logged out of CSU.



3. If you have reset your password, then you will need to log all the way out of ART then log back in. Make sure when you log out of ART that you use the log out button which looks like an arrow pointing through a door.



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ADS 11i
ADS 11i Desk Guide
Applications
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Applications II

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