

Modern Defense Personnel Database System (MDCPDS)

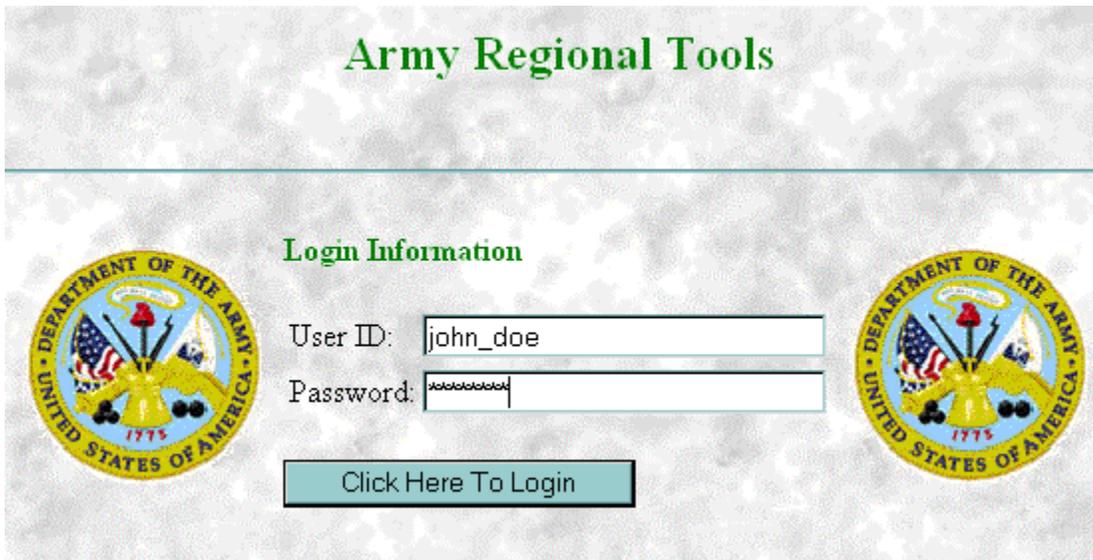
Oracle 11i Initial Logon Instructions

Initiating Oracle 11i MDCPDS Login

You must have JInitiator 1.1.8.19 and Ghostview 4.3 installed before you can access Oracle 11i.
Please contact your local IM support for assistance installing these two patches.

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

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



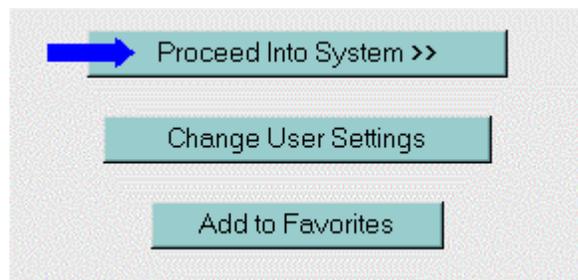
Army Regional Tools

Login Information

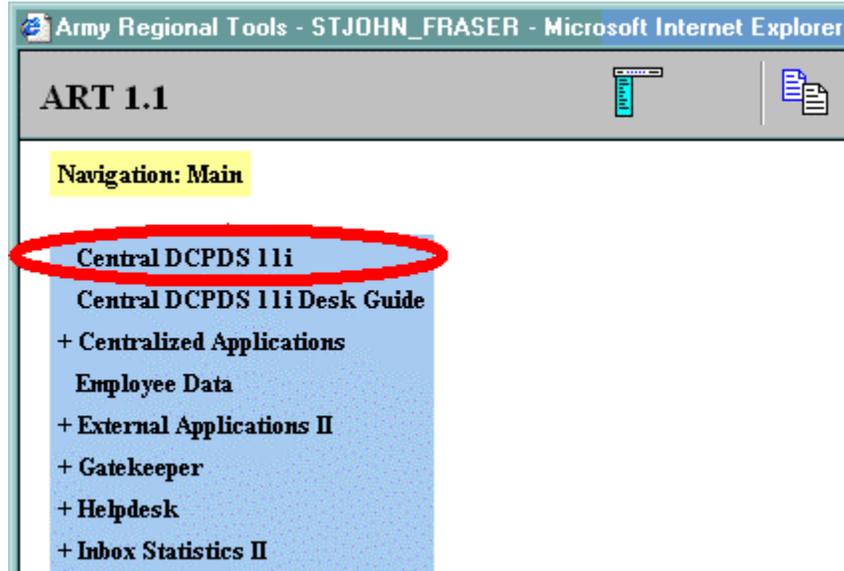
User ID:

Password:

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



3. Click on the link for the **Central DCPDS 11i**.



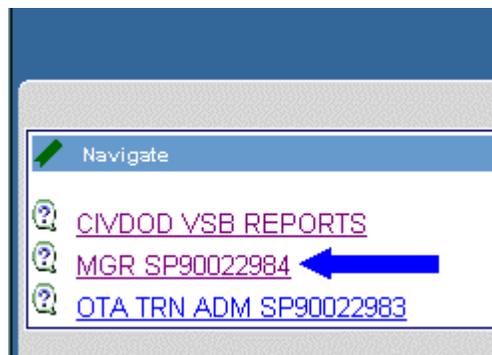
4. Enter your Modern User ID and Password. Don't forget that the user ID uses periods. (example: john.d.doe/mga) Then click Connect.

A screenshot of a login page for the Department of Defense Oracle Applications. On the left is the Department of Defense seal. On the right is a warning box with the text: "OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY", "***WARNING***WARNING***WARNING***WARNING***", "Unauthorized access to this U.S. Government computer system and software is prohibited by Title 18, US Code, Section 1030, 'Fraud and Related Activity in connection with Computers'. Unauthorized use is a felony which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.", "Unauthorized use could result in criminal prosecution. The information contained in this system is subject to The Privacy Act of 1974 as amended." Below the warning box is the Oracle logo and the text "Applications". To the right of the logo are two input fields: "User Name" with the value "john.doe/mga" and "Password" with masked characters. A "Connect" button is located below the password field.

- a. If you have to change your password, this is the screen you will see. If you have requested to have your password reset, then your Old Password will be default password. Otherwise it will be your previous password.



5. To get to your inbox, click the MGR link on this window. If you only have one selection on this screen, the system will automatically make this selection for you and take you to the next screen.



6. This Oracle screen will pop up. Leave it open and wait for it to finish loading. If this is your first login, you will need to wait for about 15 minutes at this screen while the system loads for the first time.

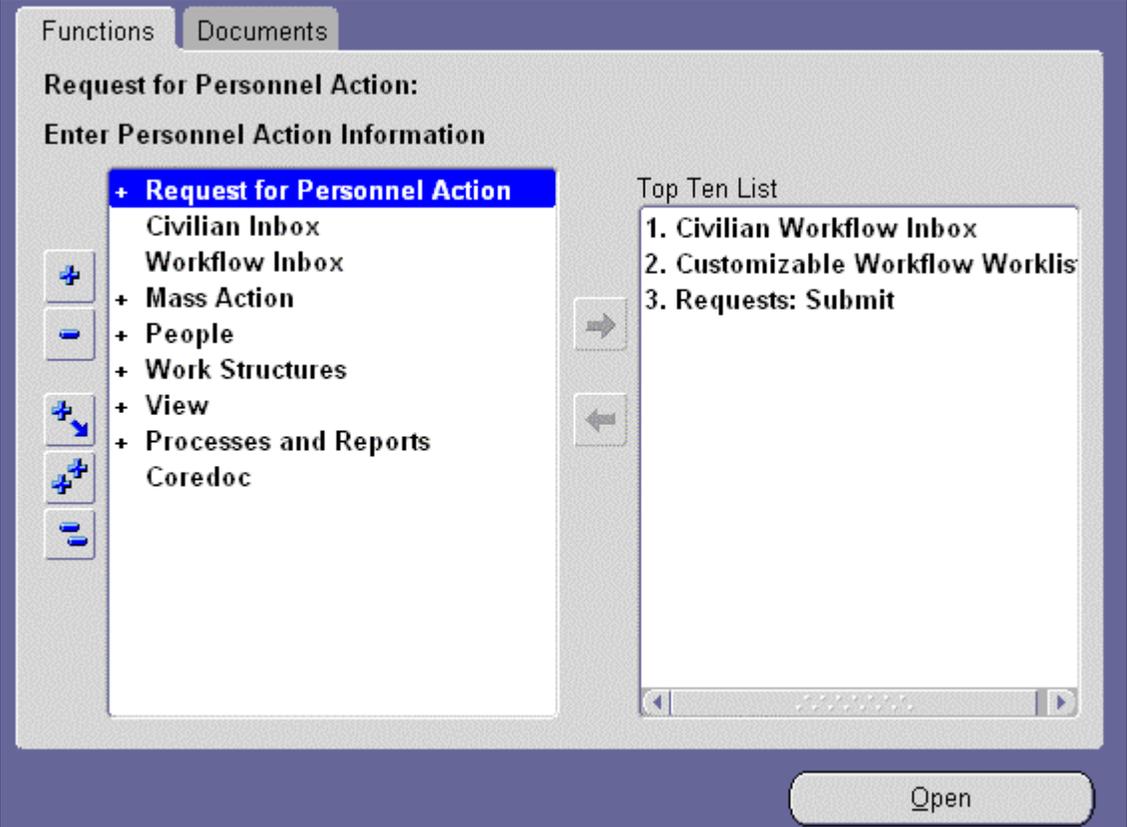


⚠ IMPORTANT: Do not close this window

Closing this window will cause Oracle Forms-based applications to close immediately, losing any unsaved data. This window may be minimized safely at any time and may be closed once all work in Oracle Forms-based applications is complete.

Loading Java Applet ...

7. Once Oracle finishes loading you will be brought to your DCPDS navigation window. You can access your **Workflow Inbox** from this location.



Functions Documents

Request for Personnel Action:

Enter Personnel Action Information

- + Request for Personnel Action
 - Civilian Inbox
 - Workflow Inbox
- + Mass Action
- + People
- + Work Structures
- + View
- + Processes and Reports
- Coredoc

Top Ten List

1. Civilian Workflow Inbox
2. Customizable Workflow Worklis
3. Requests: Submit

Open

Logging Out

When you are going to log out of DCPDS, please make sure you click on **File**, and then click **Exit Oracle Applications**. Thank you.

