



## Need Assistance?

Dial 301-427-1023 &  
Select the applicable option:

- 1 Passwords and Signature Pins
- 2 CRequest & CBuy Assistance
- 3 CFS, CPCS, Travel, BOP, RA, Data Warehouse, etc.

### Financial Systems Division Client Services Branch

#### Help Desk Analysts:

Phone: 301-427-1023

e-mail: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)

Fax: 240-632-2886

Hours: 7:00 a.m. - 5:00 p.m. ET,  
Monday – Friday

#### Training Team:

Phone: 301-427-1009

e-mail: [CBS.TrainingServices@noaa.gov](mailto:CBS.TrainingServices@noaa.gov)

### FSD Website

<http://www.corporateservices.noaa.gov/~cbs/>

#### General information, documentation, and forms, including links for:

- **Core Financial System:**  
Accounts Payable, Accounts Receivable, Reimbursable Agreements, Budget, General Ledger, and SLTs
- **NOAA Data Warehouse**
- **Integrated Travel Manager**
- **Commerce Purchase Card System**
- **Help Desk**
- **Training**
- **Accounting Information**

March 30, 2009



#### LOGIN:

1. Within Internet Explorer, enter the following URL:  
[https://cbs.rdc.noaa.gov/nmadm/custom\\_pages.log\\_in\\_page](https://cbs.rdc.noaa.gov/nmadm/custom_pages.log_in_page)  
to access the **CBS Web Migration Portal** screen  
*Notes: Internet Explorer 7 or later required for Windows users and Java Runtime Environment (JRE) Version 1.5.0.16*
2. Enter your **Username** & **Password**
3. Click **Logon**
4. From the **CBS Web Portal** screen:
  - Click **CFS** on the navigation links
  - Click **Cbsprod** from the drop-down menu

**OR**

  - Click **Data Warehouse** on the navigation links
  - Select **Dwprod** from the drop-down menu*Notes: CFS applications include CPCS, BOP, etc. DW includes DW standard reports; Refer to separate instructions for access to information via Discoverer*
5. If a Security Information prompt appears, click Yes
6. The **CBS Navigation Menu** screen appears.  
Note: Menu options vary by user, depending on job functions or authorized access to CBS applications

#### Help Desk Support

301-427-1023



[ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)

## DISCOVERER LOGIN:

1. Within Internet Explorer, enter the following URL:  
<https://cbsquery.rdc.noaa.gov/discoverer/plus>  
**Oracle Discoverer requires JInitiator Ver. 1.3.1.28**
2. **Oracle Discoverer Plus** page displays with the following options:
  - a. **Connect to OracleBI Discoverer/Choose Connection** – select from existing Discoverer connections listed in the Connection column
  - b. **Connect to OracleBI Discoverer/ Connect Directly** - ability to open Discoverer without creating a connection
3. Click the desired **Connection**  
**OR**  
Enter required fields and click **Go** to connect directly
4. Enter your **Password**
5. Click   
*Note: If a warning appears the 1<sup>st</sup> time Discoverer 10g is accessed, click *
6. Based on user role, upon completion of the logon process, screens will be displayed for the applicable Business Area (FMC, LO, etc.)

## CREATE DISCOVERER CONNECTIONS:

1. On the **Connect to OracleBI Discoverer/Choose Connection** page:  
Click 
2. On the **Create Connection/Connection Details** page:
  - a. Enter the **Name of the connection**
  - b. Enter the **Description of the connection**
  - c. Accept default of **Locale***Note: If the browser is not set to English, select English from the drop-down listing*
3. Scroll down the **Create Connection/Connection Details** page to the **Database Account Details** section:
  - a. Enter **User Name**
  - b. Enter **Password**
  - c. Enter **Database Name**
  - d. Click on 
4. The **Connect to OracleBI Discoverer/Choose Connection** page lists the new connection

## DISCOVERER PASSWORDS:

Passwords must be changed through the CBS Web Portal screen:  
[https://cbs.rdc.noaa.gov/nmadm/custom\\_pages.login\\_page](https://cbs.rdc.noaa.gov/nmadm/custom_pages.login_page)

## CHANGE PASSWORD {Prior to Expiration}

1. On the CBS Web Portal screen:
  - a. Enter the **Old Password**
  - b. Enter the **New Password**
  - c. Confirm the **New Password**
  - d. Click **Submit**
2. A message is displayed for password changes: Click **OK** if the password changed successfully  
**OR**  
Click **Back** and repeat the process, if an error message appears
3. The CBS Web Portal screen

## RESET PASSWORD USING CHALLENGE QUESTIONS {Prior to 3<sup>rd</sup> Incorrect Attempt}

1. On the CBS Web Portal screen, click on **"Did you forget your password?"**
2. On the **CBS Web Forgotten Password Reset** screen with **Step 1 – Enter Your Username**
  - a. Enter **User Name**
  - b. Click **Submit**
3. Message appears at the bottom of the screen stating that an email has been sent with a security code
  - a. Check your email for the Security Code
  - b. Return to this screen and click **Next**
4. On the **CBS Web Forgotten Password Reset** screen with **Step 2 – Enter Security Code**
  - a. Enter **Security Code**
  - b. Click **Submit**
5. On the **CBS Web Forgotten Password Reset** screen with **Step 3 – Answer Challenge Questions**
  - a. Respond to your challenge questions
  - b. Click **Submit***Note: An error message appears for incorrect responses, with 3 attempts to respond correctly; After 3<sup>rd</sup> attempt, users need to contact the Client Services Help Desk for a password reset*
6. Upon correct responses to challenge questions, on the **CBS Web Forgotten Password Reset** screen with **Step 4 – Change Your Password**
  - a. Enter **New Password**
  - b. Confirm the **New Password**
  - c. Click **Submit**
7. A message is displayed for password changes: Click **OK** if the password changed successfully  
**OR**  
Click **Back** and repeat the process, if an error message appears
8. Enter your **Username** and **New Password** on the login screen