

Costpoint Login Page

1

Enter Username and Password

2

Enter System

3

Show Additional Criteria

4

Click Reset or Log In

5

Click Mobile QR Code

6

Click Legal Statement

Deltek.

Costpoint®

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD

Enter a valid password

SYSTEM

☐ Remember me

LOG IN

+ SHOW ADDITIONAL CRITERIA

This click-thru introduces the Costpoint login page and shows you how to use it.

- Click or tap each step on the screen or use the Continue button to advance.
- Use the navigation buttons on the left pane and within the pages to go to specific steps.
- Use the arrows on your keyboard to go to the previous or next page.

Begin

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LOG IN

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1

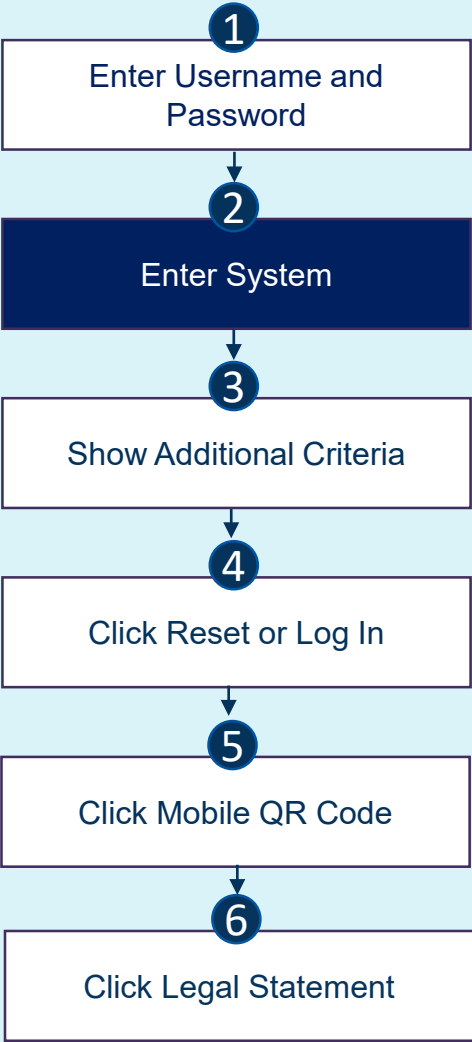
Enter your Username and Password. Both **Username** and **Password** fields are case-sensitive.

The Costpoint default interface is **New version**, which is the latest version of Costpoint. You can toggle back to the Classic version if needed.

The first time you log in to Costpoint, only three required fields display: **Username**, **Password**, and **System**.

If you select the **Remember me** check box while logging in, only the **Username** and **Password** fields will display in subsequent logins.

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Reset

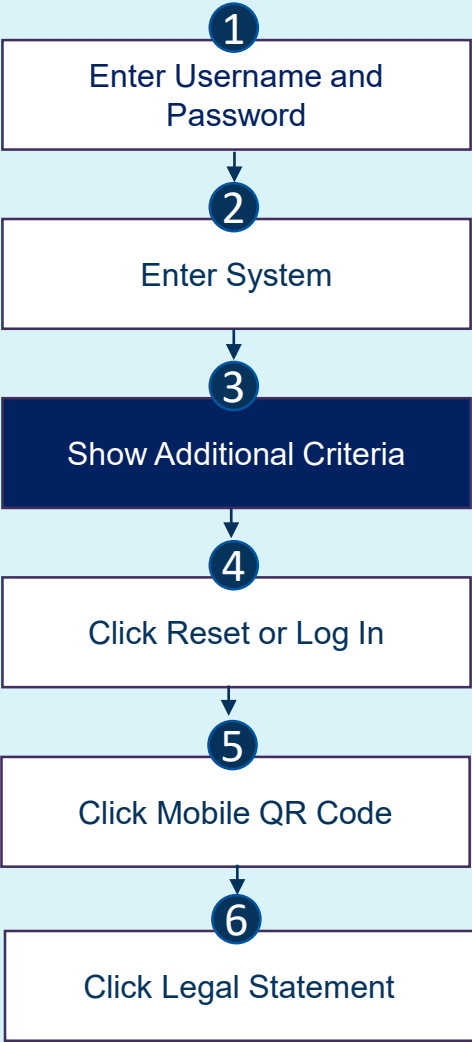
LOG IN

+ SHOW ADDITIONAL CRITERIA

2 Enter the system name in the **System** field. This field determines the database system you will connect to. If you do not know the name, contact your Costpoint administrator.

If you select the **Remember me** check box, Costpoint will set the System you entered as default in your next login, and will then only ask for your Username and Password information.

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SYSTEM

☐ Remember me [Reset](#)

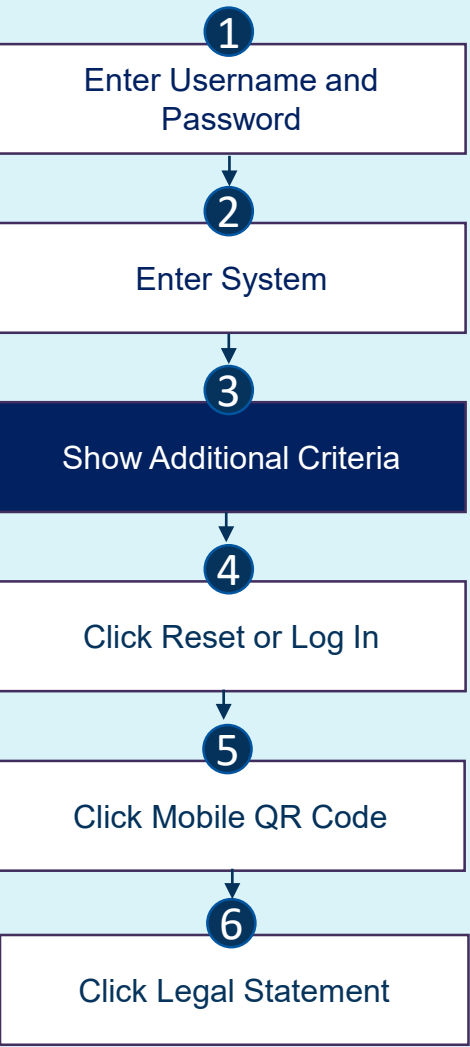
LOG IN

[+ SHOW ADDITIONAL CRITERIA](#)

3 Click **Show Additional Criteria** to display additional criteria fields.

Continue

Costpoint Login Page



- These are the additional criteria:
- **Application** – This field determines what application will open when you log in.
 - **Company** – This field determines what company you will log in to.
 - **Validation Frequency** – This field determines how often the values entered on screens will be validated.
 - **Language** – This field determines the language you prefer when you log in.

LOG IN

— [HIDE ADDITIONAL CRITERIA](#)

The **Validation Frequency** determines how often a round trip to the server is initiated for data validation:

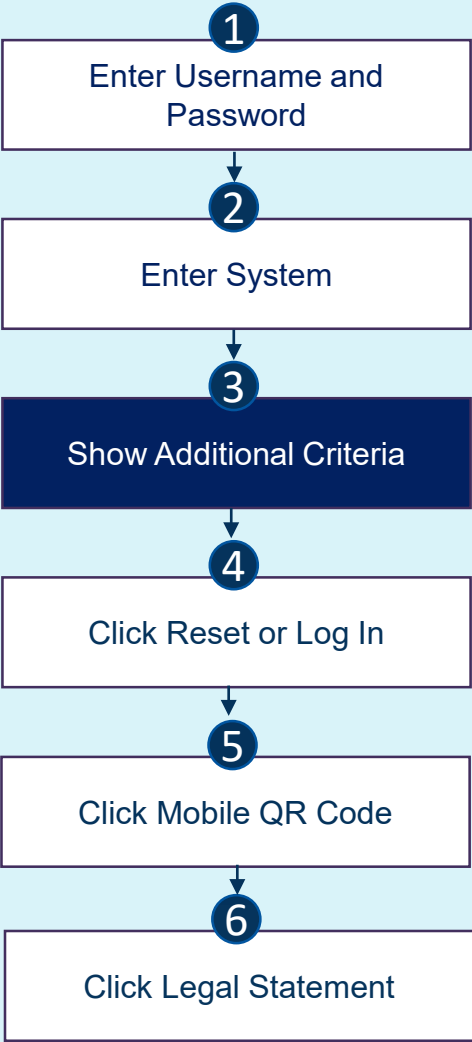
- **Field** – Costpoint makes a round trip to the application server to validate data on a field basis (that is, when you move from field to field).
- **Record** – Costpoint makes a round trip to the application server to validate data on a record/line basis (that is, when you move from record to record or line to line).
- **Application** – Costpoint makes a round trip to the application server to validate data only when you save the application.

APPLICATION <input type="text" value=""/>	VALIDATION FREQUENCY <input type="text" value="Field"/>
COMPANY <input type="text" value=""/>	LANGUAGE <input type="text" value="English"/>

3 Enter additional criteria information as needed.

Continue

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USERNAME

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APPLICATION

?

VALIDATION FREQUENCY

Field

▼

?

SYSTEM

?

COMPANY

?

LANGUAGE

English

▼

☐ Remember me

Reset

LOG IN

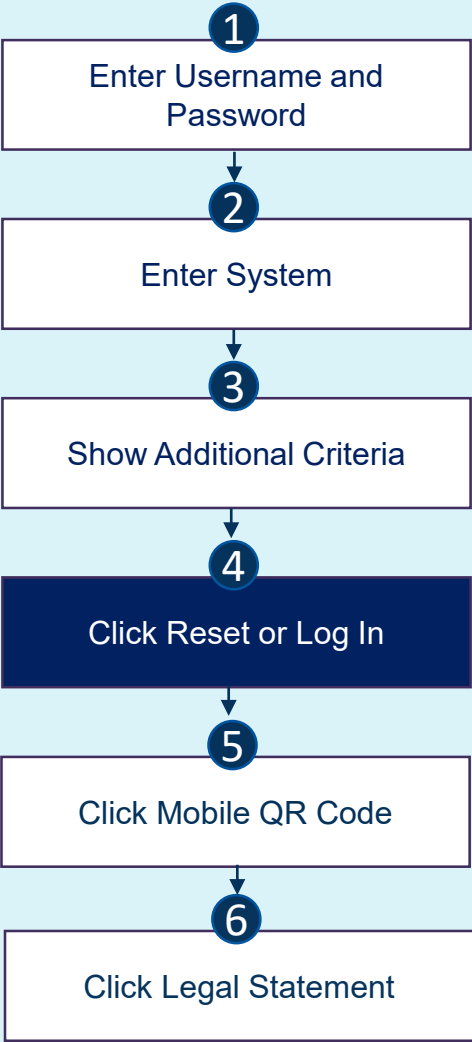
3 Click **Hide Additional Criteria** to collapse the additional fields.

— HIDE ADDITIONAL CRITERIA

Help

Legal Statement

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☐ Remember me

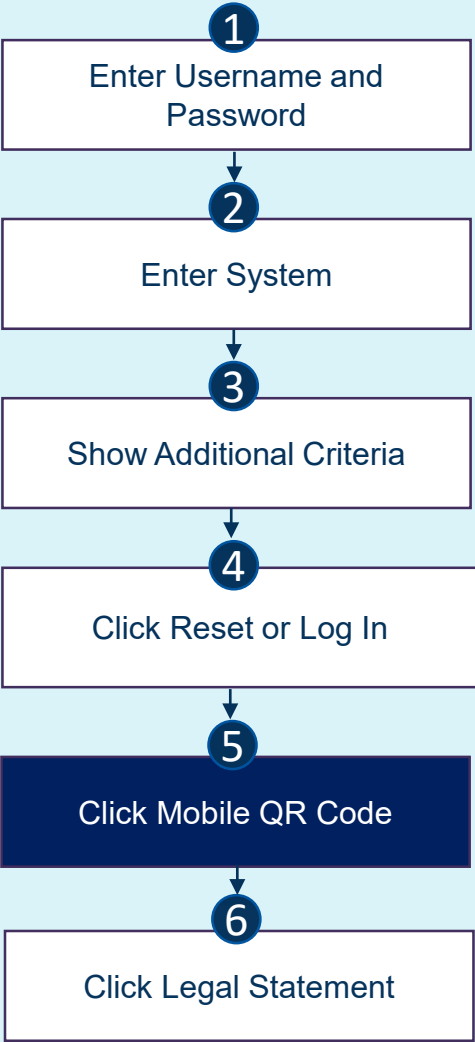
Reset

LOG IN

+ SHOW ADDITIONAL CRITERIA

4 Click **Reset** to clear the fields and start over or click **LOG IN**.

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?

☐ Remember me

Reset

LOG IN

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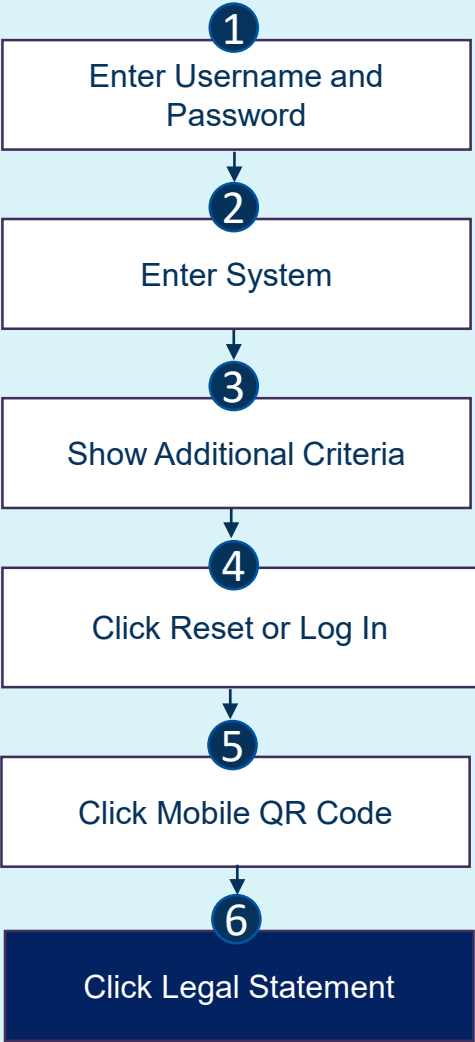
Click **Mobile QR Code** to display a QR code that you can scan with your mobile device's camera.

When you scan the QR code, you are prompted to open the Costpoint login page on your mobile device.

You can also use the QR code to quickly share the login URL with another user.

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☐ Remember me [Reset](#)

LOG IN

[+ SHOW ADDITIONAL CRITERIA](#)

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Click **Legal Statement** to view the most recent software license.

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This concludes the Costpoint Login page click-thru.