

Deltek Mobile Time Login Screen Quick Reference Card

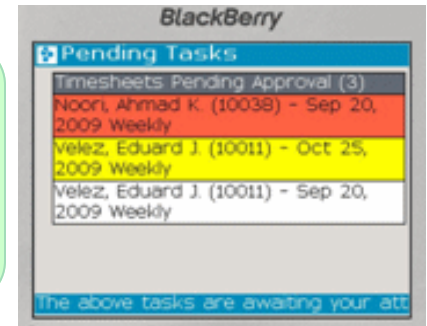
www.deltek.com

The Login screen is where you enter information that allows you access to the other Mobile Timesheet features. It is the first screen that appears when you open the application.

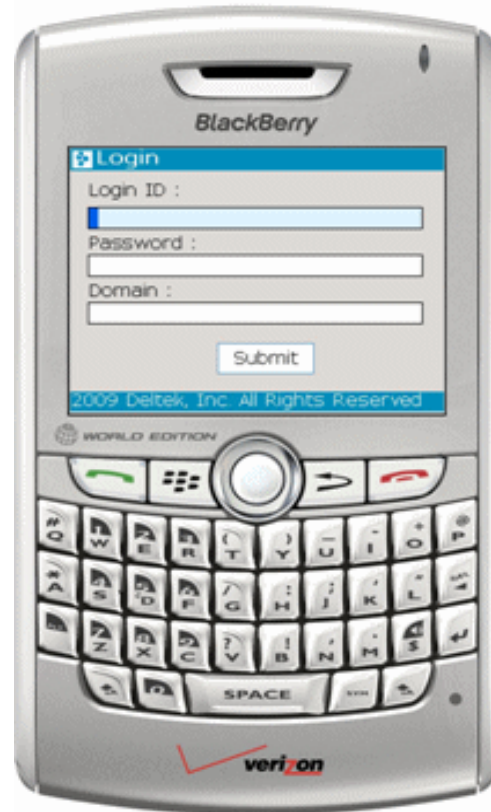
You must enter a Login ID, a valid Password, and a company Domain in order to access the Mobile Timesheet

Pending Tasks

If your login is successful, Deltek Mobile Timesheet checks for pending timesheet tasks. You will be notified if you have pending timesheet tasks.



Enter the **Login ID** (usually your name) that was provided by your Administrator. The Login ID may be case sensitive, depending on how your options were determined in Configuration.



Enter a valid Password in the **Password** field. Some users can enter a PIN in place of a Password when logging in. In Configuration, the Administrator determines which users will have this option.

Forgot Password

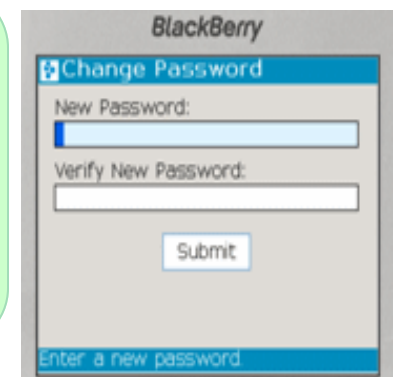
If you have forgotten your password, select **Forgot Password** from the menu options. Enter your Login ID and Domain, and then proceed to the Security Question.



Enter your company **Domain** in the Domain field.

Change Password

The Change Password screen displays when Deltek Mobile Time determines that your password must be changed. Enter a valid new password in the New Password field, and then verify it in the Verify New Password field.



Successful Login Attempt

Enter **Submit** If your Login ID, Password and Domain information are correct, Deltek Mobile Timesheet will then check for pending timesheet tasks.

Invalid Login Attempt

You will receive a message reading, "Invalid Login Attempt" if your Login ID, Password, and/or Domain field is invalid, or if your Password is inactive.

