

# Deltek®

## Costpoint Login Page Quick Steps



# Costpoint Login Page

This document shows the high-level steps when logging in to Costpoint. Some steps include sub-steps.



ENTER SYSTEM NAME



LOGIN METHOD: PASSWORD



MORE LOGIN OPTIONS



LOGIN METHOD: BIOMETRICS



LOGIN METHOD: SSO

SUB-STEPS

A

Click Enter Password

Customize Costpoint URL

Click Use Passkey/Biometrics

B

Enter Username and Password

Install Costpoint on Your Device

Enter Username

C

Select Remember me

Reset Login Information

Click Log In

D

Click Log In

Additional Criteria

E

Device Biometrics Tooltip

F

Mobile QR Code

G

Legal Statement

## Navigation

- Use the **Page Down** key to proceed through the Quick Step.
- Use the **Page Up** key to return to a prior slide.

Enter System Name



Login Method: Enter Password



More Login Options




Login Method:  
Passkey/Biometrics




Login Method: SSO

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Install 

Enter system name then select a login method.

SYSTEM 

LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

The first time you access Costpoint 8.2, this page displays.

Enter the system name. The **System** determines the database system to which you will connect. If you do not know the system name, contact your Costpoint administrator.



Note:  
If you click **I Don't Know**, Costpoint takes you to a page where you will be asked for additional credentials.

Costpoint Login Page

Enter System Name



Login Method: Enter Password

Click Enter Password

Enter Username and Password

Select Remember me

Click Log In



More Login Options



Login Method:  
Passkey/Biometrics



Login Method: SSO

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Install

Enter system name then select a login method.

SYSTEM

LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

Once you enter the system name, select the login option available for this system as set up by your organization. Costpoint will validate your selection. If the login method is not supported by the system, Costpoint will display a message.

If you selected **Enter Password**, proceed to the next slide.



Note:

For information on the other options, skip to the following slides:

- [Login Method: Passkey/Biometrics](#)
- [Login Method: SSO](#)

Costpoint Login Page

Enter System Name



Login Method: Enter Password

Click Enter Password

Enter Username and Password

Select Remember me

Click Log In



More Login Options



Login Method:  
Passkey/Biometrics



Login Method: SSO

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Install

USERNAME

PASSWORD   
Enter a valid password

☒ Remember me

Reset

Log In

ADDITIONAL CRITERIA

Enter your **Username** and **Password**.

Costpoint Login Page

Enter System Name



Login Method: Enter Password

Click Enter Password

Enter Username and Password

Select Remember me

Click Log In



More Login Options




Login Method:  
Passkey/Biometrics



Login Method: SSO

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Install 

USERNAME

PASSWORD

\*\*\*\*\*

☒ Remember me

+ ADDITIONAL C

The **Remember me** checkbox is selected by default. If you keep it selected, Costpoint sets the system and username you entered as default in your next login, and will then ask only for your password information.

Costpoint Login Page

Enter System Name



Login Method: Enter Password

Click Enter Password

Enter Username and Password

Select Remember me

Click Log In



More Login Options



Login Method:  
Passkey/Biometrics



Login Method: SSO

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Install

USERNAME

PASSWORD

\*\*\*\*\*

☒ Remember me

Reset

Log In

+ ADDITIONAL CRITERIA

Click **Log In**.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics

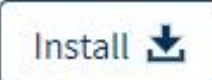



Login Method: SSO


CP Costpoint 8

← → ↻ <https://company.com/cpweb/cploginform.htm>

# Deltek



Enter system name then select a login method.

SYSTEM 

LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

You have the option to customize the Costpoint URL and preselect the system and/or login method. You can then share this URL with users who do not know which system or login option to choose.

Use this convention to preselect the system:  
{Costpoint URL}?system={System name}

Use this convention to preselect the system **and** login method:  
{Costpoint URL}?system={System name}&loginmethod={SSO|FIDO|PSWD}

For the login method, use one of the following:

- **PSWD** to open the Enter Password login screen
- **SSO** to open the Log In With SSO login screen
- **FIDO** to open the Use Passkey/Biometrics login screen

Proceed to the next slide for examples.

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Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics



Login Method: SSO

CP Costpoint 8

← → ↻ <https://company.com/cpweb/cploginform.htm?system=CPSYSTEM> ⚙️ 📱 👤 ⋮

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Install

Enter system name then select a login method.

SYSTEM

CPSYSTEM

LOG IN WITH SSO

USE PASKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

If you preselect just the system name (for example, <https://company.com/cpweb/cploginform.htm?system=CPSYSTEM>) upon entering the URL, the **System** field will automatically be populated and only the login methods available to the system will be enabled.

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Help

Legal Statement

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics



Login Method: SSO

CP Costpoint 8

← → ↻ <https://company.com/cpweb/cploginform.htm?system=CPSYSTEM&loginmethod=PSWD> ⚙️ 📱 👤 ⋮

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Costpoint®

Install

USERNAME

PASSWORD

Enter a valid password

☒ Remember me

Reset

Log In

ADDITIONAL CRITERIA

If you preselect both the system and login method (for example, **<https://company.com/cpweb/cploginform.htm?system=CPSYSTEM&loginmethod=PSWD>**), upon entering the URL, the user will automatically be directed to the login screen for the specified login method and with the system already preselected.

Note:  
You cannot use the login method in the customized URL without a system.

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Legal Statement

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement




Login Method:  
Passkey/Biometrics



Login Method: SSO

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Costpoint®

Install 

USERNAME


PASSWORD


\*\*\*\*\*

☒ Remember me

Reset

Log In

 ADDITIONAL CRITERIA



Click this button to install the Costpoint application on your device. Follow the instructions on your browser (installation may take a few seconds to complete).

The installed application on your device lets you take advantage of Costpoint capabilities on full screen and allows you to view or enter data on-the-fly.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement




Login Method:  
Passkey/Biometrics



Login Method: SSO

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Costpoint®

Install 

USERNAME


PASSWORD


\*\*\*\*\*

☒ Remember me

Reset

Log In

 ADDITIONAL CRITERIA



Click this link to reset your login information and start over.



Note:  
This action will clear only your cookies and browser cache for logging in to Costpoint. It will not affect your user settings.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement




Login Method:  
Passkey/Biometrics



Login Method: SSO

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Costpoint®

Install 

USERNAME


PASSWORD

\*\*\*\*\*

☒ Remember me

Reset

Log In

 ADDITIONAL CRITERIA

Click this link to display more login options.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics



Login Method: SSO

# Deltek

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Install

USERNAME

PASSWORD

SYSTEM

☒ Remember me

Log In

— ADDITIONAL CRITERIA

APPLICATION

VALIDATION FREQUENCY

COMPANY

LANGUAGE

These are the additional criteria fields:

- **Application:** Determines what application will open when you log in.
- **Company:** Determines what company you will log in to.
- **Validation Frequency:** Determines how often the values entered on screens will be validated:
  - **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.
- **Language:** Determines the language you prefer when you log in.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics



Login Method: SSO

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Install



USERNAME

[Redacted]

APPLICATION



VALIDATION FREQUENCY

Field



PASSWORD

\*\*\*\*\*

COMPANY



LANGUAGE

English



SYSTEM

[Redacted]



Remember me

Reset

Log In

— ADDITIONAL CRITERIA

Click this link again to hide the additional criteria fields.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement




Login Method:  
Passkey/Biometrics




Login Method: SSO

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Costpoint®

Install 

USERNAME




PASSWORD

\*\*\*\*\*

☒ Remember me

Reset

Log In



+ ADDITIONAL CRITERIA

Passkeys make it easy to sign in while maintaining your security and privacy.

You can enable Passkeys in User Preferences.

If in blue, this fingerprint icon indicates that biometric authentication is available on the system you entered. If it displays in gray, it indicates that biometrics is disabled by your Costpoint administrator.

When you hover over the icon, a tooltip displays informing you on where you can set up device biometrics.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement



Login Method:  
Passkey/Biometrics



Login Method: SSO

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Costpoint®

Install

USERNAME

PASSWORD

\*\*\*\*\*

☒ Remember me

Reset

Log In

+ ADDITIONAL CRITERIA

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

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

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

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options

Customize Costpoint URL

Install Costpoint on Your Device

Reset Login Information

Additional Criteria

Device Biometrics Tooltip

Mobile QR Code

Legal Statement




Login Method:  
Passkey/Biometrics



Login Method: SSO

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Costpoint®

Install 

USERNAME


PASSWORD


\*\*\*\*\*

☒ Remember me

Reset

Log In

 ADDITIONAL CRITERIA



Click this link to view  
the legal statement.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options



Login Method:  
Passkey/Biometrics

Click Use Passkey/Biometrics

Enter Username


Click Log In




Login Method: SSO


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Install 

Enter system name then select a login method.

SYSTEM 



LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

Click this button to log in to Costpoint using passkey or biometrics (fingerprint, facial recognition, or PIN).

You can use this login method only if your device supports biometrics and your Costpoint administrator has enabled this option for the system you entered.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options



Login Method:  
Passkey/Biometrics

Click Use Passkey/Biometrics

Enter Username


Click Log In




Login Method: SSO

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Install 

USERNAME





☒ Remember me

Reset



Log In

 ADDITIONAL CRITERIA



Enter your **Username**.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options



Login Method:  
Passkey/Biometrics

Click Use Passkey/Biometrics

Enter Username


Click Log In




Login Method: SSO

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Install 

USERNAME




☒ Remember me

Reset

 Log In

+ ADDITIONAL CRITERIA



Click **Log In**.

After you click this button, you will be prompted to register your device. If you choose to proceed, follow the prompts on your browser.

The next time you log in to Costpoint for this system, you will be prompted to use your biometrics (bypassing the login page). Your login experience will depend on the browser and device that you are using.



Note:  
If you cancel your device biometrics registration, you will be prompted to enter your password.

Enter System Name



Login Method: Enter Password



More Login Options




Login Method:  
Passkey/Biometrics




Login Method: SSO

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Install 

Enter system name then select a login method.

SYSTEM 

LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

Click this button to log in to Costpoint using your single-sign on (SSO) credentials. Follow the prompts on your browser.

This button is enabled only if the system you entered supports the SSO login method.

Costpoint Login Page

Enter System Name



Login Method: Enter Password



More Login Options




Login Method:  
Passkey/Biometrics




Login Method: SSO

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Install 

Enter system name then select a login method.

SYSTEM 

LOG IN WITH SSO

USE PASSKEY/BIOMETRICS

ENTER PASSWORD

I DON'T KNOW

This concludes the Costpoint Login Page Quick Steps.