

# Self Service in Direct Access

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# What is Direct Access?

- Direct Access is the PeopleSoft system used by the Coast Guard since 2000. The Public Health Service has partnered with the Coast Guard to share this human resources information system and will migrate existing Corps programs and information to Direct Access over the next several years.

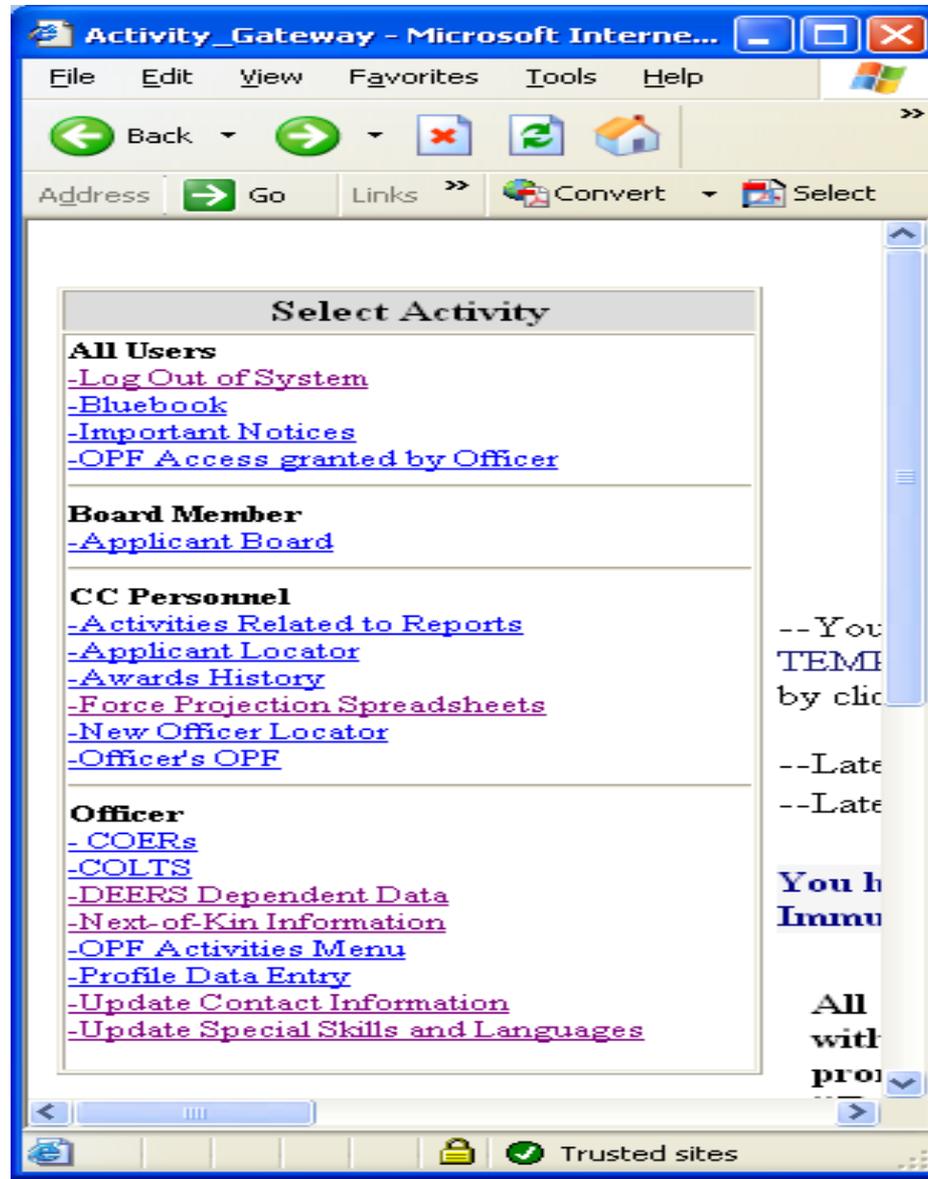
# What is Self Service?

- *Self Service has become your connection to managing a wide range of activities-from selecting your emergency contacts to updating your phone numbers.*
- Direct Access self service is available to all Corps Officers. Officers have the ability to correct their home/ mailing addresses, office address, home and office phone numbers, and emergency contact information.

# What changed with the roll out of Self Service?

- Direct Access has become the system to enter your home/mailing addresses, office address, home and office phone numbers, and emergency contact information.
  - CCMIS (The Secure area) is no longer be the way to enter this information.
- \*\* NOTE - Compensation will continue to be your contact for changing your Payroll address.**

PSC has re-pointed “Next-of-Kin Information” and “Update Contact Information” in the CCMIS Secure Area to the Direct Access login page.



# Is there a user guide for Self Service?

- Yes. Please access the PHS Self Service Procedure Guide, Ver. 3.0. This guide is located at <http://www.uscg.mil/ppc/phs/>.

# How do officers access Self Service in Direct Access?

- Officers are provided with an ID and password in the CCMIS Secure area. This information is based upon your PHS number (SERNO) and other personal information.
- A link to Direct Access has been provided in the Secure area. You will be directed to change your password the first time you go into Direct Access.

# What happens if I cannot log in or forget my password?

- Just click on the Please contact PPC Customer Care via e-mail link at <http://www.uscg.mil/ppc/phs/> for password problems. Please be sure to identify yourself as a PHS officer and provide your PHS number (SERNO).
- For future reference, consider saving your Direct Access Employee ID in a handy place.

# Key Facts

- Self Service in Direct Access was rolled out to Corps officers June 1, 2009.
- We have information about Direct Access, including Self Service, on the Transformation web page at [www.usphs.gov/transformation/](http://www.usphs.gov/transformation/)