

Login to Costpoint Time

- 1 Open a Web browser window and enter <https://prodttime.amentum.com> URL to launch Costpoint Time.
- 2 Enter the System: Enter **PRODCP**
Select: **Enter Password**
- 3 Enter your **Username**:
Your 6 or 8-digit Amentum Employee ID
- 4 Enter the temporary **Password**:
 - Refer to the “Temporary password from Costpoint” email that you received from Amentum.
 - Enter the system generated temporary password exactly as it appears in the email.

In the event you don't have access OR forget your password contact the electronic timesheet help desk, laboradjfinance@amentum.com, include your name and employee ID.

If you are NOT using a shared kiosk or shared computer, click **Remember Me** (which will populate your User ID when you log on each time)

- 5 Click **Log in**.

Prior to logging into
Costpoint Time

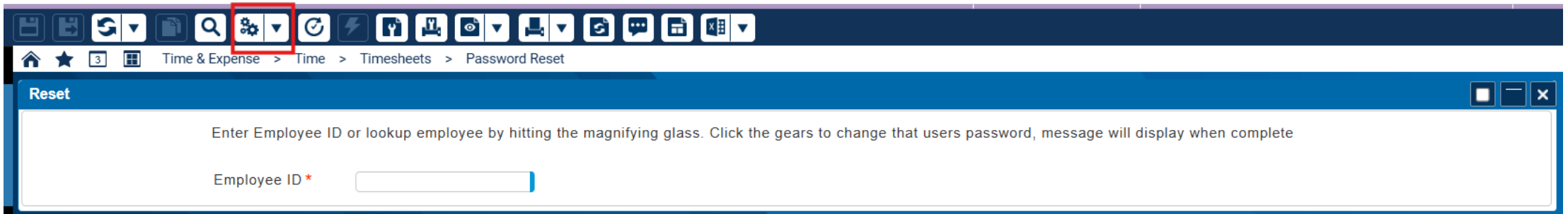
Select and use the right browser:
Amentum IT recommends **Microsoft Edge**
(preferred) or **Google Chrome**

Login to Costpoint Time

First Login – Reset your Password

- After you login with your initial password, you will receive a notification that your password has expired
- Enter the current password, which is the same password used to log on to Costpoint Time. Create a unique **12-character** password that contains:
 - Capital letter
 - Lower case letter
 - Number
 - Special Character, for example: !@\$%^&*
- Passwords are valid for 90 days
- Costpoint Time & Expense password is not synched with Amentum's network (Services) password

Your timesheet approver can reset your password



The screenshot shows the Amentum Costpoint Time Password Reset interface. At the top, there is a dark blue navigation bar with various icons. A red box highlights the gear icon, which is used to change the user's password. Below the navigation bar, there is a breadcrumb trail: Time & Expense > Time > Timesheets > Password Reset. The main content area has a blue header with the word "Reset". Below the header, there is a text box with the instruction: "Enter Employee ID or lookup employee by hitting the magnifying glass. Click the gears to change that users password, message will display when complete". Below this text box, there is a label "Employee ID *" followed by an empty input field.