

PPD ALERT



The NIH Contractor Performance System (CPS)

BACKGROUND

The NIH Contractor Performance System (CPS) was updated in April 2002 to be more user friendly. An e-mail was sent to users in February requesting that they modify their profile in the old CPS to include their e-mail address. If you updated your profile, you would have received an e-mail between April 15 and April 30. If you did not receive an e-mail with your new ID and password, please contact ARS' CPS Administrator, Alice Roache by e-mail at aroache@ars.usda.gov, or her alternate, Angelia Fleming, at afleming@ars.usda.gov.

NEW CPS FEATURES

- # Change Your ID - Users will have a one-time opportunity to change their ID the first time they log onto the CPS.

- # Request your ID and Password from the System - If you forget your ID or password, the CPS now gives you the ability to request your ID and new password directly from the CPS.

HOW TO ACCESS CPS

- Open a browser
- Type in URL: <http://cps.nih.gov>
Or you can access the CPS by going to the USDA Acquisition Toolkit (URL: <http://www.usda.gov/procurement/toolkit/index.html>), and clicking on "NIH Contractor Performance System (CPS)" under "Procurement Tools"
- Type in your ID and password
- Click the "Login" button

If you have more than one role assigned the "Select a Role" screen will appear.

- Click "CPS – Contracting Officer"
- Click "Continue"
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If you have only one role assigned the message screen will appear.

FORGET YOUR ID OR PASSWORD?

- At the main login screen (URL: <http://cps.nih.gov>)
- Click “Forgot your ID or password?”
- Enter your e-mail address
- Click “Continue”

The CPS will retrieve your profile, reset your password and send you an e-mail with your ID and a temporary password. The e-mail you receive will look like it was sent from your System Administrator (Alice Roache), however, the system generated this e-mail.

When you log into the CPS with the temporary password, it will automatically prompt you to change your password. You will always have the ability to change your password at any time.

The first time you log into the updated CPS, you will have an option to change your ID to something more memorable for you. If you do not change your ID at this time, you will not be able to change it without the assistance of your System Administrator or alternate.

CHANGE PASSWORD

- Click the "Your Profile" red tab
- Click the "Click here to change your password" link
- Type in your old password, and your new password twice
- Click "Change Password"

FIND A CPS USER

- Click the "Register User" red tab
 - Click "Update/Change a User Profile"
 - Click "Continue"
 - Either type in your ID or click "Find User"
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If you click "Find User" then:

- type in Last Name, First Name or e-mail address of the person
- Click "Find User"
- Find your ID, click on it, and
- Click "Continue"
- Click “Continue”

The users profile will appear.

USERS MANUAL

Additional instructions can be found in the Contracting Officer's Contractor Performance System User Manual. You can get the CPS User Manual by going to the USDA Acquisition Toolkit (URL: <http://www.usda.gov/procurement/toolkit/index.html>), and clicking on "Guides, User Manuals, Other Information (for Contracting Officers, Project Officers, COTRs, and Contractors)" under "Procurement Tools."