

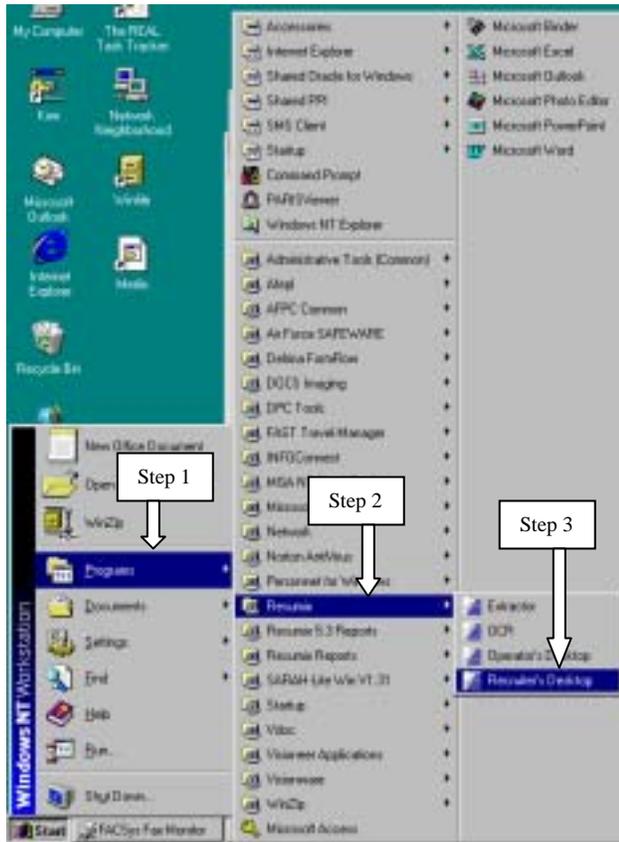
Chapter 1 – Getting Started

Logging On To Resumix

Step 1: From the Start Menu, Select **Programs**

Step 2: From the Programs Menu, Select **Resumix**

Step 3: From the Resumix Menu, Select “**Recruiter’s Desktop.**”

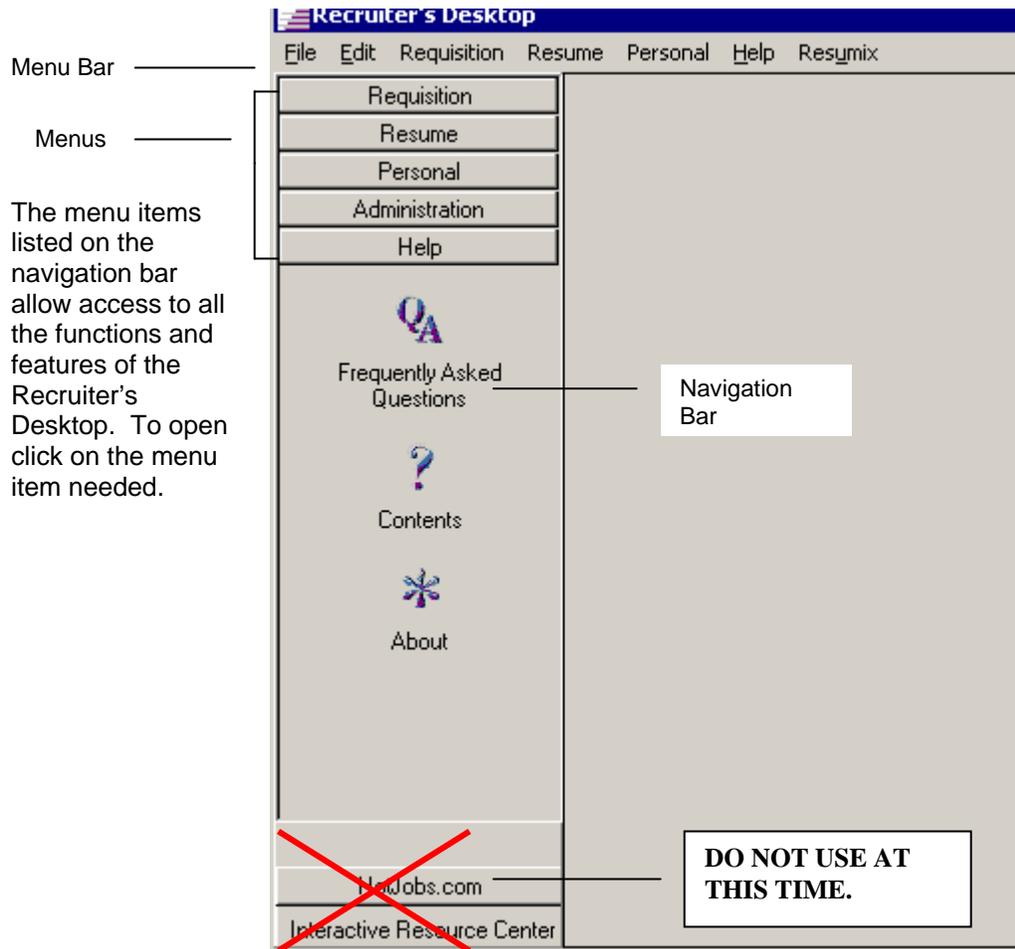


Step 4: Once the selection is made, the system will prompt the user for a User Name and Password. Complete these fields and click <OK>.



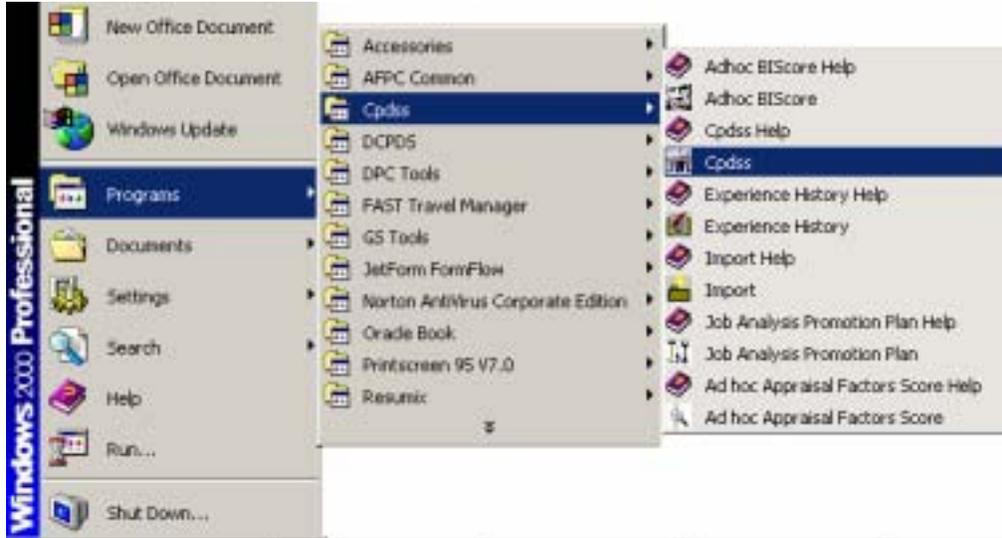
Note: It may take a few minutes before the system connects.

The **Recruiter's Desktop** window will be displayed. Resumix is now active on the desktop.

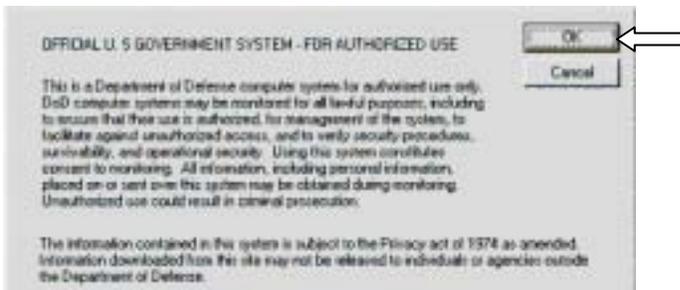


Logging On To CPDSS

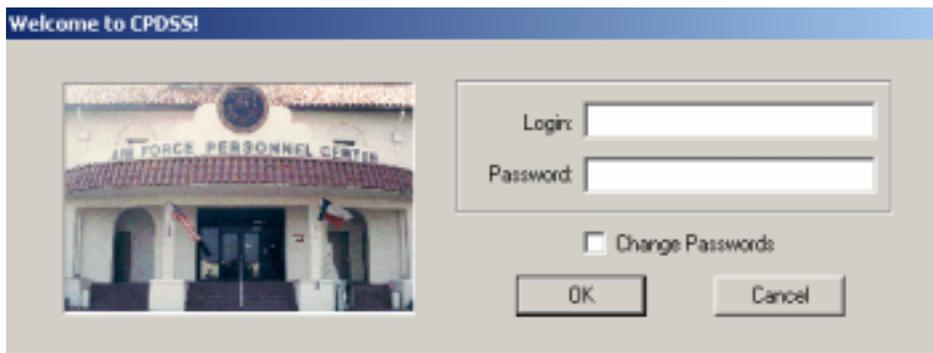
To open the CPDSS application, select  Cpdss using the steps shown below.



The following will be displayed. Click **<OK>**.



Enter your CPDSS login and password on the **Welcome to CPDSS!** window. Click **<OK>**.

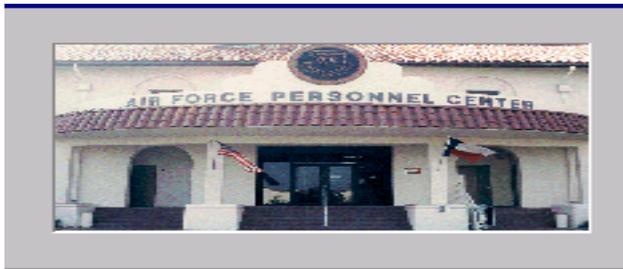


Upon the initial login, the system will prompt the user to change their CPDSS and Experience History (EH) passwords. The following screen will appear to enable the user to change their password. The same password should be used for both CPDSS and EH.

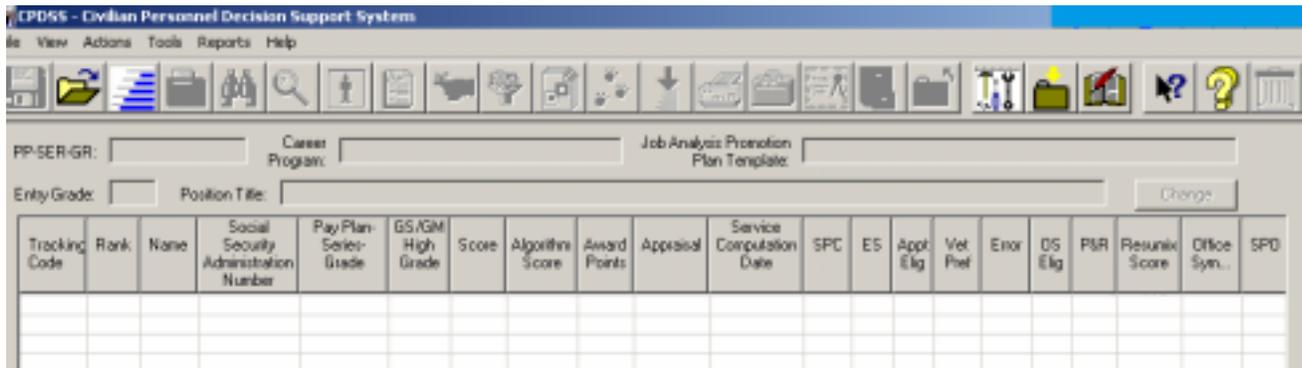


A dialog box titled "Change CPDSS Database Password" with a close button (X) in the top right corner. It contains three text input fields: "Current Password:", "New Password:", and "Verify New Password:". Below the fields are two buttons: "OK" and "Cancel".

When the passwords have been changed, the splash screen below will appear momentarily.



The **CPDSS** Window will display. The CPDSS application is now active and ready to import.



A screenshot of the CPDSS application window. The title bar reads "CPDSS - Civilian Personnel Decision Support System". The menu bar includes "File", "View", "Actions", "Tools", "Reports", and "Help". The toolbar contains various icons for file operations, search, and data management. Below the toolbar are several input fields: "PP-SER-GR:", "Career Program:", "Job Analysis: Promotion Plan Template:", "Entry Grade:", and "Position Title:". A "Change" button is located to the right of the "Position Title" field. Below these fields is a data table with the following columns: Tracking Code, Rank, Name, Social Security Administration Number, Pay Plan Series-Grade, GS/GM High Grade, Score, Algorithm Score, Award Points, Appraisal, Service Computation Date, SPC, ES, Appl Elg, Vet Pref, Error, DS Elg, P&R, Resumix Score, Office Syn., and SPD. The table is currently empty.

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