Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Focal Point Access Process training!

During this session, you will learn how new Focal Points request CPARS access, how new Focal Point access requests are Approved or Denied, how CPARS contracts and users are transferred between Focal Points, how accounts for Focal Points who no longer require CPARS access are deleted, and how to view a list of current CPARS Focal Points. If you are a new CPARS Focal Point and simply need to learn how to request a Focal Point account, you’ll only need to stay for the first part of the training while we walk through the account request process. If you’re an Agency Point of Contact, or APOC, or Department Point of Contact, or DPOC, be sure to stick around for the entire class so that you can learn everything you need to know to manage your Focal Point accounts.

Let’s cover a few ground rules of the Focal Point access process. All requests for CPARS Focal Point access are submitted online via the via the Access Info page on the CPARS website. Focal Point access requests are approved or denied by each agencies APOCs or DPOC. APOCs and DPOCs also perform Focal Point transfers and delete Focal Points who no longer require CPARS access.

In this session, we’ll play the role of an APOC as we walk through the process of approving a Focal Point account and performing a Focal Point transfer. However, if you’re a DPOC, don’t worry, because the process and screens you’ll use to perform these functions are the same as those of the APOC.

Let’s say that we are Juan Martinez, a new CPARS Focal Point. We need to obtain a Focal Point account and have some CPARS contracts and users transferred to us from another Focal Point. Let’s take a look at how to request a Focal Point account.

First, we’ll visit the CPARS website at https://www.cpars.gov and click on the Access Info tab. We’ll click the Managing Accounts and Records option. We’ll scroll down to the Focal Point heading and click on the Request Focal Point Access link. We need to request a verification code, so we’ll enter our email address and click the Send Code button.

Here’s our email with the verification code. Note that the code is good through 11:59 PM ET on the day it is issued. We’ll copy the code. Then paste the code into the Verification Code field and click the Confirm Code button. Next, we need to choose our top level agency in the Agency dropdown list. We’ll say that we work for the Department of Homeland Security, so let’s choose DHS as our Agency. Now, we need to choose our Approving Official. The Approving Officials are the APOCs and DPOC that manage CPARS for our agency. We’ll say that we work for an Organization in DHS called DHS ICE CR. In this case, we know that Jane Smith is the APOC for our Organization within DHS, so we’ll select Jane from the Approving Official dropdown. Let’s complete the rest of our Focal Point access request. We’ll enter our first name in the First Name box, and our last name in the Last Name box. We will exclude any prefixes or suffixes. We’ll enter our Title, select our Country of Citizenship, and enter our Phone Number. Finally, we must enter a justification for requesting Focal Point access. After we have read the User Responsibilities, let’s click the Agree and Submit Request button. We’ll notice that we’ve received an email to let us know that our Focal Point access request has been submitted to our APOC, Jane Smith.

The email includes Jane’s email address for our information. Since we need Jane to transfer some contracts to us once she approves our Focal Point account, we’ll make a note to send her an email letting her know which contracts to transfer. We’ll also be sure to save this email notification for future reference. Now, it’s up to our APOC, Jane, to approve our Focal Point account and to transfer our contracts to us. Once Jane has authorized our account, we’ll receive an email notification like this one.

The email notification provides directions to obtain a temporary password. If you are a new Focal Point who simply needs to learn how to request a CPARS account, congratulations, you have just learned everything you need to know to request your new account! You have completed your portion of the Focal Point Access Process training, so you can sign off now and let the APOCs and DPOCs take it from here.

If you are an APOC or DPOC, stay tuned as we learn how to Approve or Deny a Focal Point access request, transfer Focal Point access, delete a Focal Point account, and view a list of current Focal Points.

Now, let’s say that we’re Jane Smith, the APOC who received Juan Martinez’s Focal Point access request. When Juan submitted his access request, we received this email notification letting us know that Juan has requested access and we need to either Approve or Deny the request. Let’s log into CPARS and take a look at Juan’s request. At the Home Screen, we’ll select Pending Access Requests. We can see Juan’s request displayed in our list of pending Focal Point access requests, including Juan’s email address and phone number. This information is useful in the event that we’d like to contact Juan to discuss his request. If we would like to see more details about Juan, we can click on his User Name to view his full profile. Since we want to approve Juan’s request for Focal Point access, we’ll click the Select checkbox next to his name and click Approve Selected Users. We can see that Juan Martinez’s Focal Point account was created successfully. When we approved Juan’s access request, he received an email notification to let him know that his account was created. Now, it’s time to transfer some contracts and users to Juan. Let’s click on Transfer Focal Point Access. Now, we’re at the Transfer Focal Point Access screen. The first step in the transfer process is to select the Focal Point from who we want to transfer the contracts and users. As an APOC, we can see all Focal Points in our CPARS Organization. Remember that we are logged in as Jane Smith, the APOC for DHS ICE CR. Therefore, all the Focal Points we see in the Transfer From dropdown list fall under Organization DHS ICE CR in CPARS. If we were a DPOC for the entire agency of DHS, we would see all Focal Points for DHS in the Transfer From dropdown list, not just those that fall under one specific Organization within the agency. In this case, we’ll be transferring from Focal Point Jason Lancaster, so we’ll select Jason from the Transfer From dropdown list.

Now, we’ll see a list of all Jason’s CPARS contracts and orders displayed in the Select Contract(s) box. These are those contracts and orders that Jason has either registered or assigned access to or both in CPARS. We’ll also see any Federal Awardee Performance and Integrity Information System, records that belong to Jason. We can select as few as one, or as many as all contracts/orders and Integrity records to transfer. We’ll note that when we transfer a contract/order or Integrity record to a new Focal Point, any users assigned, such as Assessing Official Representatives, Assessing Officials, Contractor Representatives, Reviewing Officials, and Integrity Data Entry users, remain assigned even after the transfer.

We’ll select two contracts from the list to transfer by clicking on the contract numbers and clicking Add. Notice that the contracts we’ve selected are now displayed in the Selected Contract(s) box. Now, it’s time to select the Focal Point to transfer our contracts and users to. We can do this by selecting the Focal Point’s name in the Transfer To dropdown list. Whether we are an APOC or a DPOC, we can see a list of all Focal Points in our entire agency in the Transfer To dropdown list, which makes it easy for us to move contracts and users between Organizations within the Agency if necessary. In this case, we want to transfer the contracts and users to Juan Martinez, so we’ll select Juan as the Transfer To Focal Point. Now it’s time to select the Organization within our Agency to map the transferred contracts to by using the Select Organization dropdown list. If the contracts will remain under the same Organization that they are currently mapped to, as will most likely be the case most of the time, we can choose the option to Use Existing Organization. If the contracts are being transferred to another Organization, we can select that Organization from the list. Since we are an APOC for DHS, we can choose any DHS Organization from the list. In this case, we’ll say that the contracts will remain under their current Organization, so we’ll set the dropdown to Use Existing Organization. Next, we must indicate whether to delete the Focal Point that we are transferring the contracts and users from following the transfer. We can do this by selecting Yes or No for the Delete User After Transfer question. If the Focal Point that we are transferring from no longer needs CPARS access, such as if they are leaving the agency or moving to a new job, we can select Yes to delete their account providing that we are transferring all of their contracts and users to another Focal Point. It is important for us to remember that, if the Focal Point we’re transferring from still has contracts and/or users assigned to their account, we’ll be unable to delete their account until those contracts and users have been reassigned. In this case, since we are only transferring two of Jason Lancaster’s contracts, we will not be able to delete his account, so we’ll select No. Now, we’ll the click Transfer Access button. Here is our Transfer Focal Point Access Results screen. This screen provides a record of the Focal Point transferred from, the Focal Point transferred to, and the contracts that were transferred. If we would like to retain a copy of this information for our files, we can click the Spreadsheet link to download and save the information in a spreadsheet.

Now, let’s say that we just received another Focal Point access request to review. Let's click on Pending Access Requests under User Administration. We’ll see that we have a request from Jennifer Harrison in our list. After speaking with Jennifer, we determine that she has submitted her request in error and we need to deny it. To do that, we’ll check the Select box next to her name, enter a reason for denial, and click Deny Selected Users. When we denied Jennifer’s request, she received an email notification like this to let her know.

Now, let’s run a list of all of our Focal Points. We’ll do this by clicking the View Existing User Access button. This is our Focal Point List. Since we are Jane Smith, the APOC for Organization DHS ICE CR, our Focal Point List displays those Focal Points in Organization DHS ICE CR. If we were the DPOC for the entire DHS agency, our Focal Point list would display all Focal Points in DHS. The list displays each Focal Point’s name and contact information, when they last logged in, and whether they are active in CPARS and/or Integrity.

Since we are done managing Focal Point access, we are ready to exit CPARS by clicking Log Out.

This concludes the CPARS Focal Point Access Process training. Congratulations on completing the tutorial and thank you for participating!