Accessing Deltek Costpoint through Okta
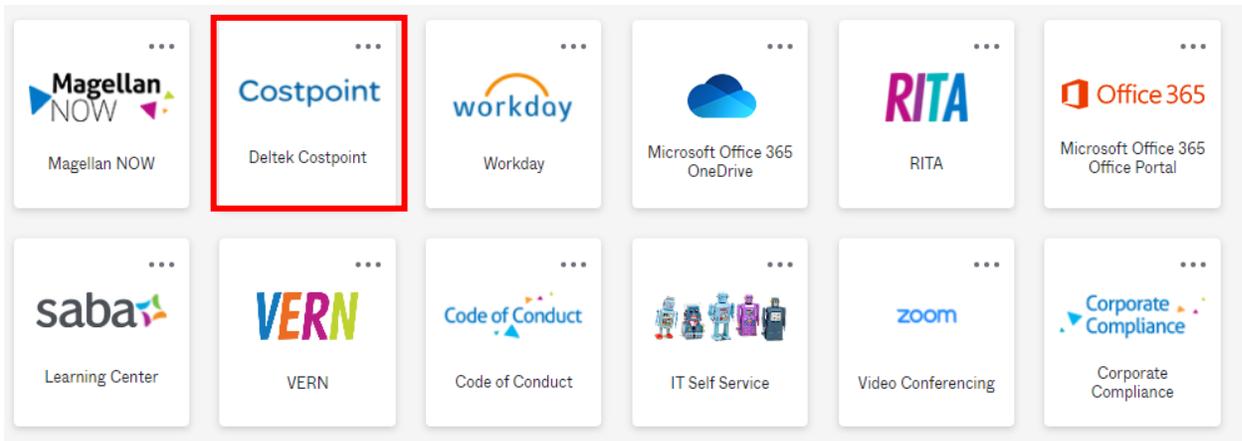
Tip Sheet

Rev June 2021

Magellan Federal employees access Deltek Costpoint via a tile in Okta, Magellan's identity, and application access management portal

1. Log into Okta and look for the Deltek Costpoint tile.

2. Click on the Deltek Costpoint tile and you will be automatically logged in to your Time & Expense Application screen.

3. Navigate across the panels by clicking on Time & Expense, then Time, then Timesheets, then Timesheet. This will open your actual timesheet for the current pay period.
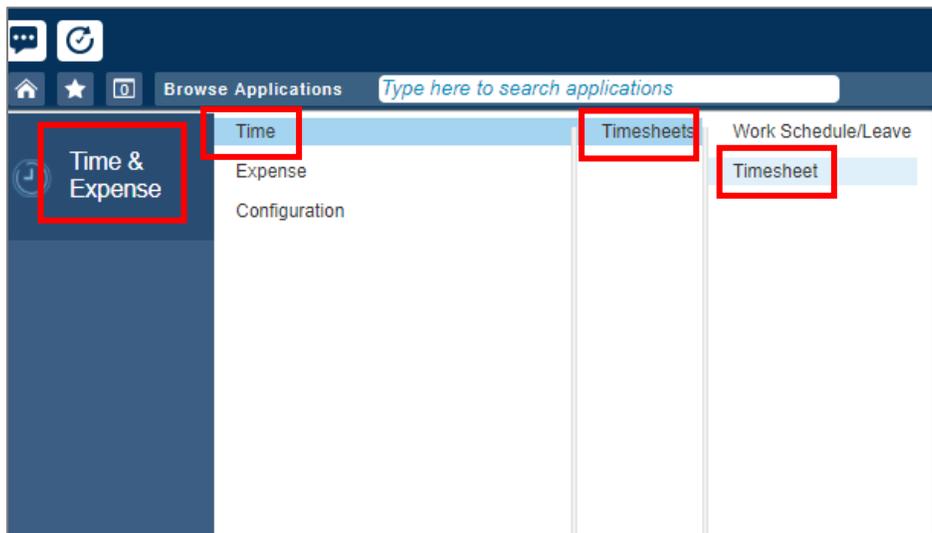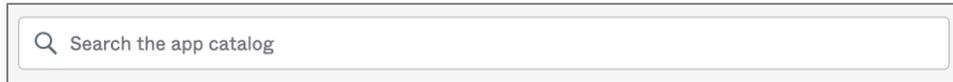
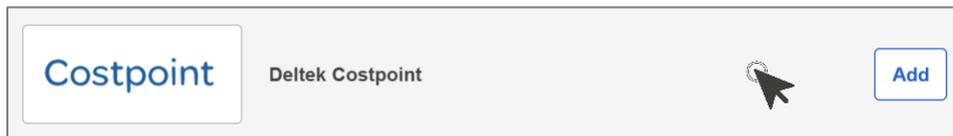**Note:** If the tile is not already on your Okta dashboard, follow these steps to add it permanently:

Select "Add Apps" in the left-hand sidebar
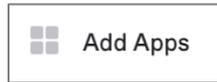
In the "Search the app catalog" bar at the top of the screen, type in "Deltek Costpoint"

Find the Deltek Costpoint app and select "Add"

Troubleshooting Tips:

- Do not access Okta through Internet Explorer (IE). Use Google Chrome, Microsoft Edge, Firefox, etc.)
- Do not use the Okta Mobile App to access Deltek Costpoint. Instead use this URL https://magellanhealth.okta.com.
- If you have previously created a shortcut tile in Okta for Deltek, or if you have any other tiles in Okta for Deltek, you should delete them by hovering your cursor over the tile and clicking on the gear icon. Then look for the "General" tab, and from there, click the "Delete" button.
- If you are not redirected to Magellan Health's single sign on page—try clearing your cache for the internet browser you are using.
- If you are still having trouble, try rebooting (log out of your device and log in again).
- For additional help—contact MFGetIT@magellanfederal.com