**ELECTRONIC COMMISSIONED OFFICER RESOURCES PROCESSING SYSTEM (eCORPS)**
eCORPS LAUNCH TODAY

OCTOBER 16, 2017

The electronic Commissioned Officer Resources Processing System (eCORPS) will be available for leave entry today, Oct. 16, 2017 at 1 p.m. ET. As you access the system for the first time, please know there are many changes still to come. Some features, such as updating personal information, are not currently available but will be available soon.

Please visit the eCORPS webpage for user guides and videos as well as detailed instructions on leave entry and logging-in for the first time. As the eCORPS system is updated to reflect the many changes still to come, guides and information will be updated on the eCORPS website. Below are a few steps to get you started.

- **Get your eCORPS login information:** Your eCORPS user ID and primary email are posted on your Officer Secure Area (OSA) dashboard. Access to the OSA is located on the CCMIS Login tab.
  - You will need your eCORPS user ID and the primary email address posted in the OSA to log in to eCORPS.
  - You will also need the client identification number which is 1003.

- **Access eCORPS:** After 1 p.m. ET today, Monday, Oct. 16, an eCORPS link will be available on the Commissioned Corps Management Information System (CCMIS) website on the Login tab. (See image)

- **Log-in to eCORPS for the first time:**
  - Select the "**I forgot my password or first time user**" link at the bottom of the eCORPS login box on the eCORPS website. (See image)
  - After providing the requested information, a temporary password will be sent to your email.
  - Go back to the eCORPS login box and enter your user ID and the temporary password.
  - You will be asked to register a new password.
    - Passwords must be 8-20 characters long
    - Include at least one UPPER case letter
    - Include at least one number 0-9
    - Passwords should include "special characters", e.g., punctuation or symbols. ([};"!$=)

- **Report incorrect information in your eCORPS profile and any trouble logging in:**
  - For incorrect leave balances: Please make note of the error and wait until CCHQ sends instructions for requesting leave balance corrections. Instructions should be sent in November.
  - For incorrect assigned Leave Approving Officials (LAOs): Please contact your Commissioned Corps Agency Liaison. As of now, you can only view your LAO after submitting a leave request. This will change soon.
  - For incorrect email addresses or to update your email: Update the address in your Direct Access (DA) self-service area. The data will transfer to eCORPS within two business days.
  - To report additional errors and for trouble logging-in to eCORPS: Contact the Commissioned Corps Help Desk at: CCHelpDesk@hhs.gov.
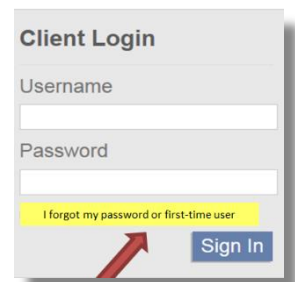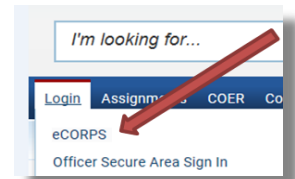
If you still have questions after visiting the eCORPS webpage at: https://dcp.psc.gov/ccmis/eCORPS_m.aspx, please email the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.