**CPARS Single Sign-On Access**

For Past Performance teams: You can access the Contractor Performance Assessment Reporting System (CPARS) as part of a single sign-on in order to perform the “Quality” portion of your PP evaluations. The process to gain access is similar to the formerly utilized Past Performance Information Retrieval System (PPIRS) (if you’re familiar), but it’s not as evident as it was under the old way of doing business. If you are going to evaluate past performance, here are the instructions to gain access to the FKA PPIRS data:

1. Go to <https://www.cpars.gov/userforms.htm>
2. Scroll down to “Access (View Performance)”
3. Click on the “Request Access (View Performance) Access” link
4. In the new window, enter your email address in the top block
5. Click the “Send Code” button
6. Wait for code to arrive in your Inbox.
7. Repeat steps 1 – 4
8. Copy and paste the code into the lower block
9. Click the “Confirm Code” button
10. Fill in the requested information.

To gain access to the past performance evaluations themselves, users will need to (after following the directions found in the system generated first time log in email):

1. Go to <https://www.cpars.gov/>
2. Click the “System Log In” button in the upper right side of the page
3. Click on the “Accept/Login with PKI” button when prompted
4. Enter CAC PIN in pop up
5. Enter email address
6. Click the “Login With PKI” button
7. On the CPARS home screen, click the “View Performance Records” button
8. In the dropdown, click on “Assessment Reports”
9. In the next screen conduct the search

If you’re looking for more information, reference the CPARS User Manual: <https://www.cpars.gov/pdfs/CPARS_User_Manual.pdf>