

External Portal – DLA Energy Convergence Job Aid

AMPS Process for Non- CAC Users



Effective August 2012



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Introduction

Purpose:

Defense Logistics Agency's (DLA) **Account Management and Provisioning System** (AMPS) has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required.

AMPS provides:

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Data Owners and Security Officers
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

Business Scenario:

This job aid provides instructions on how to submit a request via AMPS to gain access to the DLA Enterprise External Business Portal (EEBP)

Audience:

This job aid is intended for external users that do not possess a DOD issued Common Access Card (CAC) and need to access the EEBP to perform the following DLA Energy Convergence roles:

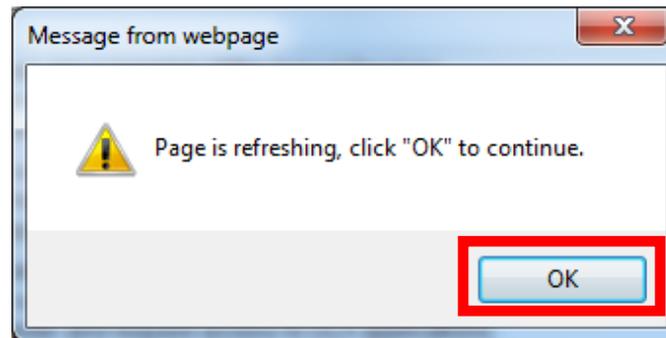
- **Customer Direct Order Processor** – Users that place Customer Direct Sales Orders for their authorized Petroleum DoDAAC(s).
- **Into-Stock Order Processor** – Business Partners that place Into-Stock (Inventory Resupply) Orders for their authorized Petroleum DoDAAC(s).
- **Delivery Locations Conditions Maintainer** – Users that maintain customer location and delivery data for their authorized Petroleum location/ material DoDAAC(s).
- **Line of Accounting (LOA) Maintainer/Viewer** – Users that maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s).
- **Planning Collaborator** – Users that collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations
- **Report Viewer** – Users that have the ability to view and download sales and inventory reports for external organizations and systems
- **Service Control Point (SCP) Report Viewer** – Service Control Point Personnel that have the ability to view and download sales and inventory reports for external organizations and systems



About the AMPS User Interface

As you navigate through the AMPS pages, you will click various radio buttons and checkboxes and select items from list boxes. In most cases, these choices will cause the current AMPS page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see the following error message:

Click the '**OK**' button in the error message box to close the error message and allow AMPS to continue to refresh the page.



AMPS Error Message



Steps

I. Launching AMPS for the First Time and Requesting an Account

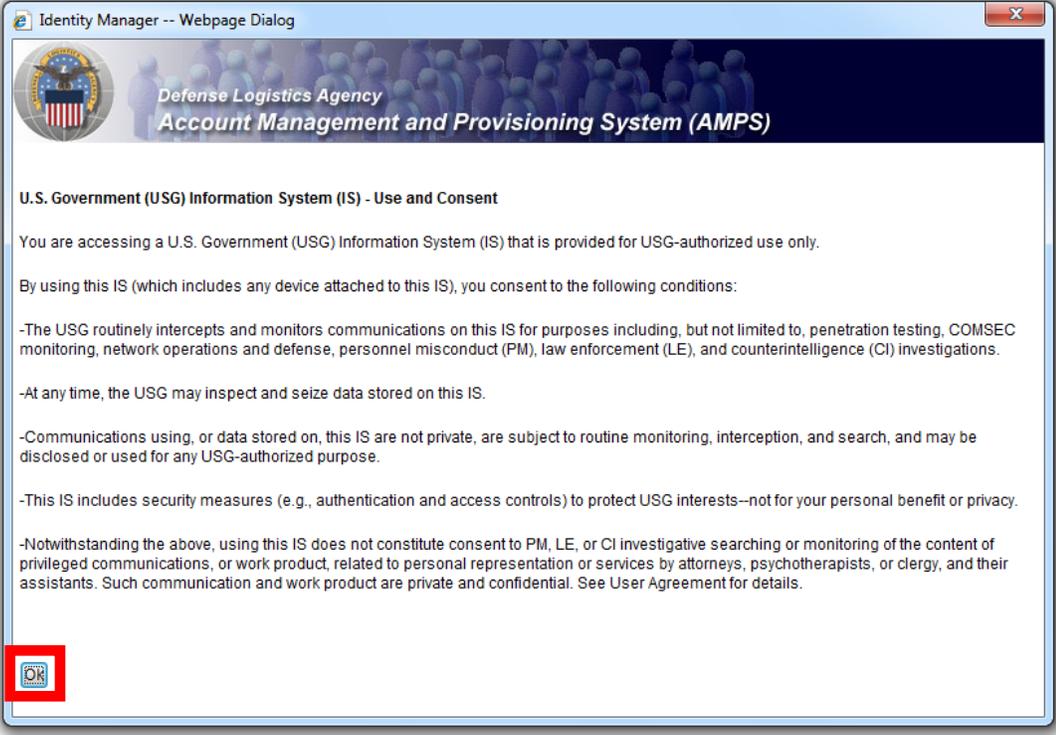
Note: If you have already established a user ID and password in AMPS, skip to [Section III: Launching AMPS AFTER Creating an Account](#)

- a. AMPS is a web-based application. Launch AMPS by typing the following URL into the web browser: **https://amps.dla.mil**
- b. Non-CAC users will be prompted to login using a user ID and password. You must first create an account in AMPS
- c. Click the '**First Time in AMPS? Click Here to Register**' link



AMPS Login Screen

- d. When the U.S. Government (USG) Information System (IS) – Use and Consent screen loads, click the 'OK' button to agree with the use and consent requirements and move to the AMPS homepage

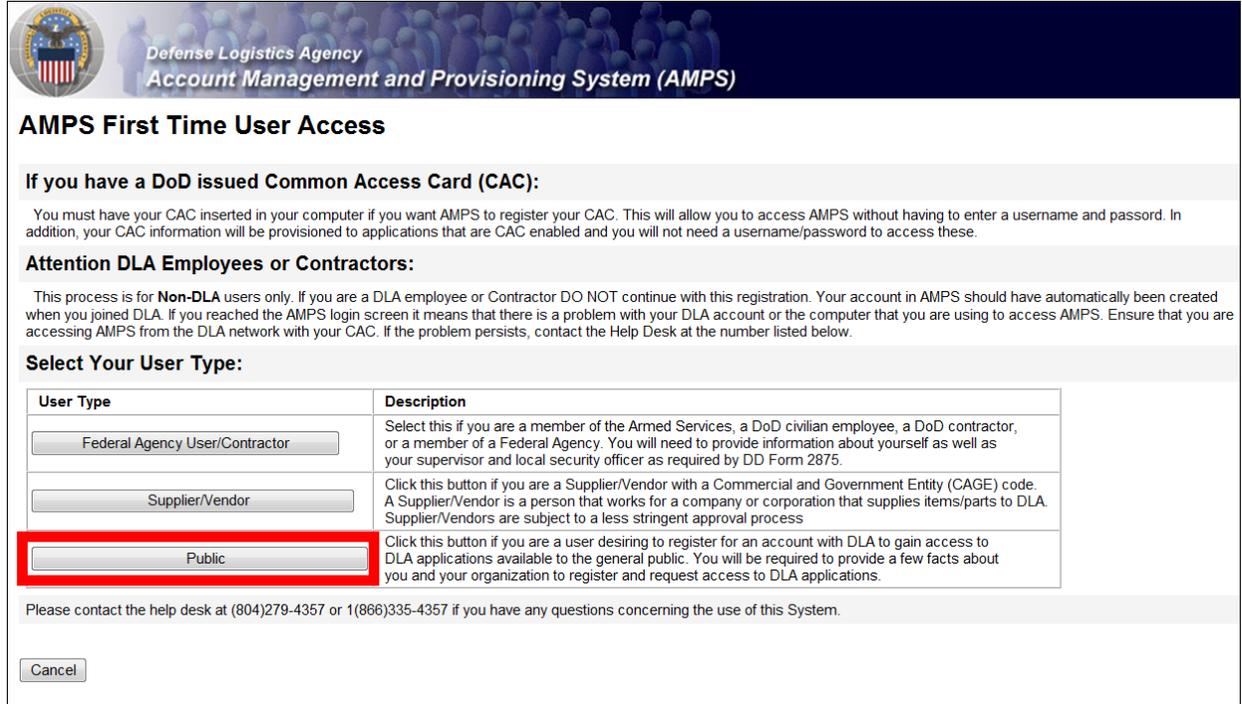


U.S. Government Information System (IS) – Use and Consent Screen



II. AMPS Registration

- a. Click the 'Public' button



**Defense Logistics Agency
Account Management and Provisioning System (AMPS)**

AMPS First Time User Access

If you have a DoD issued Common Access Card (CAC):
 You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

Attention DLA Employees or Contractors:
 This process is for **Non-DLA** users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

AMPS First Time User Access Page

- b. Click the 'New Account' button



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS First Time User Access

User Type	Description
<input type="button" value="New Account"/>	Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.
<input type="button" value="Existing Account"/>	Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.

Applications currently supported by AMPS:

- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPPOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- PDMI
- SCRAT

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

AMPS First Time User Access Screen

c. The *Privacy Act Statement* will display. Click the '**Continue**' button

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla>.

Submission Date: Tuesday, February 21, 2012 1:38:09 PM EST

Privacy Act Statement Screen

d. The *Register a New AMPS Account* screen will appear. Fill in the required fields and click the '**Continue**' button



Note: Fields with a red asterisk (*) are required

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

User Information

First Name *

Last Name *

Address *

City/APO/FPO *

State/AE/AP *

Zip Code *

Country -- Select -- *

Official Email Address *

Official Telephone Number *

Official Fax Number *

Page will refresh after an item is selected.

Register a New AMPS Account Screen

- e. The *AMPS Password* screen will display for you to create a password to log into AMPS
- Note:** Once your role request is approved, this same AMPS password will also be used to log into the EEBP.

The password must contain the following. If it does not meet the criteria, you will receive an error message:

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Lowercase: 2
- Maximum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Uppercase: 2
- Must Not Contain Values of Attributes: account id, email, first name full name last name
- Must Not Contain Words: &, ", /, ', ` , \, [,], (,) , % , { , } , @ , \$



- f. Enter a password in the **Password** text box
 - g. Enter the same password in the **Confirm Password** text box
- Click the '**Continue**' button

**Defense Logistics Agency
Account Management and Provisioning System (AMPS)**

AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

Password *

Confirm Password *

Password Policy

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Lowercase: 2
- Minimum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Uppercase: 2
- Must not contain values of attributes: accountId, email, firstname, fullname, lastname
- Must not contain words: &, %, /, ' ; \ [] () . % { } @, \$

Resource accounts whose password will be changed if selected.

AMPS Password Screen

- h. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk
- i. Answer all the **Authentication Questions**
- j. Click the '**Continue**' button

**Defense Logistics Agency
Account Management and Provisioning System (AMPS)**

AMPS Password

Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

Authentication Questions

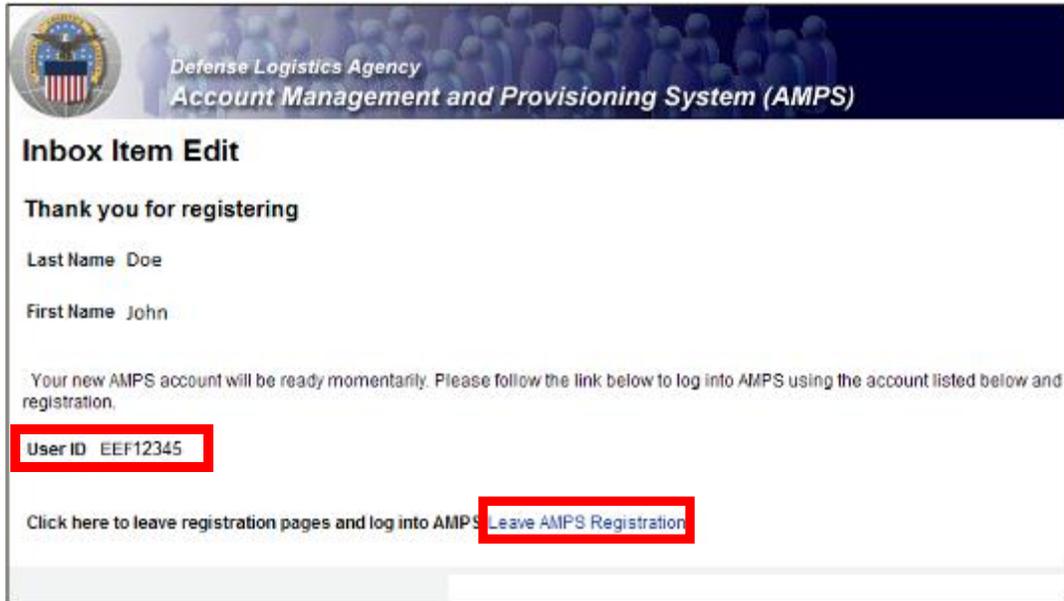
Please answer the following questions. Answers will be automatically converted to upper-case.

Question	Answer
What is your favorite color?	<input type="text"/>
What city were you born in?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

AMPS Authentication Questions Screen



- k. AMPS will display a page indicating that the registration process is complete. Make note of your **User ID**. Click on '**Leave AMPS Registration**' to end the session



Completed AMPS Registration

- l. **You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted**

Note: If any of the personal information provided when creating an AMPS account should change, (i.e. contact information), it is the responsibility of the user to update this information in AMPS.



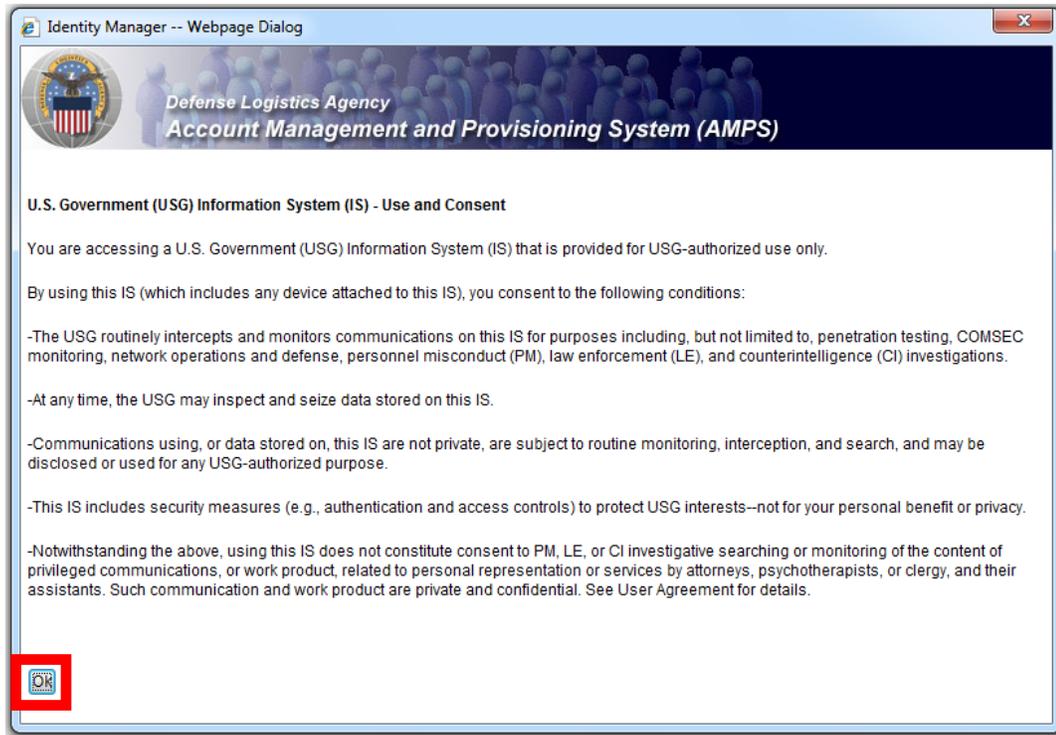
III. Launching AMPS AFTER Creating an Account

- a. Launch AMPS by typing the URL **https://amps.dla.mil** into your web browser
- b. You will be prompted to login using a user ID and password. Complete the **User ID** field with the user ID that was provided to you upon creating your AMPS account.
- c. Complete the **Password** field with the password you entered when you created your AMPS account
Note: The same user ID and password will be used to log into the EEBP
- d. Click the '**Log In**' button



AMPS Login Screen

- e. When the *U.S. Government (USG) Information System (IS) – Use and Consent* screen loads, click the '**OK**' button to agree with the use and consent requirements and move to the AMPS homepage



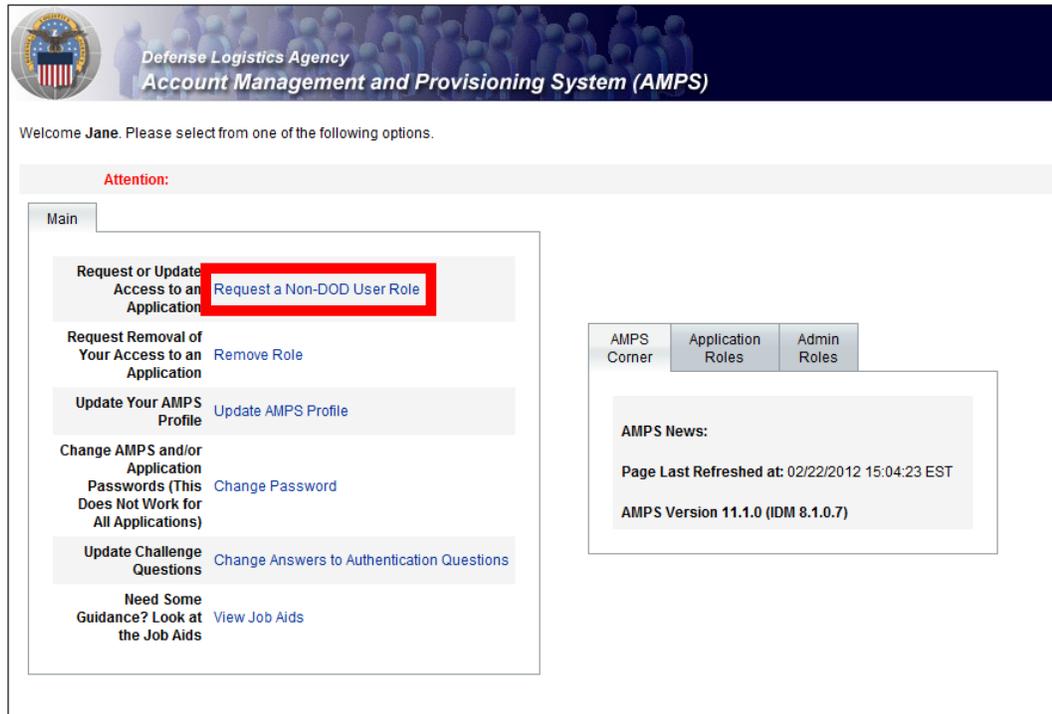
U.S. Government Information System (IS) – Use and Consent Screen



IV. Applying for an Enterprise External Business Portal Role

In order to access any of the applications managed and provisioned by AMPS, you must apply for a role related to the application.

- a. The AMPS Homepage will display. Click the 'Request a Non-DOD User Role' link



AMPS Homepage

A list of applications will be displayed.

- b. Select the 'BSM' radio button
- c. Click the 'Next' button

Note: This list of applications changes constantly and this screen may not look the same



Application Access Request Form - User - External

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDMI can be requested through the PDMI option. Only those roles specifically for CRM can be requested through the CRM option. **All other BSM roles** should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Bulk PORTS	Paperless Order and Receipt Transaction Screens - Bulk Fuels
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Boeing Rights Guard Tracking System
<input checked="" type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> DISP	DLA Disposition Services Applications
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets (This is not access to HMIRS, the DOD repository for MSDSs. For access to HMIRS, go to the DLIS website.)
<input type="radio"/> PDMI	PDMI, including cFolders and ESA
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

Application List Request Form Screen

- d. You will be prompted to choose an environment for which you require access. Select the **'Production'** radio button
- e. Click the **'Next'** button

Application Access Request Form - User - External

In Which Environment Do You Require Access?

Production

Development

Test

QA

*

Page will refresh after an item is selected.

Environment Request Form



- f. AMPS will display the roles available to you for the selected application and sub-category. To see the description of the roles, click **'Show Roles with Descriptions'** Return to the original form by clicking **'Hide Descriptions'**
- g. Select only ONE of the following **Energy PRIMARY ROLES**:
- [EBS Prod External - Energy Customer Direct Order Processor JD-2200](#)
 - [EBS Prod External - Energy Into-Stock Order Processor JD-2201](#)
 - [EBS Prod External - Energy Delivery Locations Conditions Maintainer JD-2202](#)
 - [EBS Prod External - Energy LOA Maintainer JD-2203](#)
 - [EBS Prod External - Energy LOA Viewer JD-2204](#)
 - [EBS Prod External - Energy Planning Collaborator JD-2205](#)
 - [EBS Prod External - Energy Report Viewer JD-2206](#)
 - [EBS Prod External - Energy SCP Report Viewer JD-2207](#)
- h. Once the PRIMARY ROLE has been approved, select only ONE of the following **Energy BOLT-ON ROLES**:
- [EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B](#)
 - [EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B](#)
 - [EBS Prod External Additional - Energy Delivery Locations Conditions Maintainer JD-2202B](#)
 - [EBS Prod External Additional - Energy LOA Maintainer JD-2203B](#)
 - [EBS Prod External Additional - Energy LOA Viewer JD-2204B](#)
 - [EBS Prod External Additional - Energy Planning Collaborator JD-2205B](#)
 - [EBS Prod External Additional - Energy Report Viewer JD-2206B](#)
 - [EBS Prod External Additional - Energy SCP Report Viewer JD-2207B](#)
- Note:** All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.
- i. Select your desired role from the list and click the  button to move the role to the list on the right
- j. Then click the **'Next'** button



Application Access Request Form - User - External

Current Roles: Application Roles, Admin Roles

Pending Role Request(s):

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)

- EBS Prod External - Energy Customer Direct Order Processor JD-2200**
- EBS Prod External - Energy Into-Stock Order Processor JD-2201
- EBS Prod External - Energy Delivery Location Conditions Maintainer JD-2202
- EBS Prod External - Energy Line of Accounting Maintainer JD-2203
- EBS Prod External - Energy Line of Accounting Viewer JD-2204
- EBS Prod External - Energy Planning Collaborator JD-2205
- EBS Prod External - Energy Report Viewer JD-2206
- EBS Prod External - Energy SCP Report Viewer JD-2207
- EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B
- EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B

Show Roles with Descriptions

Back **Next** Cancel

Screen with List of Available Roles

k. The selected role should appear on the right. Click the 'Next' button

Application Access Request Form - User - External

Current Roles: Application Roles, Admin Roles

Pending Role Request(s):

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)

- EBS Prod External - Energy Into-Stock Order Processor JD-2201
- EBS Prod External - Energy Delivery Location Conditions Maintainer JD-2202
- EBS Prod External - Energy Line of Accounting Maintainer JD-2203
- EBS Prod External - Energy Line of Accounting Viewer JD-2204
- EBS Prod External - Energy Planning Collaborator JD-2205
- EBS Prod External - Energy Report Viewer JD-2206
- EBS Prod External - Energy SCP Report Viewer JD-2207
- EBS Prod External - Energy Customer Direct Order Processor JD-2200**
- EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B
- EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B

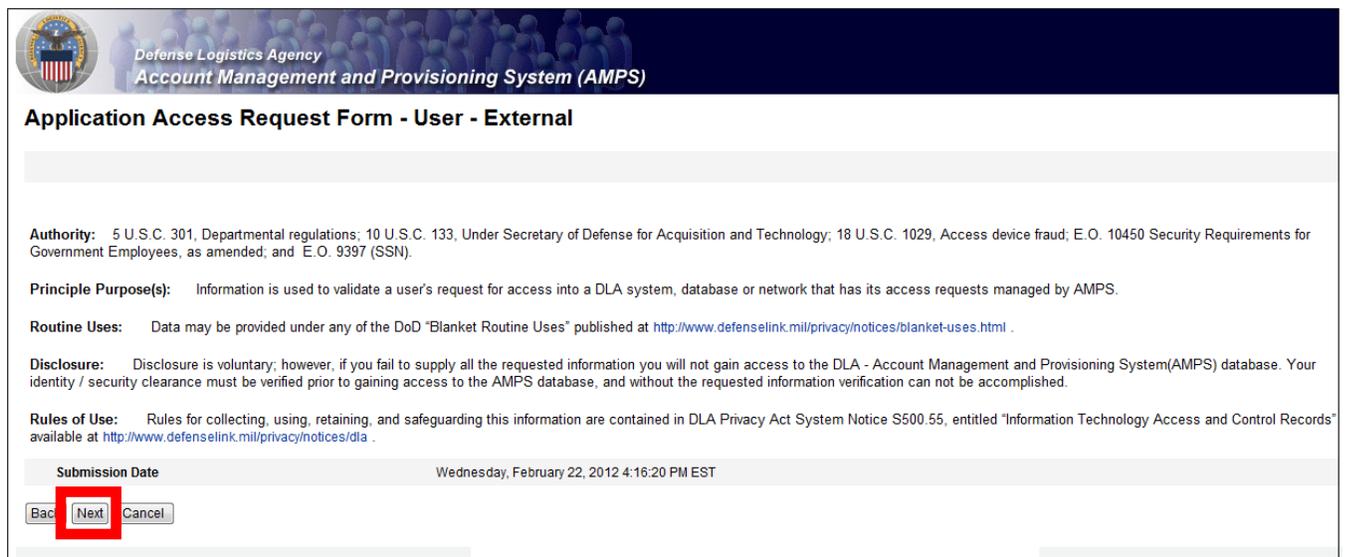
Show Roles with Descriptions

Back **Next** Cancel

Screen with List of Available Roles



- I. An information screen will display. This information screen lists the authority and rules under which information is collected and used. Click the 'Next' button to continue



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form - User - External

Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

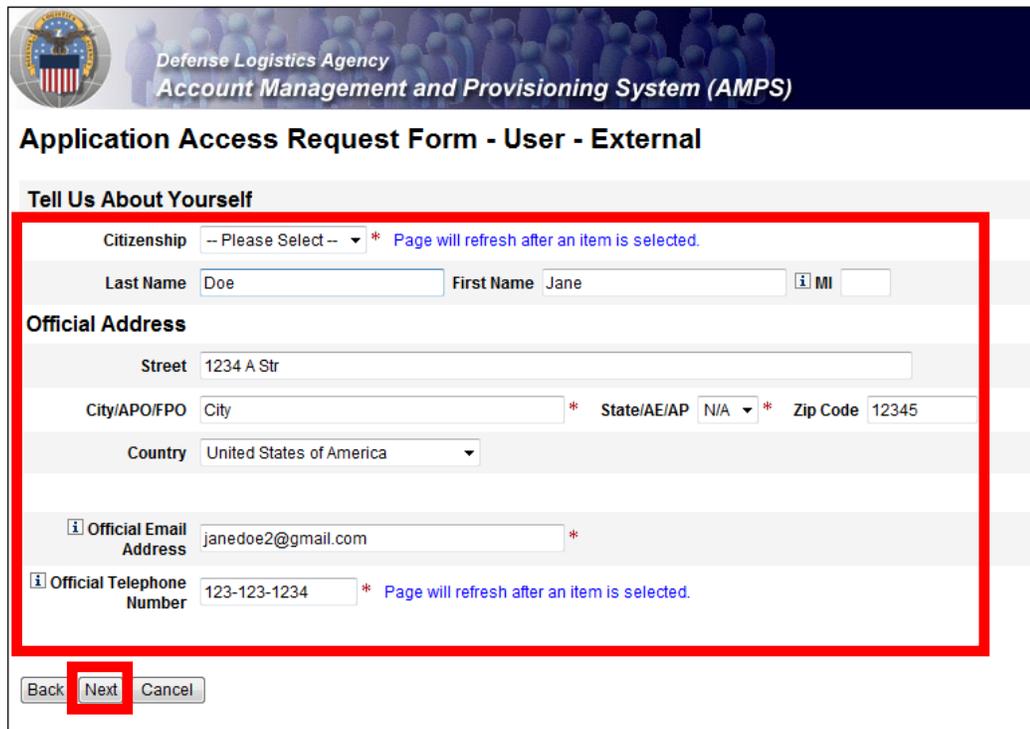
Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla>.

Submission Date Wednesday, February 22, 2012 4:16:20 PM EST

AMPS Information Screen

- m. AMPS will open a page to collect information pertaining to your identification, citizenship status, location and contact information. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct

Note: Fields with a red asterisk (*) are required



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form - User - External

Tell Us About Yourself

Citizenship * Page will refresh after an item is selected.

Last Name First Name

Official Address

Street

City/APO/FPO * State/AE/AP * Zip Code

Country

* **Official Email Address**

* **Official Telephone Number** Page will refresh after an item is selected.

Application Access Request Form



- n. AMPS will open a page to display the *Terms and Conditions and Non-Disclosure Agreement*. Read the *User Acceptance Statement* and the *Non-Disclosure Statement*
- o. Click the '**I Agree**' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
- p. Click the '**Next**' button to continue

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form - User - External

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

I agree

User Acceptance Statement

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

Submission Date Wednesday, February 22, 2012 4:16:20 PM EST

Back **Next** Cancel

Terms and Conditions and Non-Disclosure Agreement Screen

- q. Error messages will display if there is any missing information in your request. To eliminate the error messages, use the '**Back**' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request
In example below, fields were left blank, resulting in the errors listed
- r. Click the '**Next**' button to continue



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Error
Missing value for required field 'Citizenship'.
Invalid phone number entered. Please re-enter the phone number in the format, XXX.XXX.XXXX or XXX.XX.XX.XXX.XXXX for International Numbers.
Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

Application Access Request Form - User - External

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement
Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

I agree

User Acceptance Statement
I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

Submission Date Wednesday, February 22, 2012 4:16:20 PM EST

Back Next Cancel

Screen Displaying Error Messages

- s. The *Inbox Item Edit* screen will display and lists the System Authorization Access Request (SAAR) number for your request, the name of the application, and the role for which you have applied
- t. Click the **'Submit'** button to transmit the finished request. This will start the review process and return you to the *AMPS Homepage*
Note: If you do not click the **'Submit'** button, your SAAR will not be forwarded for approval.



Inbox Item Edit

Click [Submit] below to complete your request.
Your request will NOT be submitted unless you click [Submit].

Please note the SAAR number of your request for future reference.
SAAR#: 146791

Application Access Request For: BSM

Requested Roles Energy Customer Direct Processor JD-2200

Last Name Doe

First Name John

MI

Inbox Item Edit Screen

- u. **At this time your SAAR has been submitted, but additional action is required to provide your DoDAAC information.** Please contact the DLA Energy Help Desk (formerly BSM-E and ECCC) at 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the DLA Energy Help Desk at any time by sending an e-mail message to BSME.HelpDesk@dla.mil. When contacting the Help Desk, please be prepared to provide your AMPS user ID, SAAR #, and DoDAAC information.

Note: If you do not complete this action, the correct DoDAACs will NOT be linked to your account.



V. Role Processing and Approval

- a. After your role request has been submitted, AMPS will send you an e-mail listing your SAAR #, requested application and role. Below is an example of the e-mail you will receive when you initially submit your request

From: amps_user@dla.mil Sent: Thu 5/10/2007 9:27 AM
 To: Hahn, Maxwell G (Contractor) (J6R)
 Cc:
 Subject: Role Request for Hahn, Maxwell Received

The following request was submitted on your behalf:

Request Detail

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007

The request will be forwarded for approvals

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

Sample AMPS Request Submitted E-mail

- b. AMPS will also send an e-mail notification to the identified Supervisor and Security Officer as part of the approval process

The following request was submitted for your approval:

Request Detail

Request Number (SAAR) 000000
 Requestor UserID [lanid](#)
 Requestor Generic, User
 Requestor Email generic.user@dla.mil
 Requestor Organization Top:Users:DLA:DLA Land and Maritime
 Action Requested add
 Requested Application Group SAP-SUPPORT
 Requested Roles [A ROLE]
 Date Submitted Wed Oct 26 14:17:37 EDT 2011
 Recommended Resolution Please visit <https://amps.dla.mil/idm/user/login.jsp> to provision the account action for lanid

Sample E-mail to Approvers



- c. AMPS status will be e-mailed to you at each step of the process. The e-mail below is indicating the status of the request as pending a supervisory approval

The Following Represents the Status of Your Pending Request:

Request Detail

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Supervisor Request
Date Received for Approval	Thu May 10 09:27:32 EDT 2007

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

Sample AMPS Request Status E-mail

- d. After the Supervisor and Security Officer have approved the request, an e-mail will be sent to the Data Owner indicating that a request is pending
- e. Following the Data Owner's review and approval, the Information Assurance Officer will be sent an e-mail to perform a final review and approval



VI. Approval Complete

Once all required approvals have been granted, AMPS will send an e-mail to notify you that the role has been approved. At that time, data/DoDAACs will not be linked to your account. Please allow 7 days before contacting the Help Desk if your data does not appear.

The following request has been approved and your access has been granted:

Request Number (SAAR)	15954
Requestor	User, Sample
Request Type	Add Job Role Request
Date Submitted	Thu Nov 10 13:37:59 EST 2011
Date of Approval	Wed Nov 16 09:48:01 EST 2011
Requested Application	DISP
Requested Roles	[DLA Disposition Services Prod EX – RTD Customer DDS-413]

Your EBS access has been provisioned. External Portal users, If you do not have a SmartCard(ie. Common Access Card), please log onto the portal with the same Userid and Password that you use for AMPS. All other users, please contact your Local Help Desk for assistance in obtaining your password. EBS Sustainment users, please contact the BSM Security Help Desk.

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Sample AMPS Request Approved E-mail

VII. AMPS Expiry Process

When you request a job role, a default expiration date is set for one year which the Supervisor can change to a shorter period of time. At the completion of the request process (when the role is approved and added), your user ID, the job role requested and the expiration date are added to an expiry record. This record is tracked by AMPS so that 30 days prior to expiration, an expiry task is begun which assigns a SAAR# and sends you a notification email. Follow the instructions in the email to log into AMPS to extend the role or it will expire.