

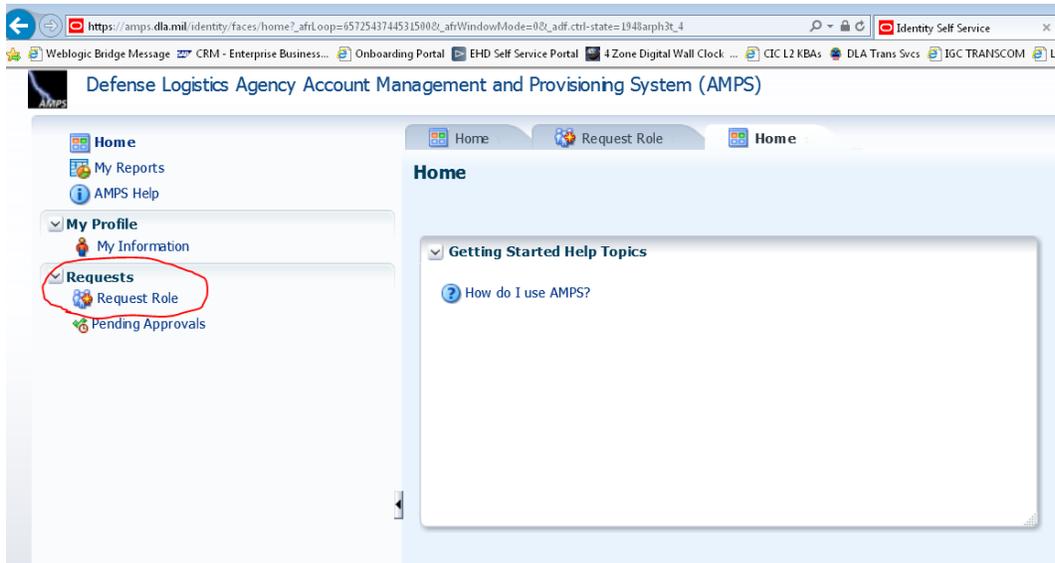
External User RTD/ETID “New” AMPS role requests

(Updated: 26 Jan 15)

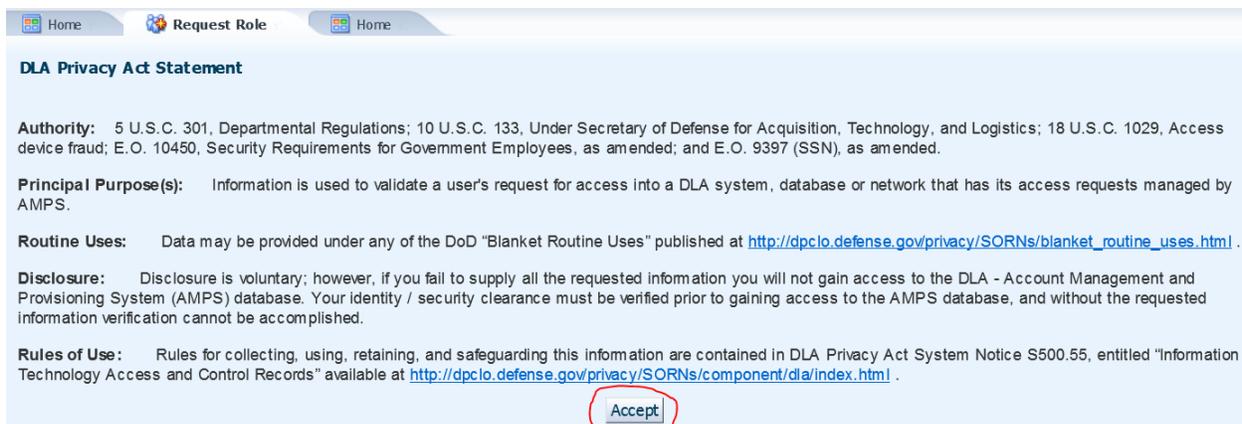
- Starting Monday 26 Jan 2015 new external ETID/RTD users will need to request roles for Disposition Service Applications through “New” AMPS at: <https://amps.dla.mil/oim>. Current users will not be affected. Their roles will port over to the “New” AMPS.

Requesting ETID and RTD in the “New” AMPS

- A. Log in to the “New” AMPS at: <https://amps.dla.mil/oim> and clicks on the “Request Role” tab.



- B. Read the DLA Privacy Act Statement and click the “Accept” button.



- C. Verify your personal information ensuring that all fields with a red asterisk are filled out, then click on the “Next” button:

- Home
- My Reports
- AMPS Help
- My Profile
 - My Information
- Requests
 - Request Role
 - Pending Approvals

Request Role Home

User Information Select Roles Justification Summary [Cancel](#) [Next](#)

User Information

User ID	Public
* First Name	
Middle Name	
* Last Name	Costello
EDIPI/UPN	
* Email	
* Title	
User Type	Public
* Country of Citizenship	

Contact Information

* Official Telephone	Office/ Cube
Official Fax	* Street
DSN Phone	PO Box
DSN Fax	* City
Mobile	* State
Site	Michigan
	* Postal Code
	* Country

Organization Information [Update Organization](#)

D. Select “Request Role”. Search for and select the desired role.

The screenshot shows the 'Request Role' application interface. At the top, there are navigation tabs: 'User Information', 'Select Roles' (active), 'Justification', and 'Summary'. In the 'Select Roles' section, there is a 'Search Roles' form with fields for 'Role Name' (containing 'RTD'), 'Role Description', 'Enterprise Application', 'Application', 'Environment', and 'Primary Role'. A 'Search' button is circled in red with a '2'. Below this is a 'Select a Role' section with a checkbox for 'Display Admin Roles' and a list of roles. The role 'DLA Disposition Prod - RTD Customer DDS-413' is circled in red with a '3'. To the right of the list is a 'Selected Roles' column with a '-->' button circled in red with a '4'. At the top right, there are 'Cancel', 'Back', and 'Next' buttons, with 'Next' circled in red with a '5'.

1. Type in “RTD” or “ETID” for the type role they want
2. Hit the “Search” button to search for the role
3. Select the role you want. The most common external customer roles are:
 - RTD: DLA Disposition Prod – RTD Customer DDS – 413
 - ETID: DLA Disposition Prod – ETID Customer DDS – 514
4. Move role over to the “Selected Roles” column by clicking on the “-->” button
5. Click the “Next” button to proceed.

E. Enter a justification and click on the “Next” Button

The screenshot shows the 'Request Role' application interface at the 'Justification' step. The 'Justification' field is circled in red. To the right is an 'Optional Information' field. Below these are three attachment fields labeled 'Attachment 1', 'Attachment 2', and 'Attachment 3', each with a 'Browse...' button. At the bottom, there is a note: 'Attachments must be PDF files, smaller than 2MB each'. At the top right, there are 'Cancel', 'Back', and 'Next' buttons, with 'Next' circled in red.

F. Verify the Summary Information and Click on the submit button.

Home Request Role

User Information Select Roles Justification **Summary**

Cancel Back **Submit**

Role Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User Darrin Costello **User Type** [redacted]
User ID [redacted] **Grade** [redacted]
Supervisor [redacted]
Organization DLA Logistics Information Services
Cyber Awareness Certification Date 1/16/2014
Requested Role(s) [redacted]
Justification [redacted] **Comments**
Attachments [redacted]

G: After Clicking Submit you will receive the following message:

Home Request Role

Role Request Confirmation

Your request has been submitted to your supervisor for approval. The following SAARs have been created:

SAAR	Role	Status
439409	DLA Disposition Prod - ETID Customer DDS-514	SUBMITTED

AMPS will notify you by email message regarding the status of each SAAR.

If you have questions about this request, please contact the Enterprise Help Desk:

Email: DLAEnterpriseHelpDesk@dla.mil
Phone: 855.352.0001

OK

Once access is granted, go to the DLA Enterprise External Business Portal at <https://business.dla.mil>. Click on "Registered Users Login Here". If you have a CAC Card, select a certificate, click 'OK' and enter your PIN if prompted. Both your email & Non-email CAC certificates will work. If you do not have a CAC Card, you will be prompted for your USER ID & password.