

DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY







How to Enroll in AMPS





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https://amps.dla.mil/oim

• If you have any questions while completing this guide, please call the AMPS helpdesk at (855) 352-0001 (option #2) first, then the LESO at (800) 532-9946 if additional assistance is required.

Defense Logistics Agency Account Management and Provisioning System (AMPS)			
Welcome to the AMPS Gateway AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015. Release Notes are located on the Release Notes tab of AMPS Help.			
Click HERE for access to AMPS. • This link provides access through CAC authentication for CAC-enabled users. • Other users, vendors, and members of the public will be presented with a login screen. Click "Click HERE for access to AMPS"	User Guides and Job Aids Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document. Right-click a title and click "Save Target As" to save the PDF file to a preferred Right-click a title and click "Save Target As" to save the PDF file to a preferred Right-click a title and Lick "Save Target As" to save the PDF file to a preferred Right-Click a title and Lick "Save Target As" to save the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to the PDF file to a preferred Right-Click attended to the PDF file to a preferred Right-Click attended to the PDF file to the PDF file to a preferred Right-Click attended to the PDF file to the PDF file to the PDF		
	enufor a complete list of user documentation, links, and tutorials. y/Section 508		





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Single Sign-On Authentication
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
 The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG- authorized purpose.
• This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.
 Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See <u>User Agreement</u> for details.
OK
Click "OK"







Defense Logistics Agency

Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

First Time User? Click Here to Register 🤘

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

Forgot your User ID? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

Forgot your Password? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your password.

Login

If this is your first time in AMPS, click "First Time User? Click Here to Register"

Need Help? Contact the DLA Enterprise Help Desk at <u>DLAEnterpriseHelpDesk@dla.mil</u>, or toll free 855-DLA-0001 (855-352-0001)

Accessibility Help and Information







AMPS User Registration

If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

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			
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			
Supplier/Vendor	Click "Public" user type. Even if you are a Federal (CAG that Agency you will still click "Public". If you click			
Public	Click accer provi DLA exercise			

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.

Cancel





Account Management and Provisioning System (AMPS) 0 **DLA Privacy Act Statement** Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended. Principal 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://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html 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 Disclosure: AMPS database, and without the requested information verification cannot be accomplished. 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 Rules of Use: http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html Accept Click "Accept"





<u>Note</u>: User's first name (use full name- no nicknames or initials) should match the user's first name provided on latest approved LESO application

may contact the DLA Enterprise Help Desk		- ide it when acces	
User Information * First Name Middle Name * Last Name * Email * Title	User Type * Country of Citizenship	Public	information next to the asterisks (required fields) and then click "Next".
Contact Information * Official Telephone Official Fax DSN Phone DSN Fax Mobile Site	Office/Cube * Street PO Box * City * State Phone number will have "." in between numbers. Example 555.555.5555		





AMPS User Registration - Security Information	Cancel Back Next
All o osci Registration occurry information	Cancel Buck Next
Please enter your security questions and a password which will be used to acces	ss AMPS, following the guidelines listed below for each.
Set Security Questions	
* Question 1	Please set your security questions, using the following rules:
* Answer 1	1) You must choose 3 different questions
* Question 2	 2) The answers to each question are not case sensitve 3) Spaces and other punctuation are allowed
* Answer 2	 Each answer must be between atleast 3 and 40
* Question 3	characters long 5) Each answer cannot be a word contained in the
* Answer 3	question
Set Password	
Enter New Password	Please set your password, using the following rules:
Confirm Password	1) Minimum length of 15 Characters
commin rassword	 Maximum length of 32 Characters Minimum of 4 Alphabetic Characters
Select 3 security questions and type in your answers.	4) Minimum of 2 Numeric Characters 5) Minimum of 2 Lowercase Characters
Then create a password. Please make sure you	6) Minimum of 2 Uppercase Characters7) Minimum of 2 Special Characters
follow the rules listed to the right. An example for a	 8) Must begin with an Alphabetic Character 9) Must not use any of your previous 10 passwords
password is LESO#123leso#123. Once you are	10) Cannot use : & " / '` \ [] () % { } @ \$?
finished click "Next".	 Must not contain your login name, first name, last name or email address

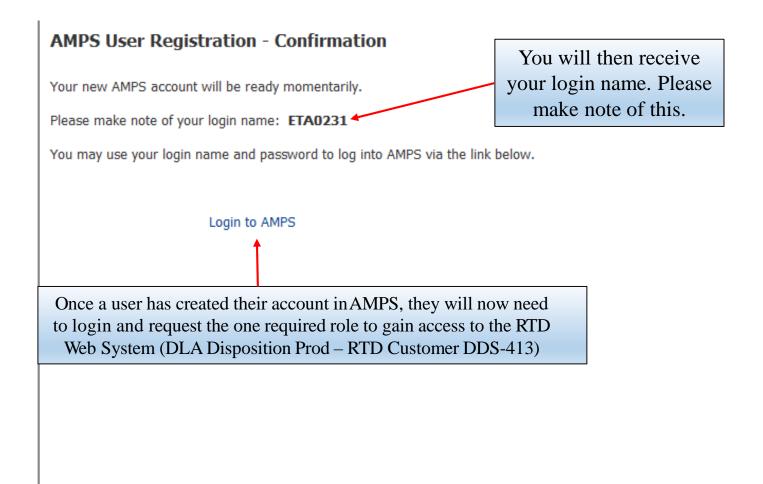




When you are finished, User Information	mation below and use the back button to make a , use the Create Account button to complete your		n.
First Name Middle Name Last Name Email Title	Account test.account@test.com	User Type Country of Citizenship	
Contact Information Official Telephone Official Fax DSN Phone DSN Fax Mobile Site		PO Box City State Postal Code	74 North Washington Ave Battle Creek Michigan
Answer 1 Question 2 Answer 2	What is the city of your birth? ******** What is your mother's maiden name? ******* What is your favorite color?	Password	*****

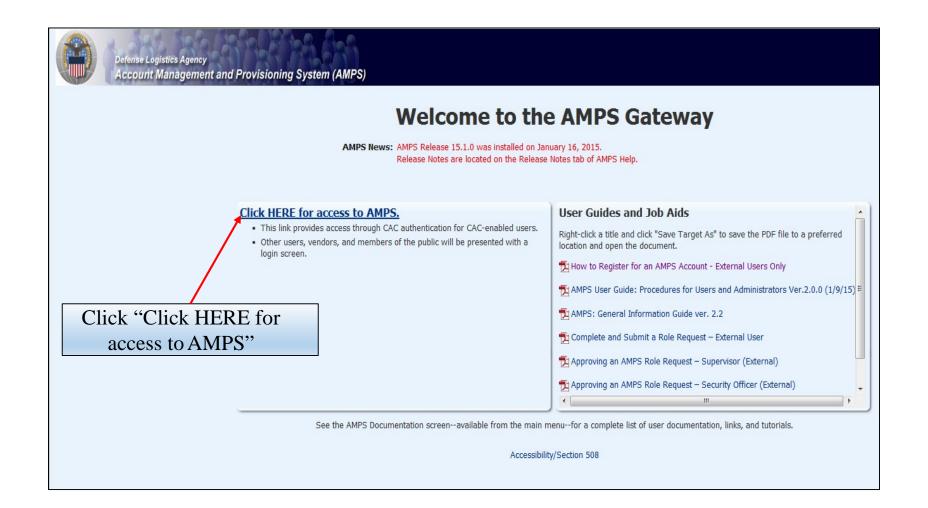














AMPS Requesting Roles



🔡 Home	😁 Home	
My Reports AMPS Help	Home	
My Profile	✓ Getting Started Help Topics	
Requests	How do I use AMPS?	
	Click "Request Role"	
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	3	





en Home	📰 Home 🋛 🍪 Request Role				
My Reports	DLA Privacy Act Statement				
My Profile	Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for				
Requests	Government Employees, as amended; and E.O. 9397 (SSN), as amended. Principal 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.				
K Pending Approvals	Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_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 security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot 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 http://doclo.defense.gov/privacy/SORNs/component/dla/index.html.				
	Accept Click "A coopt"				
	Click "Accept"				





Defense Logistics Agency	Account Management and Provisioning System (AMPS)		
My Reports	Berne Bone Bellect Role		Cancel Next
My Profile My Information	User Information User ID ETA0231	User Type Public	1
	First Name Test Middle Name Account	* Country US v of Citizenship	Verify all your
	EDIPI/UPN * Email test.account@test.com * Title Test		information is correct and
	Contact Information * Official Telephone 555.555.5555	Office/Cube	click "Next". If your information is not correct
	Official Fax DSN Phone	* Street 74 North Washington PO Box	
	DSN Fax Mobile	* City Battle Creek * State Michigan	click "Next".
	Site	* Postal Code 49037 * Country UNITED STATES	
	Organization Information Vy Organization Name DLA External	odate Organization	
	Note: This might should say "DL	-	





📰 Home	«	
🔯 Inbox		Cancel Back Next
💫 Accessibility/Section 508	User Information Select Roles Justification Summary	
My Reports	Browse Roles by Application	Search Roles
 AMPS Help 	AMPS Administrative	
My Profile	DACS Applications	Role Name DDS-413
A Requests	Type "DDS 412" in the Dole	Role Description
Request Role	Type "DDS-413" in the Role	Enterprise Application
-	Name field and then select	Application
	"Search" The role will appear in	Environment
	the below "Select a Role" box.	Primary Role
		Search Reset
	Select a Role	
	Display Admin Roles (for Supervisor and Approval Acce	ess)
	Role Name	
	DLA Disposition Prod - RTD Customer DDS-413	Selected Roles
		1

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Defense Logistics Agency	Account Management and Provisioning System (AMPS)			Accessibility	Sign Out	EJC1633
E Home Accessibility/Section 508 My Reports AMPS Help	Home Request Role	Search Roles	Cancel Back Next			
My Profile	DLA Enterprise Applications	Role Name				
Requests		Role Description Enterprise Application				
		Application Environment				
		Primary Role	Search Reset			
	Select a Role Display Admin Roles (for Supervisor and Approval Acces Role Name DLA Disposition Prod - RTD Customer D0S-413	> < ↓	Selected Roles	omer DDS-413		
Select "DLAD	isposition Prod – RTD Customer	DDS-413"				
from the left a	nd move it over to the right by cl	icking the				
arrow po	inting to the right. Then click "N	ext".				





My Reports () AMPS Help	User Information Select Roles Justification S	Jimmary	Cancel Bark Next
My Profile	Request Justification & Supporting Details		
Requests Request Role Request Role Rending Approvals	* Justification	Optional Information	
Type in your	Attachment 1	Browse	
ification. Example:	Attachment 2 Attachment 3	Browse	
Need for LESO	Attachments must be PDF files,		
ogram. Then click			
Next" in the upper	3		
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📰 Home	🔠 Home 🎆 Request Role	
My Reports AMPS Help	User Information Select Roles Justification Summary	Cancel Back Submit
My Profile	Role Request Summary	
My Information	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 re	equest.
∰ Request Role ≪ Pending Approvals	User Test Account Use User ID ETA0231	er Type Public Click "Submit"
	Organization DLA External	
	Requested Role(s) DLA Disposition Dev - BO NON_SASP Customer DDS-601 DLA Disposition Prod - RTD Customer DDS-413	
	Justification Need to requisition property Comme	ents
	Attachments	

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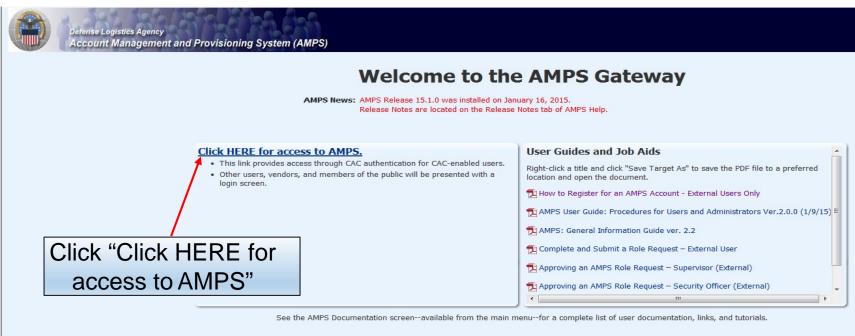


- Two emails will be received.
 - The first will be a notification of the role submittal.
 - The second will be a notification that the role request has been approved.
- When the second email is received, wait about 1 hour before trying to sign into RTD, but not more than 8 hours. Otherwise, a password reset may be required.
- Also, if an error message, such as "User Authentication Failed" is received when trying to log into the RTD Web External Business Portal, a password reset in AMPS will be required.
- Follow the next slides to reset the AMPS password.





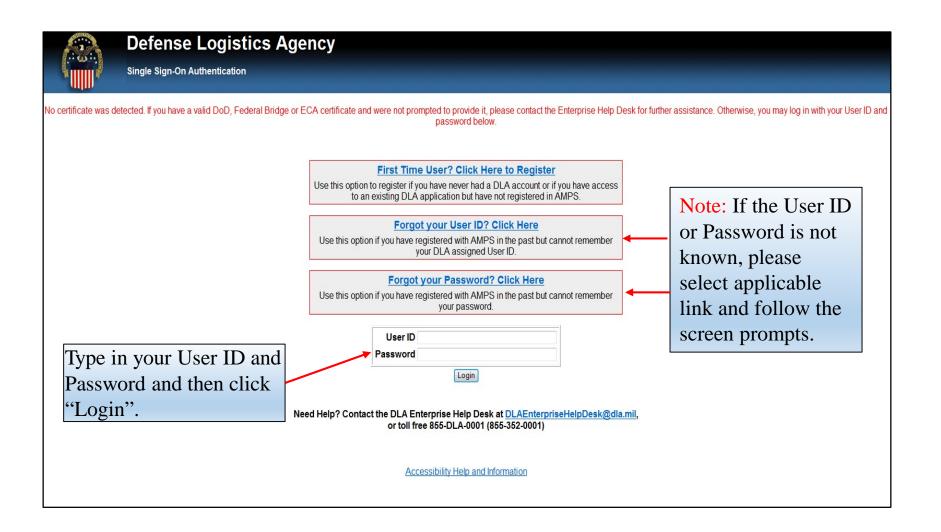
https://amps.dla.mil/oim



Accessibility/Section 508











🔗 Identity Self Service - Windows Internet Explorer					
😋 🔵 🗢 🙋 https://amps.dla.mil/identity/faces/home?_afrLoop=776856876981400&_afrWindowMode=0&_a					
🚖 Favorites 🛛 🚖 🕿 LESO - One Stop 🕿 LESO Hom	e 🕖 Demil Bulletins 🕖 TULSA - Demil F 🛭 🚔 HR Auto				
Contractive Self Service					
Defense Logistics Agency Account Ma	anagement and Provisioning System (AMPS)				
🔡 Home	In Home				
My Reports AMPS Help Ply Profile	Home				
My Information Requests Request Role Rending Approvals	AMPS News AMPS News: AMPS version 15.1.4 is in test and we antici 13, 2015. AMPS will be intermittently availa PM Eastern Time on March 12. Please avoid system changes may cause problems with a message will be updated prior to beginning of also be updated once the software is install your patience while we make AMPS a better				
Click on "MY INFORMATION"	Release notes will be published on March 13, 2 > Release Notes.				
	Getting Started Help Topics How do I use AMPS?				

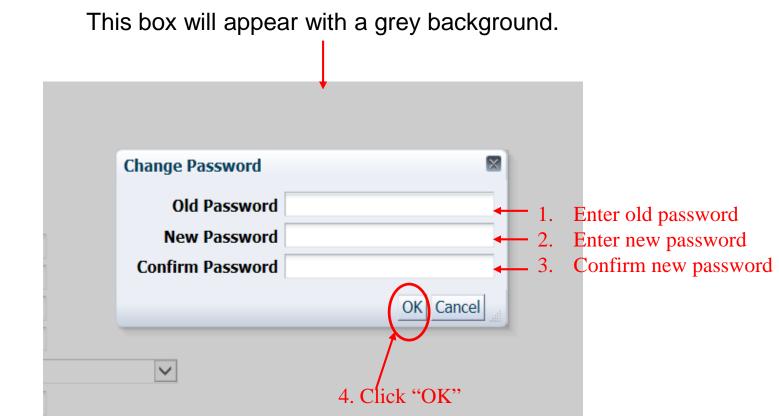




🏉 Identity Self Service - Windows Internet Explorer						
🚱 💿 💌 🙋 https://amps.dla.mil/identity/faces/home?_afrLoop=776856876981400&_afrWindowMode=0&_adf.ctrl-state=eagiwutff_4						
🖕 Favorites 🛛 👍 🛎 LESO - One Stop 🔹 LESO Home 🔊 Demil Bulletins 🔊 TULSA - Demil F 🚔 HR Auto Tools 🏄 Task Mgmt 🔊 HDIFC Intranet 🔊 Bleacher Report 🗊 Deadspin 🏢 Detroit Lior						
🖉 Identity Self Service						
Defense Logistics Agency Account Ma	nagement and Provisioning System (AMPS)					
🔡 Home	🔠 Home 🕴 🍦 My Information					
My Reports	Display Name Collier, Jacob DLA CIV DISPOSITION SERVICES (S9DS061)					
(i) AMPS Help	User Information Applications & Roles					
My Profile	User Information	Set Security Questions Change Password Cancel Save				
✓Requests	User ID S9DS0	61 Account Status Active				
Request Role	First Name Jacob	* User Type Civilian 💌				
C Pending Approvals	Middle Name Last Name Collier	* Grade GS-07 🔍				
		Click on				
		"CHANGE PASSWORD"				







After clicking "OK", a notification that the password was changed successfully will appear and an email notification of the password change will be sent.







• Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the below website:

http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx







