



DISPOSITION AUTOMATED SCHEDULER ACCESS GUIDE

If you are a military disposal turn-in customer and you schedule your unit's appointments, you need this guide. Follow these steps.

Government and non-profit customers can follow these steps for property pick-up appointments.



Welcome!

This guide will help you get a Disposition Automated Scheduler (DAS) account. DAS is a new internet platform that helps you schedule appointments to turn in property your unit no longer needs.

This guide will help you access the Disposition Automated Scheduler (DAS). Here's what you need to do:

1. New AMPS users: Create an account. (If you already use ETID or RTD Web, you can probably skip this part.)
2. Everyone: Request the DAS role in AMPS.
3. Log in to DAS and start scheduling!

If you pick up items through the reutilization, transfer, and donation (RTD) program, you can use this guide too!

Making a DAS account is a good idea for RTD customers if:

- (1) You often schedule times to pick up items and*
- (2) You are good with computers.*



Welcome!

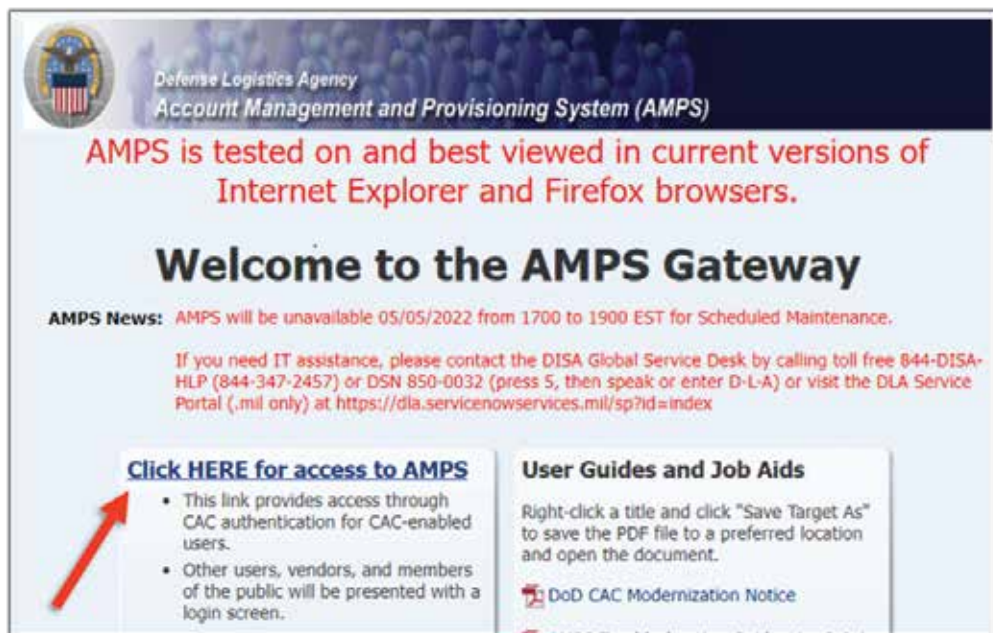
Part ONE: For New AMPS Users

Step 1: Go to the AMPS Website

AMPS is a Defense Logistics Agency (DLA) website for account management. Open your internet browser (such as Chrome, Firefox, or Edge) and go to the AMPS Website: amps1.dla.mil

Step 2: Start Registration

Click the link that says "Click HERE for Access to AMPS."



Click "OK" on the pop-up.



For New AMPS Users

Step 2: Start Registration (continued)

Click "First Time User? Click Here to Register."

[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.

User ID

Password

Login

Step 3: Choose Your User Type

If you are Military, DoD Employee, or DoD Contractor, choose "Federal Agency User/Contractor."

AMPS User Registration

Attention Non-DLA Users: Non-DLA users—also called external users—should choose one of the following User Type buttons:

- I work for another Federal Agency
- I am a Supplier or Vendor to DLA
- I am a member of the Public

This action starts the external user AMPS registration process.

Attention current DLA Users: If you are a current DLA employee, **DO NOT CHOOSE** any options on this screen. Exit this screen immediately and contact the Enterprise Help Desk at the number listed below for assistance with logging in to AMPS.

If you have a CAC or PIV Card: AMPS supports certificate-based authentication using "smart cards", like a CAC issued by the DoD, or a PIV card issued by a supported ECA or FBCA vendor. If you have already inserted your smart card, DO NOT REMOVE IT. AMPS will detect the embedded certificates, and you will be able to log in without a user ID and password after you finish registration. If you want to use a smart card but do not have it inserted, please close your browsers, insert the smart card in the reader, and restart the registration process. This action ensures that AMPS can capture and store your authentication credentials from your card. You can then log in to AMPS without a user ID and password.

Select Your User Type:

User Type	Description
I work for another Federal Agency	All Military, DOD employees, DOD Contractors
I am a Supplier or Vendor to DLA	Suppliers and Vendors: click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. Supplier/Vendors work for a company or organization.
I am a member of the Public	General Public, State and Local governments, or Federal Agencies other than DOD

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

[Cancel](#)




For New AMPS Users

Step 4: Read and Agree

Read the privacy statement and click to agree.

Step 5: Fill Out the Form

Fill in all the boxes with a * next to them. These are required. Then click "Next."



Account Management and Provisioning System (AMPS)

AMPS User Registration - User Information Cancel Back Next

Please fill out the information below to create your account in AMPS.

AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

User Account Information

* **First Name** Test

Middle Name

* **Last Name** Tester

EDIPI/UPN

* **Email** test@test.com

* **Title** Mr.

User Type Public

* **Citizenship** US

User Contact Information

* **Official Telephone** 123-456-7890

Official Fax

DSN Phone

DSN Fax

Mobile

Office/Cube

* **Street** 74 N Washington ave

PO Box

* **City** Battle Creek

* **State** Michigan

* **Postal Code** 49037

* **Country** UNITED STATES




For New AMPS Users

Step 6: Security Questions and Password

Choose three security questions and answer them.

Create a strong password. Follow the rules on the screen.

Click "Next."

 **Account Management and Provisioning System (AMPS)**

AMPS User Registration - Security Information Cancel Back Next

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

Set Security Questions

- * **Question 1** What is the city of your birth?
- * **Answer 1**
- * **Question 2** What is the name of your pet?
- * **Answer 2**
- * **Question 3** What is your favorite color?
- * **Answer 3**

Please set your security questions, using the following rules:

- 1) You must choose 3 different questions
- 2) The answers to each question are not case sensitive
- 3) Spaces and other punctuation are allowed
- 4) Each answer must be between at least 3 and 40 characters long
- 5) Each answer cannot be a word contained in the question

Set Password

Enter New Password

Confirm Password

Please set your password, using the following rules:

- 1) Minimum length of 15 Characters
- 2) Maximum length of 32 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
- 11) Must not contain your login name, first name, last name or email address



For New AMPS Users

Step 7: Check Your Information

Make sure everything you typed is correct. Then click "Create Account."

AMPS User Registration - Summary		Cancel	Back	Create Account
Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.				
User Information				
First Name	Test	User Type	Public	
Middle Name		Country of Citizenship	US	
Last Name	Account			
Email	test.account@test.com			
Title	Test			
Contact Information				
Official Telephone	555.555.5555	Office/Cube		
Official Fax		Street	74 North Washington Ave	
DSH Phone		PO Box		
DSH Fax		City	Battle Creek	
Mobile		State	Michigan	
Site		Postal Code	49037	
		Country	UNITED STATES	
Security Information				
Question 1	What is the city of your birth?	Password	*****	
Answer 1	*****			
Question 2	What is your mother's maiden name?			
Answer 2	*****			
Question 3	What is your favorite color?			
Answer 3	*****			

Step 8: Save Your Username

Write down your username! You'll need it to log in.

These are your AMPS credentials, you can log in to begin your scheduler request immediately.



For New AMPS Users

PART TWO FOR EVERYONE

Part TWO: Get the Right Permissions

Everyone needs special permission in AMPS to use the Disposition Automated Scheduler (DAS). Here's how to get it:

1. **Log In:** Go back to the AMPS website: amps1.dla.mil and log in with your username and password.

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.

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	



Get The Right Permissions

2. Start the Role Request: On the main page, click "Request Role" and then "Accept."

AMPS News: If there is an error in the SAAR details that prevents Approval, please REJECT the SAAR.

You can check your SAAR status by going to "My Information", then click on "Applications & Roles" to see your SAAR status.

If you have questions, please contact the DISA Global Service Desk at (844) 347-2457 - **Press 5, then speak or enter D-L-A. Or send an email to disa.global.servicedesk.mbx.dia-ticket-request@mail.mil.

My Information
Manage your profile, passwords and challenge questions

Role Request
Request a role for access

3. Check Your Info: Make sure all your information is correct. If it isn't, fix it. Then click "Next."

User Account Information

User ID
First Name
Middle Name
Last Name
EDIPI/UPN
Email
Title
Date of Birth
User Type: Civlian
Grade
Citizenship: US
Cyber Awareness Certification Date: 05/20/2017
Annual Revalidation Date: 5/22/2016

User Contact Information

Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Office/Cube
Street: 74 North Washinton
PO Box
City: Battle Creek
State: Michigan
Postal Code: 49037
Country: UNITED STATES



Get The Right Permissions

4. **Choose Your Role(s):** Find one of these roles and move the selection to the right side using the right arrow under "Select a Role."

Military:

- DLA DAS SCHEDULER PROD – DoD and Military Customer (DASP-015)

or

Government and Non-Profit (Not Military):

- DLA DAS SCHEDULER PROD – RTD - Public (DASP-014)

Cancel Back Next

User Information **Select Roles** Justification Summary

Browse Roles by Application

- DFAS Applications
- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
- DLA Logistics Information Services Applications
- DLA Managed Applications
- DLA Procurement Integrated Enterprise Environment (PI)
- DLA ServiceNow Enterprise
- DLA Warehouse Management System (WMS)
- EAGLE Enterprise Applications
- Energy Applications
- Information Operations

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name: DAS SCHEDULER PROD

Search Roles

1 Search for "DASP"

2 Click Search

4 Use arrow to move into "Selected Roles"

3 Select role

Selected Roles: No data to display

Cancel Back **Next**

User Information **Select Roles** Justification Summary

Browse Roles by Application

- AMPS Administrative
- DACS Applications
- DFAS Applications
- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
- DLA Logistics Information Services Applications
- DLA Managed Applications
- DLA Procurement Integrated Enterprise Environment (PI)
- DLA ServiceNow Enterprise
- DLA Warehouse Management System (WMS)
- EAGLE Enterprise Applications

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name: DAS SCHEDULER PROD

Search Roles

5 Click Next

Selected Roles: DAS SCHEDULER PROD

Get The Right Permissions

5. Explain Your Request: Type in why you need this role. For example, "I need to schedule turn-in appointments for my unit." Then click "Next."

Justification Template:

I require access to DAS to schedule appointments for **[Your Unit/Organization Name]**.

Our DoDAAC is **[Your DoDAAC]**.

We are located at **[Your Installation/Location]**.

We utilize the DLA Disposition Services site at **[DLA Disposition Services Site/Location]**.

Fill In Your Own Justification (military turn-in customers):

I require access to DAS to schedule property turn-in appointments for:

Our DoDAAC is:

We are located at:

We utilize the DLA Disposition Services site at:

This section is for federal agencies, states, and non-profit customers.

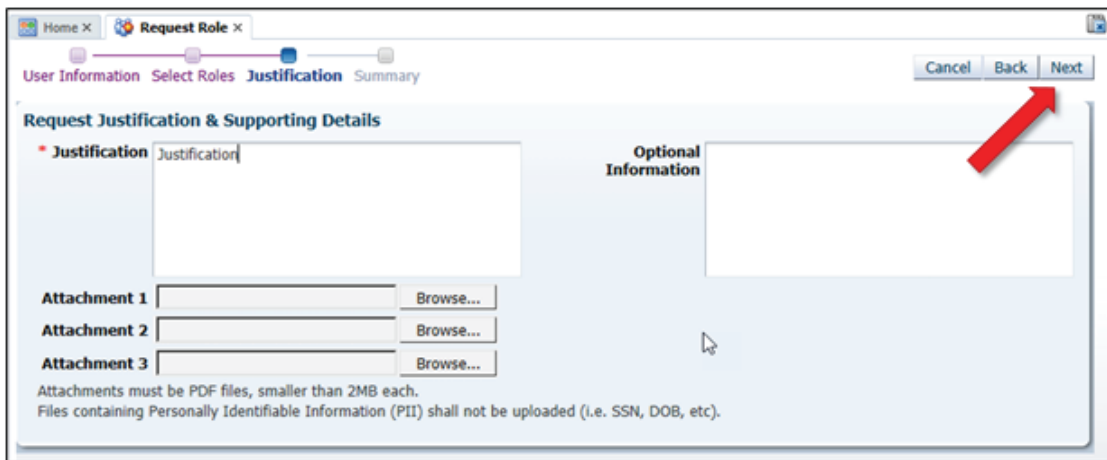
Fill In Your Own Justification (government/non-profit/RTD customers):

I require access to DAS to schedule property pick-up appointments.

Our organization is:

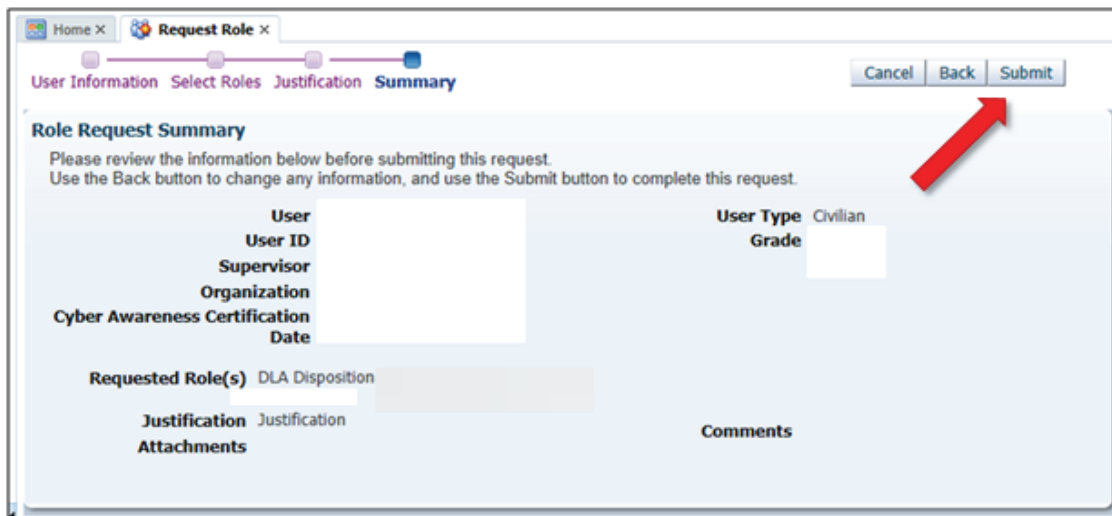
We are located at (city and state):

We mostly utilize the DLA Disposition Services site at:



Get The Right Permissions

6. Submit: Check that everything is correct, then click "Submit."



7. Check Your Email: You'll receive multiple emails with updates about your role request status. The last email when your role is approved will include a one-time password.

8. Wait: You will receive an email when your role request is approved, and your account is ready. The email will include a temporary password.

9. Follow the "Get Scheduling" Steps: Wait about one hour (but not more than 24-72) before trying to log in to DAS. If you wait too long, you might need to reset your password.

Important Note: Getting approved might take some time.

For military and DoD users, your security officer and supervisor need to review the request. The supervisor and security POC listed in your AMPS profile will have to approve your request using AMPS.

If the role request seems to be taking too long, go back to AMPS and check the status. It might be waiting for someone in your unit to approve it.

Non-military RTD customers do not have supervisor or security officer review requirements.

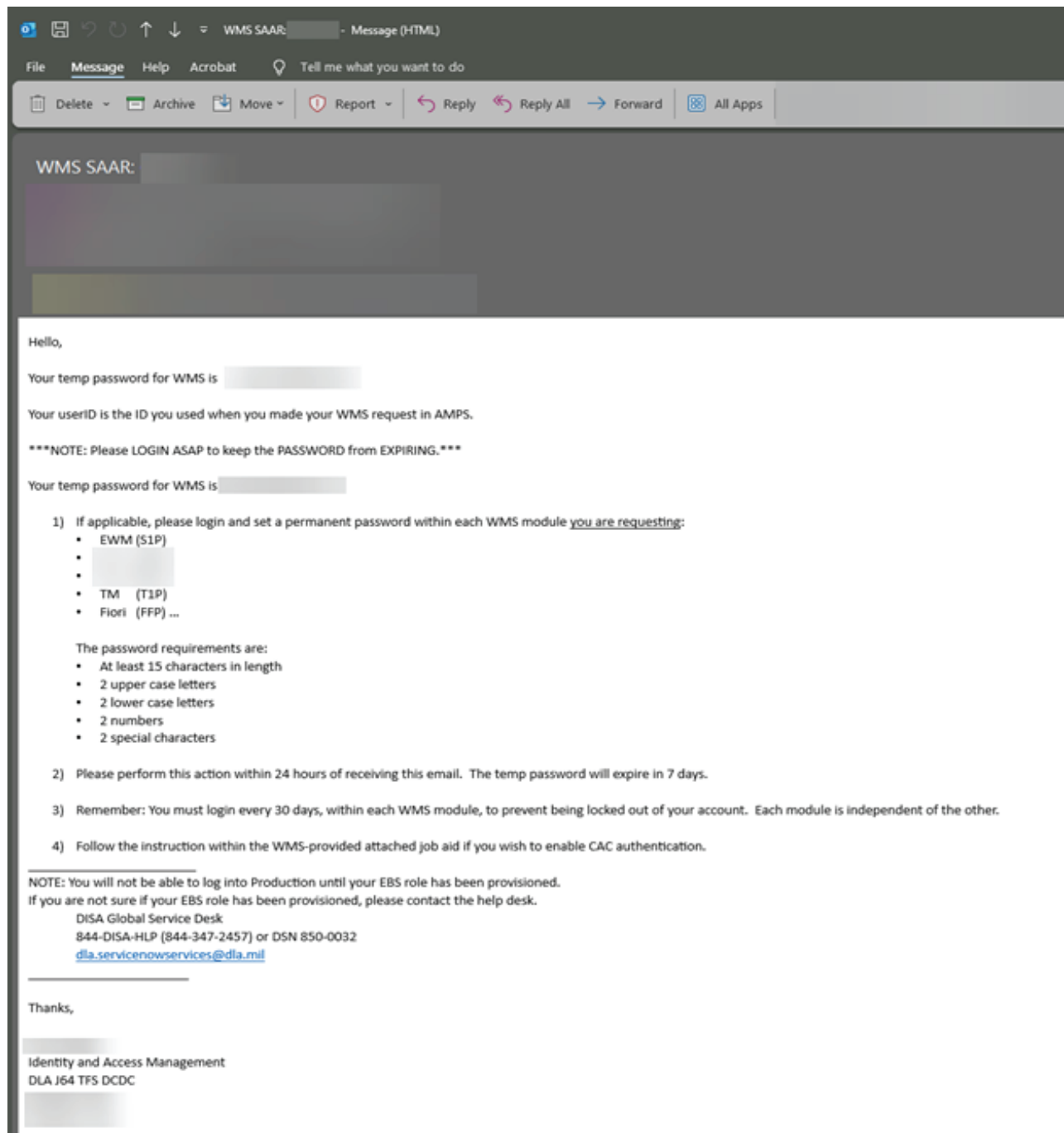


Get The Right Permissions

Part THREE: Log in to DAS

You're ready to log in to DAS after your account is fully created. You'll get an email with a temporary password.

1. Check Your Email: Open the email with your temporary password.



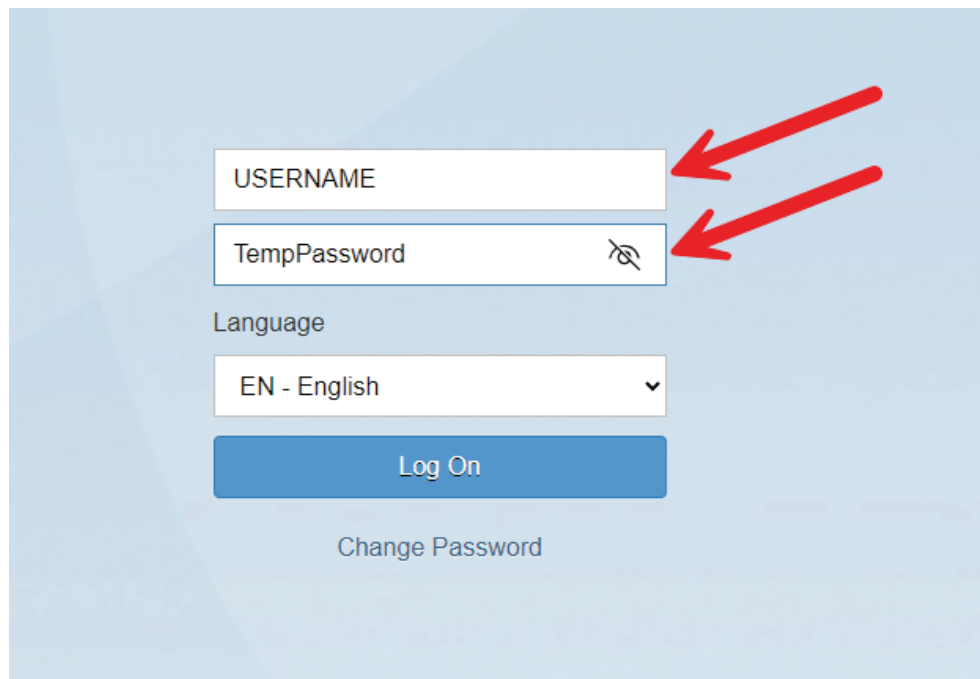
Get Scheduling

2. Create Your New Password: Think of a new password before starting step 3. It needs to be:

- o At least 15 characters long
- o Have 2 uppercase letters
- o Have 2 lowercase letters
- o Have 2 numbers
- o Have 2 special characters (like !@#\$%^&*)

3. Go to the DAS Website: Go to the DAS website:

<https://wms.dla.mil/sap/bc/ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html#zdas-create>



A screenshot of the DAS login page. It features a light blue background with a subtle pattern. The login form consists of three main sections: a 'USERNAME' input field, a 'TempPassword' input field with a toggle icon (an eye with a slash) to its right, and a 'Language' dropdown menu currently set to 'EN - English'. Below these fields is a blue 'Log On' button. At the bottom of the form is a link that says 'Change Password'. Two red arrows point from the right side of the image towards the 'USERNAME' and 'TempPassword' fields, highlighting them.



Get Scheduling

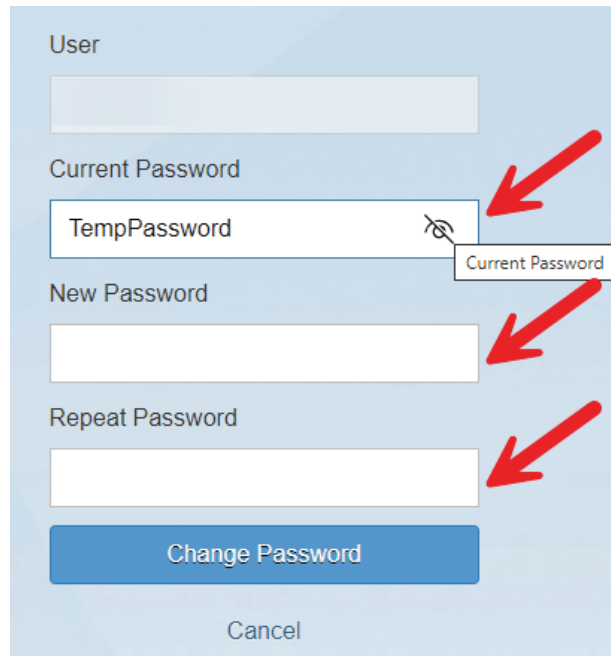
4. Log In:

- o Type in your username (usually 7 characters).
- o Type in your temporary password.
- o Click "Log On."

5. Change Your Password: The website will ask you to change your password.

- o Type in your temporary password.
- o Type in your new password.

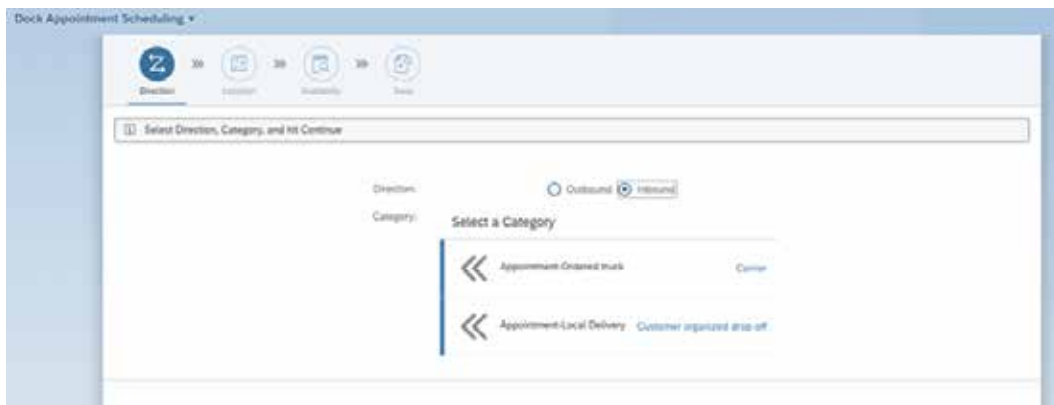
Now you're in DAS!



Staying Logged In:

You need to visit DAS at least once every 35 days. If you don't, your account will be locked. After a period of inactivity, your account will be closed. To stay active, just log in to the system.

When you see the screen that shows appointment types, you have done enough to keep your account active.



Get Scheduling



Need information?

Find a local Disposal Service Representative (DSR)
through the Digital DSR site locator page:
<https://www.dla.mil/Disposition-Services/Find-Location/>

Having technical difficulties?
Contact the DISA Global Service Desk at:
Toll Free: 844-DISA-HLP (844-347-2457)
DSN: 850-0032
- Press 5, then speak or enter D-L-A

*Be sure to report your problem, identifying it using the
"Disposition Automated Scheduler" name.