



DISPOSITION DOCK APPOINTMENT 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 Dock Appointment Scheduler (DDAS) account. DDAS 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 Dock Appointment Scheduler (DDAS). 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 DDAS role in AMPS.
3. Log in to DDAS and start scheduling!

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

Making a DDAS 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."

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS is tested on and best viewed in current versions of Internet Explorer and Firefox browsers.

Welcome to the AMPS Gateway

AMPS News: AMPS will be unavailable 05/05/2022 from 1700 to 1900 EST for Scheduled Maintenance.

If you need IT assistance, please contact the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457) or DSN 850-0032 (press 5, then speak or enter D-L-A) or visit the DLA Service Portal (.mil only) at <https://dla.servicenowservices.mil/sp?id=index>

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.

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.

DoD CAC Modernization Notice

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	<input type="text"/>
Password	<input type="password"/>

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@dlia.mil if you have any questions concerning the use of this System.



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	User Type	Public
Middle Name		* Citizenship	US
* Last Name	Tester		
EDIPI/UPN			
* Email	test@test.com		
* Title	Mr.		

✖ User Contact Information

* Official Telephone	123-456-7890	Office/Cube	
Official Fax		* Street	74 N Washington ave
DSN Phone		PO Box	
DSN Fax		* City	Battle Creek
Mobile		* 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](#)

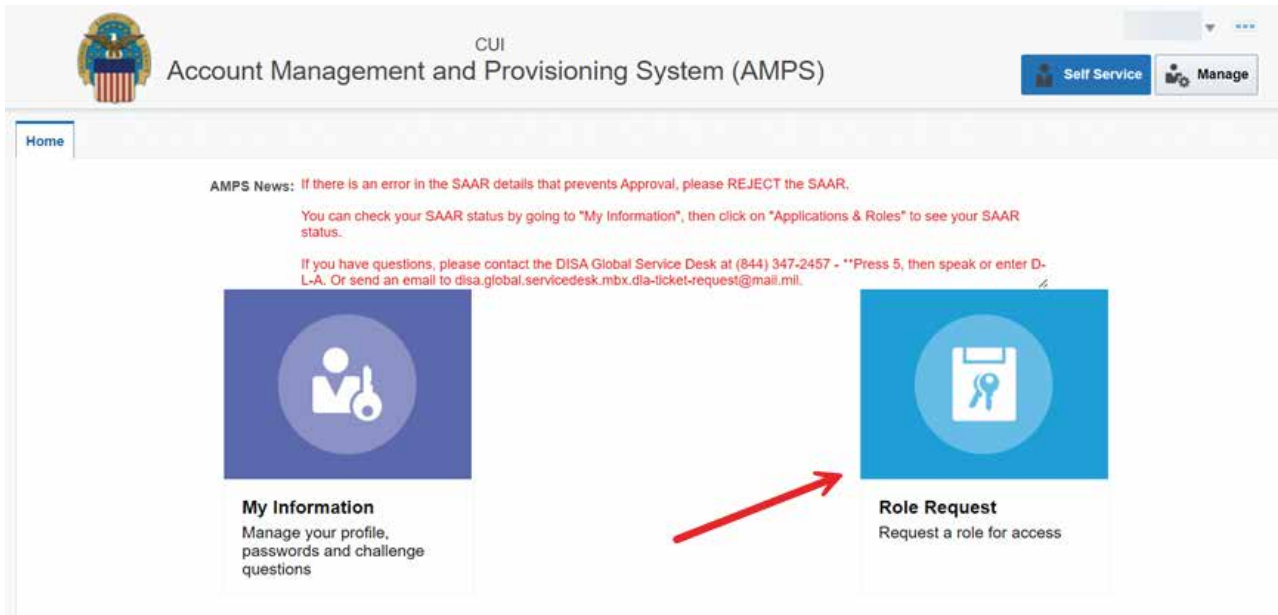
Use this option if you have registered with AMPS in the past but cannot remember your password.

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."



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



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 turn in and pick-up customers:

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

AND one of the following

- EBS PROD EXTERNAL - EBS Portal WMS SAP SSO User (JD-00861)

OR

- EBS PROD EXTERNAL ADDITIONAL - EBS Portal WMS SAP SSO User (JD-0861B)

This screenshot shows the 'Select Roles' step of a user configuration process. At the top, there are navigation tabs: 'User Information', 'Select Roles', 'Justification', and 'Summary'. The 'Select Roles' tab is active. On the left, a tree view titled 'Browse Roles by Application' lists various applications, including 'DLA Enterprise Business System (EBS)'. On the right, a 'Search Roles' form has 'DASP' entered in the 'Role Name' field. Below the search form are 'Search' and 'Reset' buttons. A red circle with the number '1' points to the 'Role Name' field with the text 'Search for "DASP"'. A second red circle with the number '2' points to the 'Search' button with the text 'Click Search'. Below the search form is a 'Select a Role' section with a checkbox for 'Display Admin Roles'. It contains two tables: 'Role Name' and 'Selected Roles'. The 'Role Name' table has 'DAS SCHEDULER PROD' selected. A red circle with the number '3' points to this selection with the text 'Select role'. The 'Selected Roles' table is currently empty, showing 'No data to display'. A red circle with the number '4' points to the right-pointing arrow between the tables with the text 'Use arrow to move into "Selected Roles"'. At the top right, there are 'Cancel', 'Back', and 'Next' buttons.

This screenshot shows the same 'Select Roles' interface as above, but with the role 'DAS SCHEDULER PROD' moved to the 'Selected Roles' table. A red circle with the number '5' points to the 'Next' button at the top right with the text 'Click Next'. A red box highlights the right-pointing arrow between the 'Role Name' and 'Selected Roles' tables, indicating the action of moving the role. The 'Selected Roles' table now contains 'DAS SCHEDULER PROD - |'. The 'Role Name' table still shows 'DAS SCHEDULER PROD' selected. The 'Browse Roles by Application' tree on the left is now expanded to show 'AMPS Administrative'.



Get The Right Permissions

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

Justification Template:

I require access to DDAS to schedule property turn-in 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 turn-in customers:

I require access to DDAS 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.

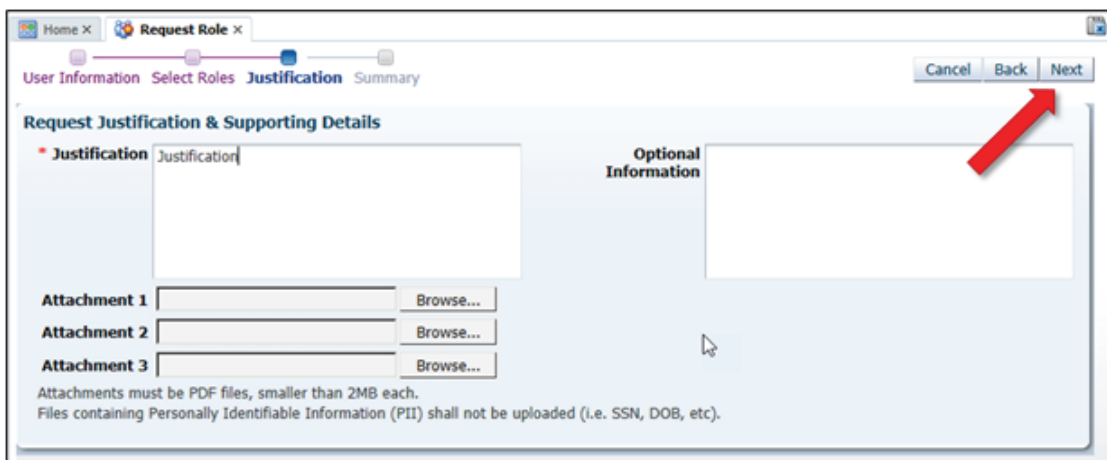
Fill In Your Own Justification (RTD customers):

I require access to DDAS 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."

Home x Request Role x

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
User ID
Supervisor
Organization
Cyber Awareness Certification
Date

User Type Civilian
Grade

Requested Role(s) DLA Disposition

Justification Justification

Attachments

Comments

7. Check Your Email: You'll get two emails. The second one tells you your request was approved.

8. Wait: After you get the second email, wait about one hour (but not more than 8) before trying to log in to DAS. If you wait too long, you might need to reset your 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 (pick-up only) customers do not have supervisor or security officer review requirements.

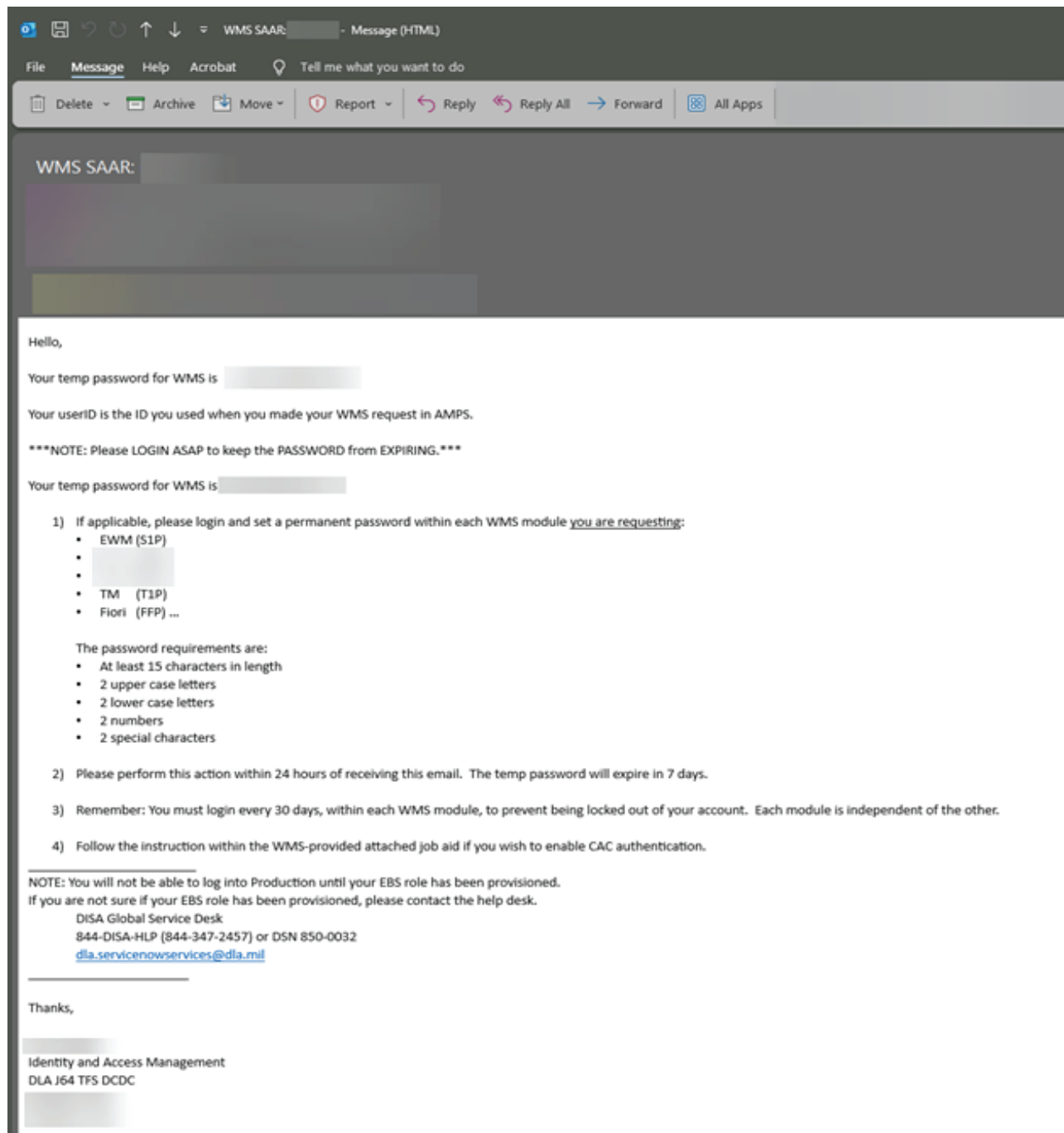


Get The Right Permissions

Part THREE: Log in to DDAS

You're ready to log in to DDAS 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.



WMS SAAR: [REDACTED] - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Move Report Reply Reply All Forward All Apps

WMS SAAR: [REDACTED]

Hello,

Your temp password for WMS is [REDACTED]

Your userID is the ID you used when you made your WMS request in AMPS.

NOTE: Please LOGIN ASAP to keep the PASSWORD from EXPIRING.

Your temp password for WMS is [REDACTED]

- 1) If applicable, please login and set a permanent password within each WMS module you are requesting:
 - EWM (S1P)
 - [REDACTED]
 - TM (T1P)
 - Fiori (FFP) ...

The password requirements are:

- At least 15 characters in length
- 2 upper case letters
- 2 lower case letters
- 2 numbers
- 2 special characters

- 2) Please perform this action within 24 hours of receiving this email. The temp password will expire in 7 days.
- 3) Remember: You must login every 30 days, within each WMS module, to prevent being locked out of your account. Each module is independent of the other.
- 4) Follow the instruction within the WMS-provided attached job aid if you wish to enable CAC authentication.

NOTE: You will not be able to log into Production until your EBS role has been provisioned.
If you are not sure if your EBS role has been provisioned, please contact the help desk.
DISA Global Service Desk
844-DISA-HLP (844-347-2457) or DSN 850-0032
dla.servicenowservices@dla.mil

Thanks,

Identity and Access Management
DLA J64 TFS DCDC



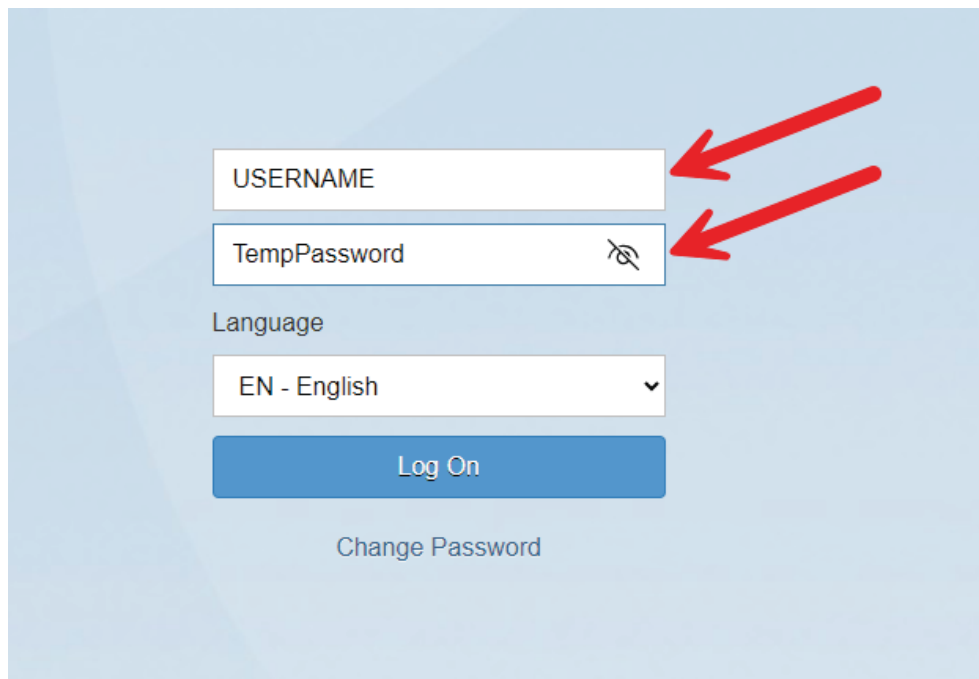
Get Scheduling

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 DDAS website:

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



The screenshot shows a login form on a light blue background. It contains the following elements from top to bottom: a text input field labeled 'USERNAME', a text input field labeled 'TempPassword' with a small eye icon to its right, a 'Language' label above a dropdown menu showing 'EN - English', a blue 'Log On' button, and a 'Change Password' link below the button. Two red arrows point from the right side of the image towards the 'USERNAME' and 'TempPassword' fields.



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 DDAS!

User

Current Password

TempPassword

New Password

Repeat Password

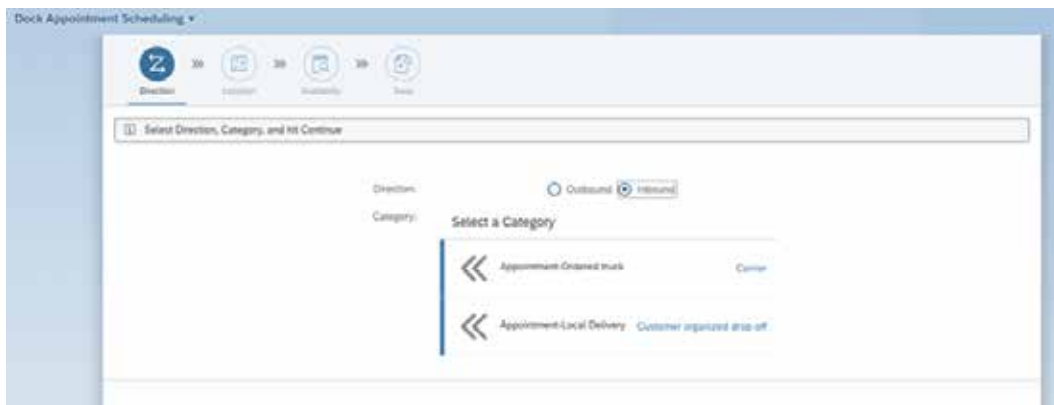
Change Password

Cancel

Staying Logged In:

You need to visit DDAS 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 the local Disposal Service Representative (DSR) thru 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 Dock Appointment Scheduler" name

