



# DEFENSE LOGISTICS AGENCY

*Established 1961*

## AMPS / RTD Password Reset



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY





# AMPS / RTD Password Reset

## Account Management and Provisioning System (AMPS)

Access  
AMPS thru  
portal  
address  
below.

[https://amps1  
.dla.mil](https://amps1.dla.mil)

Select  
hyperlink:  
“Click HERE  
for access to  
AMPS”.

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.

#### 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.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request - External User
- Approving an AMPS Role Request - Supervisor (External)
- Approving an AMPS Role Request - Security Officer (External)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

**Note:** Questions while completing this guide, please call LESO at 1-800-532-9946 or the AMPS helpdesk at (844) 347-2457, press 5, then speak or enter DLA.



# AMPS / RTD Password Reset

## Account Management and Provisioning System (AMPS)



**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 Service Desk for further assistance. Otherwise, you may log in with your User ID and password below.

Enter:  
  
User ID  
and  
Password.  
  
Click:  
“Login”.

**[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"/>	

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>

[Accessibility/Section 508](#)

# AMPS / RTD Password Reset



CUI

## Account Management and Provisioning System (AMPS)

Self Service

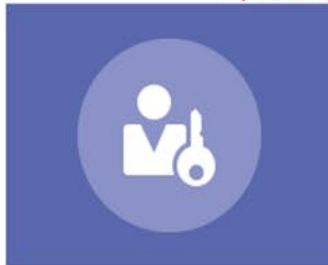
Manage

Home

**AMPS News:** --If your SAAR screen is appearing very small, clear your browser's cache and then close all browser windows before opening AMPS again to fix it.

--Approvers, please do not use the RETURNUSER option on the Action dropdown for SAARs. If an approver is not able to approve a SAAR, then they should REJECT the SAAR.

If you have questions, please contact the DISA Global Service Desk at (844) 347-2457 - \*\*Press 5, then speak or enter



### My Information

Manage your profile,  
passwords and challenge  
questions



### Role Request

Request a role for access

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User Home Screen (Update Information / Role Request).

Click: "My Information".



# AMPS / RTD Password Reset

Display Name

User Information

Applications & Roles

Set Security Questions

Change Password

## User Account Information

User ID

First Name

Middle Name

Last Name

EDIPI/UPN

Email

\* Title Property Disposal Specialist

Account Status Active

User Type Civilian

\* Grade

\* Citizenship US

Cyber Awareness Certification Date 01/09/2024

Annual Revalidation Date 1/1/2025

## User Contact Information

\* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Office/Cube

\* Street

PO Box

\* City

\* State

\* Postal Code

\* Country UNITED STATES

Click: "Change Password"

# AMPS / RTD Password Reset

A screenshot of a "Change Password" dialog box. It has a title bar with a close button (X). Inside, there are three text input fields labeled "Old Password", "New Password", and "Confirm Password". At the bottom right, there are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

**Change Password**

**Old Password**

**New Password**

**Confirm Password**

**OK** **Cancel**

Enter Old Password.

Enter New Password.

Enter New Password again in Confirm Password.

Click: "OK"

Notification that password change success will appear, along with a Password Reset Notification to designated email address on file.

**Note:** If password reset in AMPS fails, call AMPS Helpdesk.  
1-844-347-2457, Option 5, DLA.



