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Established 1961



AMPS Role Request Guide



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

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AMPS Role Request Guide

This guide provides step-by-step instructions for locating and requesting the two primary system roles for the LESO Program:

- Property Book Management: LESO FEPMIS Prod – User FEPMIS-001
- Property Search: DLA Disposition Prod – RTD Customer DDS-413

Important Note:

You have the flexibility to request both roles at the same time during this process, or you can request only the single role that applies to your specific access requirements.



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

Access
AMPS via:
<https://login.amps1.dla.mil/>

Select
hyperlink:
[Click HERE for access to AMPS](#)

DLA User Agreement



DLA User Agreement

Read to
confirm
conditions

Select **OK**



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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 interests--not 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 [User Agreement](#) for details.





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.

[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

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](#)

Type in User ID and Password

Select: Login



Account Management and Provisioning System (AMPS)

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)

Select: **Role Request**

DLA Privacy Act Statement



CUI

Account Management and Provisioning System (AMPS)

[Home](#) [Request Role x](#)

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://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

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 identity / 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 at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11156/defense-logistics-agency.aspx>.

Select **Accept** to acknowledge

User Information



Home Request Role

User Information Select Roles Justification Summary

Cancel Next

User Information

User ID ETA0231

* First Name Test

Middle Name

* Last Name Account

EDIPI/UPN

* Email test.account@test.com

* Title Test

User Type Public

* Country of Citizenship US

Contact Information

* Official Telephone 555.555.5555

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

* Street 74 North Washington Ave

PO Box

* City Battle Creek

* State Michigan

* Postal Code 49037

* Country UNITED STATES

Organization Information Update Organization

Organization Name DLA External

Ensure User Information is correct

Select: Next

LESO FEPMIS Role Request



Request Role: LESO FEPMIS Prod – User FEPMIS-001



CUI

Account Management and Provisioning System (AMPS)

Self Service

Manage

Home My Information × Request Role ×

User Information Select Roles Justification Summary

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name FEPMIS

Role Description

Enterprise Application

Application

Environment

Primary Role

Search

Reset

5. Select Next

2. Select SEARCH

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name

LESO FEPMIS Prod - User FEPMIS-001

4. Select forward arrow (→) to move role to Selected Roles

→

Selected Roles

←

LESO FEPMIS Prod - User FEPMIS-001

3. Click role name to highlight

RTD Role Request



Request Role: DLA Disposition Prod – RTD Customer DDS-413

Account Management and Provisioning System (AMPS)

Home My Information x Request Role x

User Information Select Roles Justification Summary

Browse Roles by Application

> DLA Enterprise Applications

Search Roles

Role Name DDS-413

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name

> DLA Disposition Prod - RTD Customer DDS-413

Selected Roles

> LESO FEPMIS Prod - User FEPMIS-001

> DLA Disposition Prod - RTD Customer DDS-413

1. Type DDS-413

2. Select SEARCH

3. Click role name to highlight

4. Select forward arrow (→) to move role to Selected Roles

5. Select Next

Request Justification



Account Management and Provisioning System (AMPS)

Home My Information x Request Role x

User Information Select Roles Justification Summary

Cancel Back **Next**

Request Justification & Supporting Details

*** Justification** Needed for requisitioning property in RTD LESO Program.
Needed for FEPMIS access for property management and inventory.

Optional Information

Example

Attachment 1 Choose File No file chosen
Attachment 2 Choose File No file chosen
Attachment 3 Choose File No file chosen

Attachments must be PDF files, smaller than 2MB each.
Files containing Personally Identifiable Information (PII) shall not be uploaded (i.e. SSN, DOB, etc).

Enter the justification for the requested role, refer to example above

Select: **Next**

Note: Attachments are not required

Role Request Summary



CUI

Account Management and Provisioning System (AMPS)

[Self Service](#)[Manage](#)[Home](#) [My Information](#) [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

User Type Public

User ID

Organization DLA External

Cyber Awareness

Certification Date

SSN *****

Date of Birth *****

External Supervisor

External Security Officer

External Authorizing Official

Requested Role(s) LESO FEPMIS Prod - User FEPMIS-001
DLA Disposition Prod - RTD Customer DDS-413

Justification Needed for requisitioning property in
RTD LESO Program. Needed for
FEPMIS access for property
management and inventory.

Optional Information

Attachments

Verify information is correct

Select: **Submit**

Role Request Confirmation



Request a Role for

Role Request Confirmation

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

SAAR	Role
	LESO FEPMIS Prod - User FEPMIS-001
	DLA Disposition Prod - RTD Customer DDS-413

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

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.servicenoviservices.mil/sp?id=index>

Acknowledge Role Request Confirmation message

Select **OK**

Role Email Notification



Notification: SAAR #8917839 - Request User Access for [REDACTED]



amps.prod.user@dla.mil

To [REDACTED]

Summarize

Reply Reply All Forward

1

Your request for role LESO FEPMIS Prod - User FEPMIS-001, with access to LESO FEPMIS, SAAR 8917839 has been submitted for approval.

AMPS provides this message for notification only. Please do not respond to this message. 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>

Notification: SAAR #8917839 - Request User Access for [REDACTED]



amps.prod.user@dla.mil

To [REDACTED]

Summarize

Reply Reply All Forward

2

Your request for role LESO FEPMIS Prod - User FEPMIS-001 with access to LESO FEPMIS (SAAR 8917839) has been fully approved and provisioned.

Your account has been set up with the permissions associated with the role you requested, and you can now access the application.

AMPS provides this message for notification only. Please do not respond to this message. 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>

Users will receive two notification emails:

1. Requested role has been submitted for approval
2. Requested role has been fully approved and provisioned



Action Required: Okta Multi-Factor Authentication (MFA)



After your AMPS role is approved and provisioned, you will download the Okta Verify App from the Google Play Store or Apple App Store. This app will be used to authenticate your log in using a one-time code.

Please note:

- Users with a DLA Okta account:
 - Go to <https://login-legacy.dla.mil> to access your DLA Single-Sign-On (SSO) dashboard that will display the FEPMIS (Prod) / RTD tile.
- Users without a DLA Okta account:
 - Please refer to the Okta DLA Single Sign On (SSO) User Guide found on our [LESO website training page](#) to create your account.

