



How to Enroll in AMPS



Creating Account

<https://amps1.dla.mil>

If you have any 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”.

A screenshot of the AMPS Gateway website. At the top left is the DLA logo and the text 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. Below this is a red text box: 'AMPS is tested on and best viewed in current versions of Edge and Firefox browsers.' The main heading is 'Welcome to the AMPS Gateway'. Underneath is an 'AMPS News' section with three bullet points. To the right is a 'User Guides and Job Aids' section with a list of links. A red arrow points from the left to a blue link 'Click HERE for access to AMPS'. Below this link is a red-bordered box containing the text '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 Edge and Firefox browsers.

Welcome to the AMPS Gateway

AMPS News:

- *** ALL USERS: everyone will need to set their passwords/security questions the first time they log in
- *** Anyone logging in with User ID and Password will possibly need to call helpdesk to have their password reset.
- For help, contact the GSD at (844) DISA HLP (844-347-2457) **Press 5, then speak or enter D-L-A DLA Service Portal (.mil only): <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.

- [AMPS Cloud Post-Migration FAQ 2022-10-27 Ver. 1.1](#)
- [AMPS User Transition Guide, Ver. 1.0.1](#)
- [Cloud Transition Quick Guide - Base User, Ver. 1.0](#)
- [Cloud Transition Quick Guide - Admin User, Ver. 1.0](#)
- [Cloud Transition Briefing](#)
- [DoD CAC Modernization Notice](#)
- [AMPS Troubleshooting Guide, Ver. 3.6.4](#)
- [AMPS User Guide, Ver. 6.6.1](#)
- [AMPS User Handbook, Ver. 1.2.3](#)
- [New SOD Guidance for Supervisors](#)
- [Password Policies and Security Questions – External Users. Ver. 1.4.3](#)



Creating Account



Defense Logistics Agency

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.

OK

Click OK



Creating Account



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.

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

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

Login

Need Help? Contact DISA Global Service Desk at 844-347-2457, Press 5 than speak or enter DLA



Creating Account

Account Management and Provisioning System (AMPS)

You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

Email Address:

Enter your email address. Select submit. You should receive an email shortly thereafter with a link. The link is valid for one hour.



Creating Account

Account Management and Provisioning System (AMPS)

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
<input type="button" value="I work for another Federal Agency"/>	Non-DLA federal civilian employees providing information to the Security Office.
<input type="button" value="I am a Supplier or Vendor to DLA"/>	Suppliers and Government contractors providing items or parts to the Security Office.
<input type="button" value="I am a member of the Public"/>	Public: click here if you are not a DLA employee, supplier, or contractor. This action is available to all users and your organization to register and request access to publicly available DLA applications.

Need IT assistance? Contact DISA Global Service Desk toll free 844-347-2457. Press 5 then speak or enter D-L-A.

Click "Public" user type. Even if you are a Federal Agency, you will still click "Public" . If you click "Federal Agency" it will cause problems with your access.



Creating Account

Account Management and Provisioning System (AMPS)

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://dpcllo.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 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://dpcllo.defense.gov/privacy/SORNs/component/dla/index.html>.

Accept

Click Accept



Creating Account

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 Information

* First Name
Middle Name
* Last Name
* Email
* Title

User Type Public

* Country of Citizenship

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

Office/ Cube
* Street
PO Box
* City
* State
* Postal Code
* Country

Enter information next to the required fields (marked with an asterisk *) and click "Next".



Creating Account

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

* Answer 1

* Question 2

* Answer 2

* Question 3

* 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) Cannot use : & " / ' ` \ [] () % { } @ \$?
- 11) Must not contain your login name, first name, last name or email address

Select 3 security questions and type in your answers. Then create a password. Follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next"



Creating 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
Middle Name
Last Name Account
Email test.account@test.com
Title Test

Check information for accuracy, then click "Create Account".

Contact Information

Official Telephone 555.555.5555	Office / Cube
Official Fax	Street 74 North Washington Ave
DSN Phone	PO Box
DSN 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 *****	



Account Confirmation/Username

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)

The confirmation page provides the username. Make sure to write down user name and password, you will need them both to log into RTD

Click "Login to AMPS" to request required role for RTD access



Requesting Role

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

Click here



Requesting Role



Defense Logistics Agency

Single Sign-On Authentication

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[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"/>	

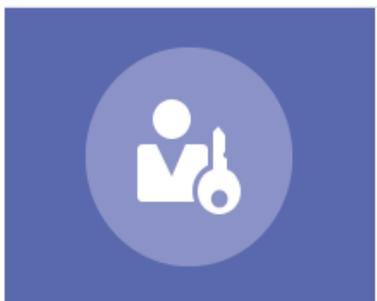
Type in your User ID and Password and then click "Login".



Requesting Role

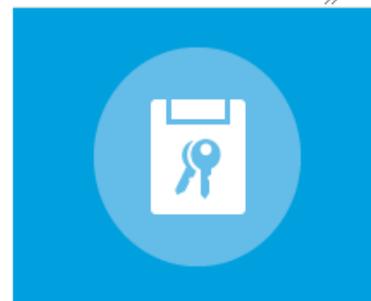
Home

AMPS News: *** Anyone logging in with User ID and Password will possibly need to call helpdesk to have their password reset. For help, contact the GSD at (844) DISA HLP (844-347-2457) **Press 5, then speak or enter D-L-A
DLA Service Portal (.mil only): <https://dla.servicenowservices.mil/sp?id=index>



My Information

Manage your profile,
passwords and challenge
questions



Role Request

Request a role for access



Click "Request Role"



Requesting Role

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.

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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.

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Accept

Click "Accept"



Requesting Role

Home Request Role x

User Information

Select Roles

Justification

Summary

Cancel Next

▼ User Account Information

User ID ESR1370

Account Status Active

* First Name

User Type Public

Middle Name

* Citizenship

* Last Name

EDIPI/UPN

Email

* Title

Verify information is correct and click "Next"

▼ User Contact Information

* Official Telephone

Office/Cube

Official Fax

* Street

DSN Phone

PO Box

DSN Fax

* City

Mobile

* State

* Postal Code

* Country





Requesting Roles

Home Request Role x

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
DLA Disposition Prod - RTD Customer DDS-4...	No data to display

Search Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Type "DDS-413" in the Role name field and then select "Search". The role will appear in the below "Select a Role" box. Select the role in the below and it will highlight. Proceed to next slide.



Requesting Role

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

- DLA Enterprise Applications

Search Roles

Role Name

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 - ETID Customer DDS-514	<input type="button" value="-->"/>
DLA Disposition Prod - RTD Customer DDS-413	<input type="button" value="-->"/>

Selected Roles

- DLA Disposition Prod - ETID Customer DDS-514
- DLA Disposition Prod - RTD Customer DDS-413

Role should be highlighted from previous slide, select forward arrow and it will drop into the Selected Roles



Requesting Role

Home Request Role x

Information Select Roles **Justification** Summary

Cancel Back Next

Justification & Supporting Details

Justification Need for LESO program.

Optional Information

Attachment 1 Choose File no file selected

Attachment 2 Choose File no file selected

Attachment 3 Choose File no file selected

Attachments must be PDF files, smaller than 2MB each.

Files containing Personally Identifiable Information (PII) shall not be uploaded (i.e. SSN, OB, etc).

Type in your justification. Example: Need for LESO program. Then click "Next"



Requesting Role

Home 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	Test Account	User Type	Public
User ID	ESR1370		
Organization	DLA External		
Cyber Awareness Certification Date			
External Supervisor			
External Security Officer			
External Authorizing Official			
Requested Role(s)	DLA Disposition Prod - RTD Customer DDS-413		
Justification	Need for LESO program.	Optional Information	
Attachments			

Verify information and click "Submit".



Requesting Role

Role Request Confirmation

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

SAAR	Role
------	------

5192664	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.servicenowservices.mil/sp?id=index>

OK

Verify SAAR Submittal and click "OK".



Approval

- 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
 - Follow the RTD guide to assist in getting started in RTD
- 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.



QUESTIONS?

Please contact your respective State Coordinator's Office with any questions.

To find your State Coordinator contact information, visit the LESO website:
<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>

