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”.

Click here for Access to AMPS
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.
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.

User ID
Password
Login

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

Need Help? Contact DISA Global Service Desk at 844-347-2457, Press 5 than speak or enter DLA
Enter your email address. Select submit. You should receive an email shortly thereafter with a link. The link is valid for one hour.
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:


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://dod.defense.gov/privacy/SCRN/blanket_routine_uses.html](http://dod.defense.gov/privacy/SCRN/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.


Click Accept
Creating Account

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

<table>
<thead>
<tr>
<th>User Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name</td>
<td>* Official Telephone</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Official Fax</td>
</tr>
<tr>
<td>* Last Name</td>
<td>DSN Phone</td>
</tr>
<tr>
<td>* Email</td>
<td>DSN Fax</td>
</tr>
<tr>
<td>* Title</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Site</td>
</tr>
</tbody>
</table>

User Type: Public

* Country of Citizenship
Creating Account

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

Check information for accuracy, then click “Create Account”.

AMPS User Registration - Summary
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: Account
- Last Name: Test
- Email: test.account@test.com
- Title: Test

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

Security Information
- Question 1: What is the city of your birth? Answer 1: *********
- Question 2: What is your mother’s maiden name? Answer 2: *********
- Question 3: What is your favorite color? Answer 3: *********

Password: *********
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.
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
Type in your User ID and Password and then click “Login”.
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://dia.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

DLA Privacy Act Statement


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://dpclld.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.


Click “Accept”
**Verify information is correct and click “Next”**

### User Account Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>ESR1370</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>EDIPI/UPN</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Tester</td>
</tr>
<tr>
<td>Account Status</td>
<td>Active</td>
</tr>
<tr>
<td>User Type</td>
<td>Public</td>
</tr>
<tr>
<td>Citizenship</td>
<td>US</td>
</tr>
</tbody>
</table>

### User Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Telephone</td>
<td></td>
</tr>
<tr>
<td>Official Fax</td>
<td></td>
</tr>
<tr>
<td>DSN Phone</td>
<td></td>
</tr>
<tr>
<td>DSN Fax</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Office/Cube</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>0426 s Great street</td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Battlecreek</td>
</tr>
<tr>
<td>State</td>
<td>Michigan</td>
</tr>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>Postal Code</td>
<td>49017</td>
</tr>
</tbody>
</table>
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.
Role should be highlighted from previous slide, select forward arrow and it will drop into the Selected Roles.
Type in your justification. Example: Need for LESO program. Then click “Next”
Verify information and click “Submit”.

Requesting Role

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

<table>
<thead>
<tr>
<th>SAAR</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>5192664</td>
<td>DLA Disposition Prod - RTD Customer DDS-413</td>
</tr>
</tbody>
</table>

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

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