



DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



How to Enroll in
AMPS



WARFIGHTER FIRST



AMPS Website



<https://amps.dla.mil/oim>

- If you have any questions while completing this guide, please call the AMPS helpdesk at (855) 352-0001 (option #2) first, then the LESO at (800) 532-9946 if additional assistance is required.

The screenshot shows the AMPS Gateway website. At the top left is the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main heading is "Welcome to the AMPS Gateway". Below this is a news item: "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." There are two main content areas. The left area has a link "Click HERE for access to AMPS." with a red arrow pointing to it from a callout box that says "Click 'Click HERE for access to AMPS'". Below the link are two bullet points: "• This link provides access through CAC authentication for CAC-enabled users." and "• Other users, vendors, and members of the public will be presented with a login screen." The right area is titled "User Guides and Job Aids" and contains a list of PDF links: "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)", and "Approving an AMPS Role Request - Security Officer (External)". At the bottom of the screenshot, there is a footer that says "See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials." and "Accessibility/Section 508".



AMPS Website



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"



AMPS Website




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"/>
<input type="button" value="Login"/>	

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



AMPS Website



AMPS User Registration

If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

Attention DLA Employees or Contractors: This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
<input type="button" value="Supplier/Vendor"/>	Click (CAC that app
<input type="button" value="Public"/>	Click acce provi DLA Applications

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.

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.



AMPS Website



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

Click "Accept"



AMPS Website



Note: User's first name (use full name- no nicknames or initials) should match the user's first name provided on latest approved LESO application

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 **User Type** Public
Middle Name * Country of Citizenship
* Last Name
* Email
* Title

Contact Information

* Official Telephone **Office/Cube**
Official Fax * Street
DSN Phone **PO Box**
DSN Fax * City
Mobile * State
Site e
y

Enter all of your information next to the asterisks (required fields) and then click "Next".

Phone number will have "." in between numbers. Example 555.555.5555



AMPS Website



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. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next".



AMPS Website



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
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	*****		

Select "Create Account"



AMPS Website

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](#)

You will then receive your login name. Please make note of this.

Once a user has created their account in AMPS, they will now need to login and request the one required role to gain access to the RTD Web System (DLA Disposition Prod – RTD Customer DDS-413)



AMPS Website



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



AMPS Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- Home
- My Reports
- AMPS Help

My Profile

- My Information

Requests

- Request Role
- Pending Approvals

Getting Started Help Topics

- How do I use AMPS?

Click "Request Role"

A screenshot of the AMPS web application interface. The page title is "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The left sidebar contains a navigation menu with sections: "Home" (with sub-items "Home", "My Reports", "AMPS Help"), "My Profile" (with sub-item "My Information"), and "Requests" (with sub-items "Request Role" and "Pending Approvals"). A red arrow points from a callout box containing the text "Click 'Request Role'" to the "Request Role" link in the "Requests" section. The main content area shows a "Home" section with a "Getting Started Help Topics" section containing a link "How do I use AMPS?".



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out ETA0231

Home Request Role

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 Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

User Information

User ID: ETA0231

User Type: Public

* First Name: Test

* Country of Citizenship: US

Middle Name:

* Last Name: Account

EDIP/UPN

* Email: test.account@test.com

* Title: Test

Contact Information

* Official Telephone: 555.555.5555

Office/Cube:

Official Fax:

* Street: 74 North Washington A

DSN Phone:

PO Box:

DSN Fax:

* City: Battle Creek

Mobile:

* State: Michigan

Site:

* Postal Code: 49037

* Country: UNITED STATES

Organization Information Update Organization

Organization Name: DLA External

Cancel Next

Verify all your information is correct and click "Next". If your information is not correct please correct it and then click "Next".

Note: This might say "DLA" it should say "DLA External."



Requesting Roles

Home
Inbox
Accessibility/Section 508
My Reports
AMPS Help

My Profile
My Information

Requests
[Request Role](#)

User Information **Select Roles** Justification Summary

Browse Roles by Application
AMPS Administrative
DACS 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	Selected Roles
DLA Disposition Prod - RTD Customer DDS-413	

Type "DDS-413" in the Role Name field and then select "Search" The role will appear in the below "Select a Role" box.



Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out EJC1633

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

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	
DLA Disposition Prod - RTD Customer DDS-413	<input type="button" value="→"/>

Selected Roles

DLA Disposition Prod - RTD Customer DDS-413

Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".



Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

* Justification

Optional Information

Attachment 1 Browse...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each

Type in your justification. Example: Need for LESO Program. Then click "Next" in the upper right-hand corner.



Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home 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	Test Account	User Type	Public
User ID	ETA0231		
Organization	DLA External		
Requested Role(s)	DLA Disposition Dev - BO NON_SASP Customer DDS-601 DLA Disposition Prod - RTD Customer DDS-413		
Justification	Need to requisition property	Comments	
Attachments			

Click "Submit"



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.
- 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.
- Follow the next slides to reset the AMPS password.



RTD Password Reset



<https://amps.dla.mil/oim>

The screenshot shows the AMPS Gateway website. At the top left is the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main heading is "Welcome to the AMPS Gateway". Below this is a news item: "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." A central box contains the link "Click HERE for access to AMPS." with a red arrow pointing to it from a callout box that says "Click 'Click HERE for access to AMPS'". To the right is a "User Guides and Job Aids" section with a list of documents and a scrollbar. At the bottom, there is a note: "See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials." and "Accessibility/Section 508".

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

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User Guides and Job Aids

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- 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



RTD Password Reset



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.

Note: If the User ID or Password is not known, please select applicable link and follow the screen prompts.

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

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

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



RTD Password Reset



Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_a

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- My Reports
- AMPS Help
- My Profile**
 - My Information**
- Requests
 - Request Role
 - Pending Approvals

Home

AMPS News

AMPS News: AMPS version 15.1.4 is in test and we anticipate it will be available on March 12, 2015. AMPS will be intermittently available PM Eastern Time on March 12. Please avoid using the system during this time as system changes may cause problems with any message will be updated prior to beginning of installation. We also be updated once the software is installed your patience while we make AMPS a better system.

Release notes will be published on March 13, 2015. > Release Notes.

Getting Started Help Topics

- How do I use AMPS?

Click on "MY INFORMATION"



RTD Password Reset



Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_adf.ctrl-state=eagiwutff_4

LESO - One Stop LESO Home Demil Bulletins TULSA - Demil F HR Auto Tools Task Mgmt HDIFC Intranet Bleacher Report Deadspin Detroit Lion

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home My Reports AMPS Help

My Profile My Information

Requests Request Role Pending Approvals

Home My Information

Display Name Collier, Jacob DLA CIV DISPOSITION SERVICES (S9DS061)

User Information Applications & Roles

User Information

User ID S9DS061 Account Status Active

First Name Jacob * User Type Civilian

Middle Name

Last Name Collier * Grade GS-07

Set Security Questions Change Password Cancel Save

Click on
"CHANGE PASSWORD"



RTD Password Reset

This box will appear with a grey background.

A screenshot of a "Change Password" dialog box. The dialog box has a title bar with "Change Password" and a close button. It contains three text input fields: "Old Password", "New Password", and "Confirm Password". Below the fields are "OK" and "Cancel" buttons. The "OK" button is circled in red. Red arrows point from the input fields to numbered instructions on the right: "1. Enter old password", "2. Enter new password", and "3. Confirm new password". A red arrow points from the "OK" button to the instruction "4. Click 'OK'". A red arrow also points from the text above to the dialog box.

1. Enter old password
2. Enter new password
3. Confirm new password
4. Click "OK"

After clicking "OK", a notification that the password was changed successfully will appear and an email notification of the password change will be sent.



Questions?

- Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the below website:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>



