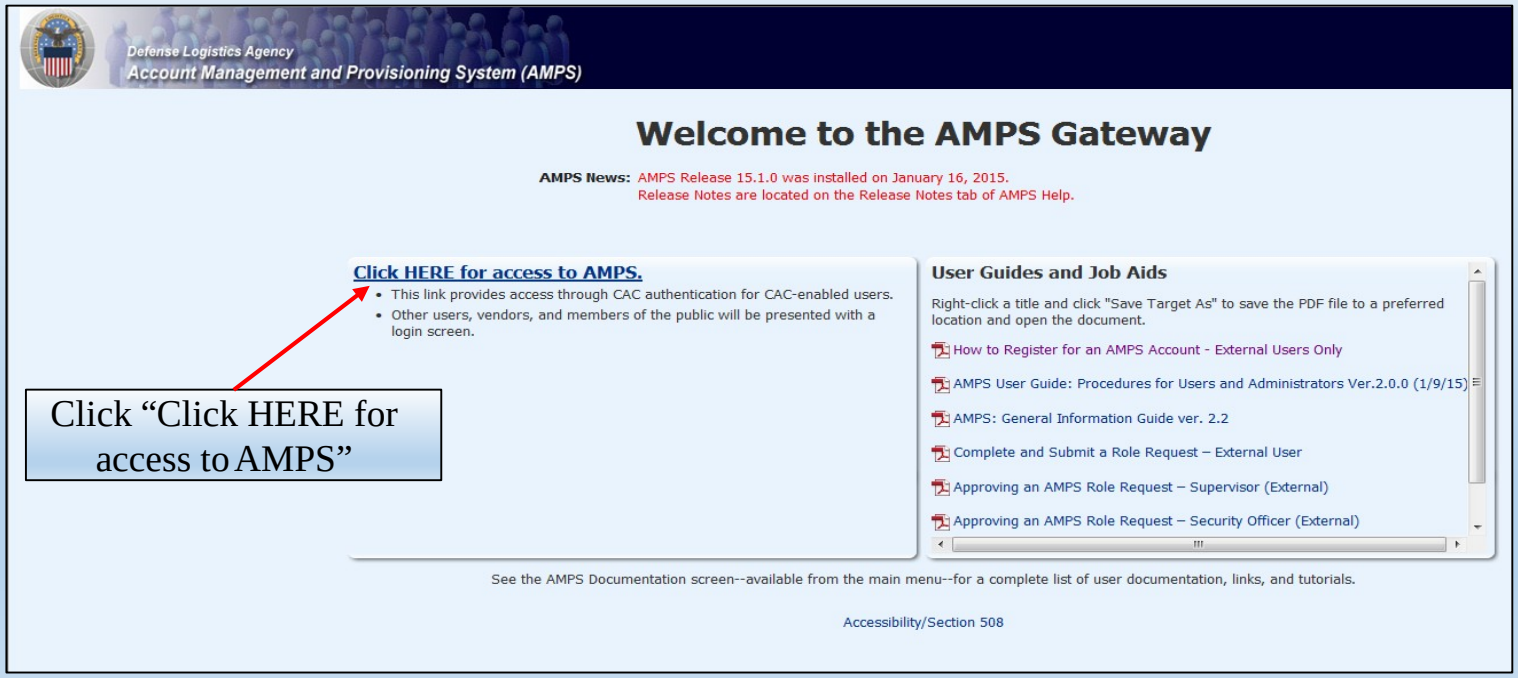
How to Enroll in AMPS

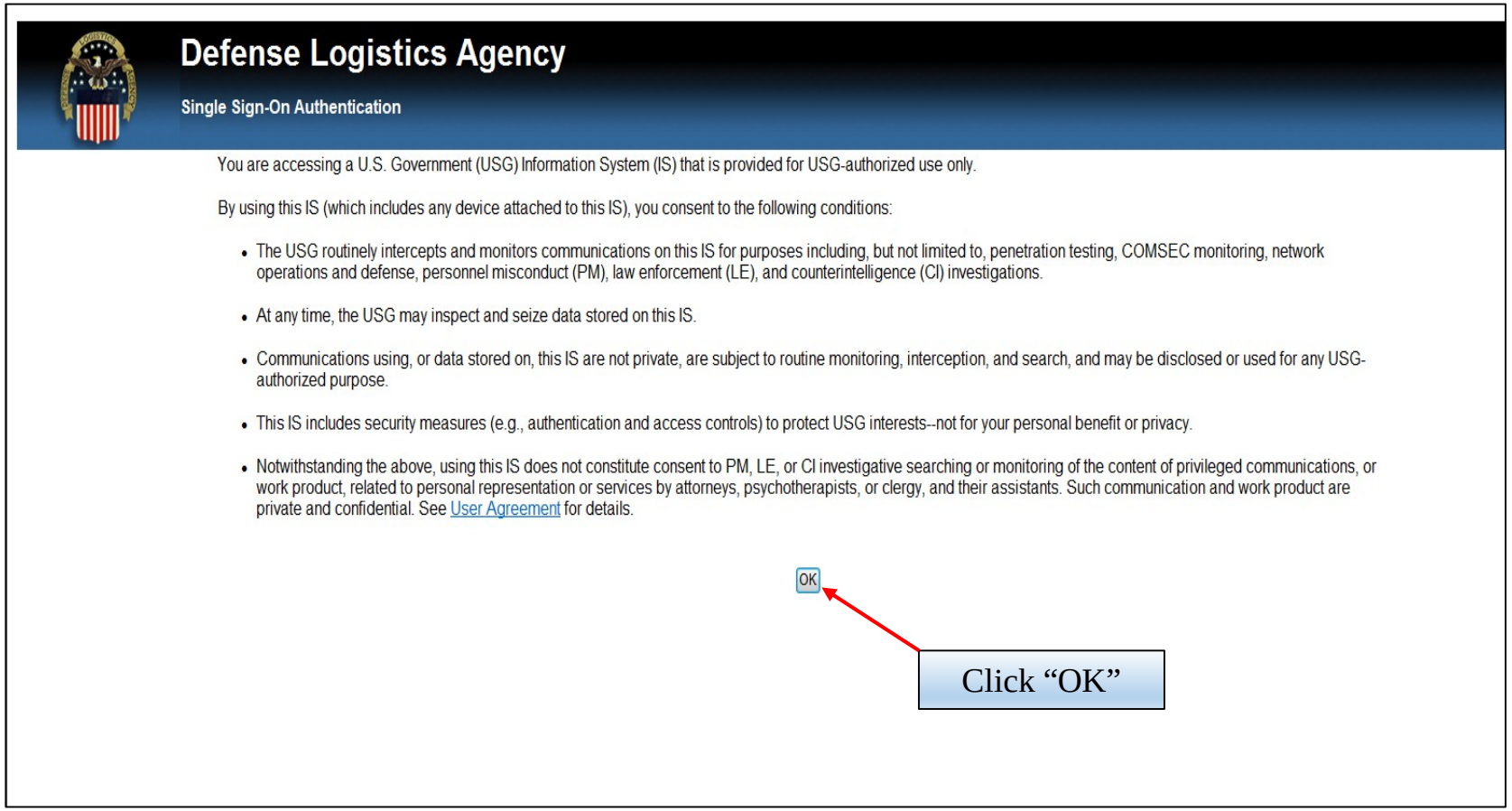
AMPS Website

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.



AMPS Website



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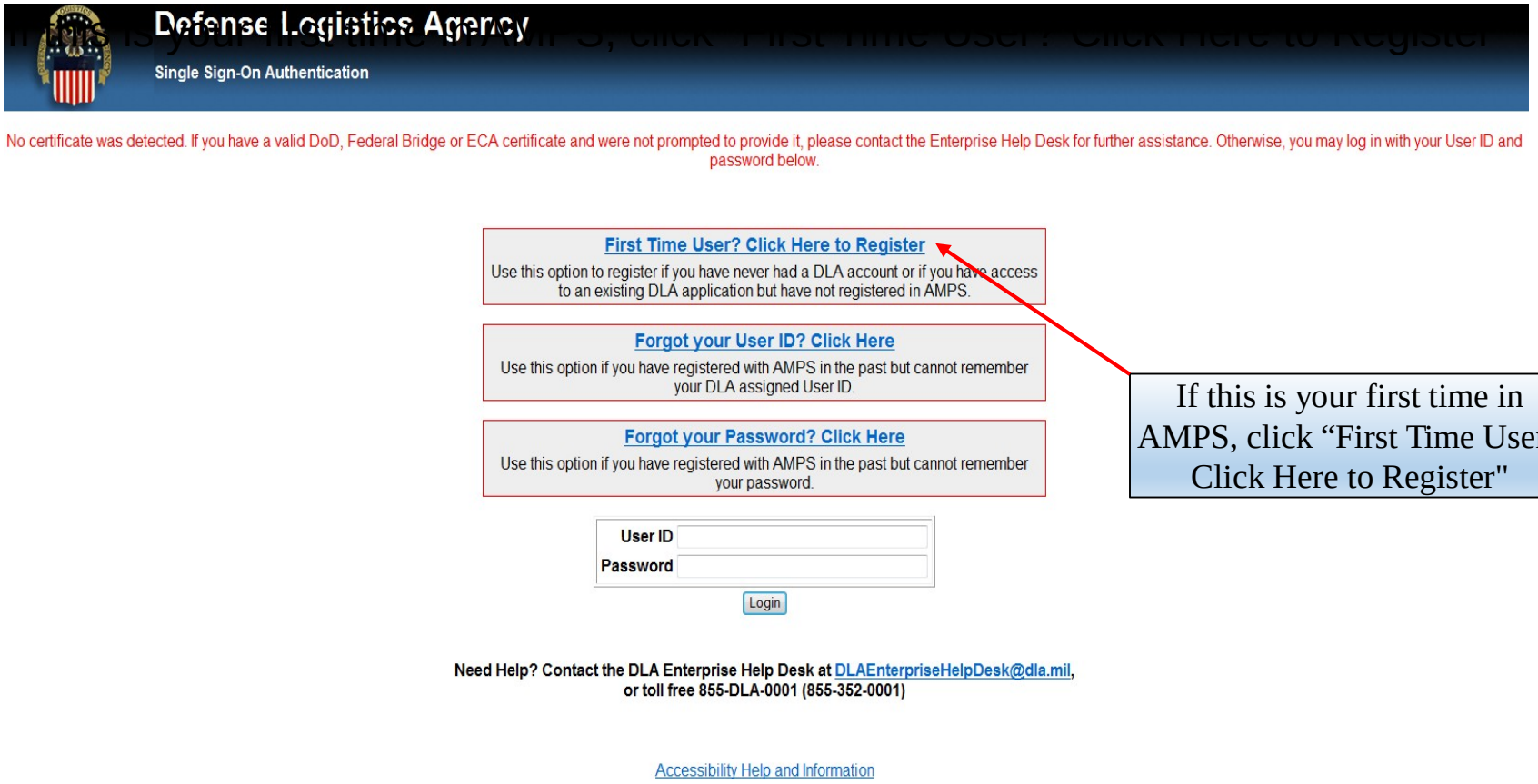
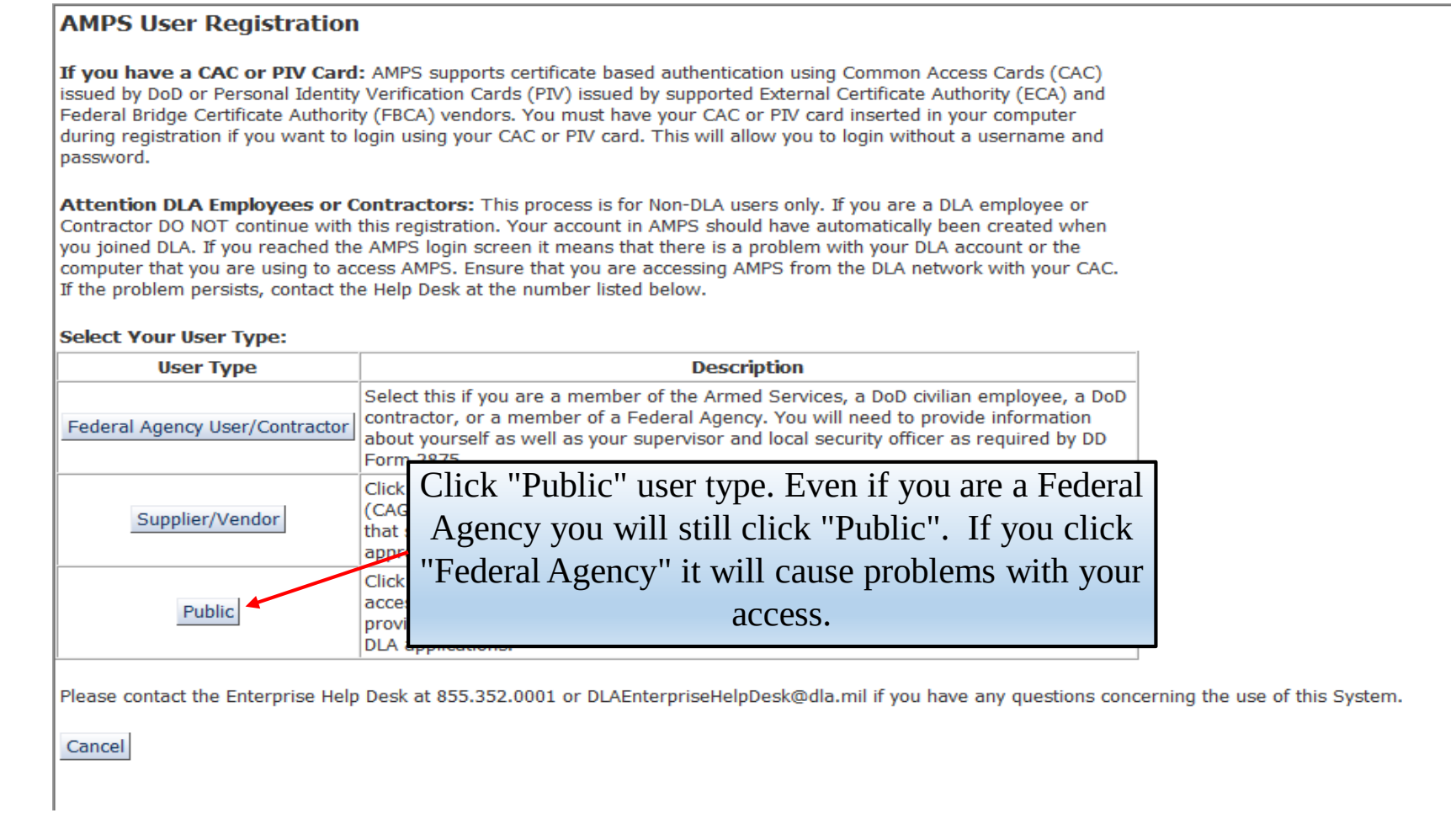


If this is your first time in AMPS, click “First Time User? Click Here to Register"

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:

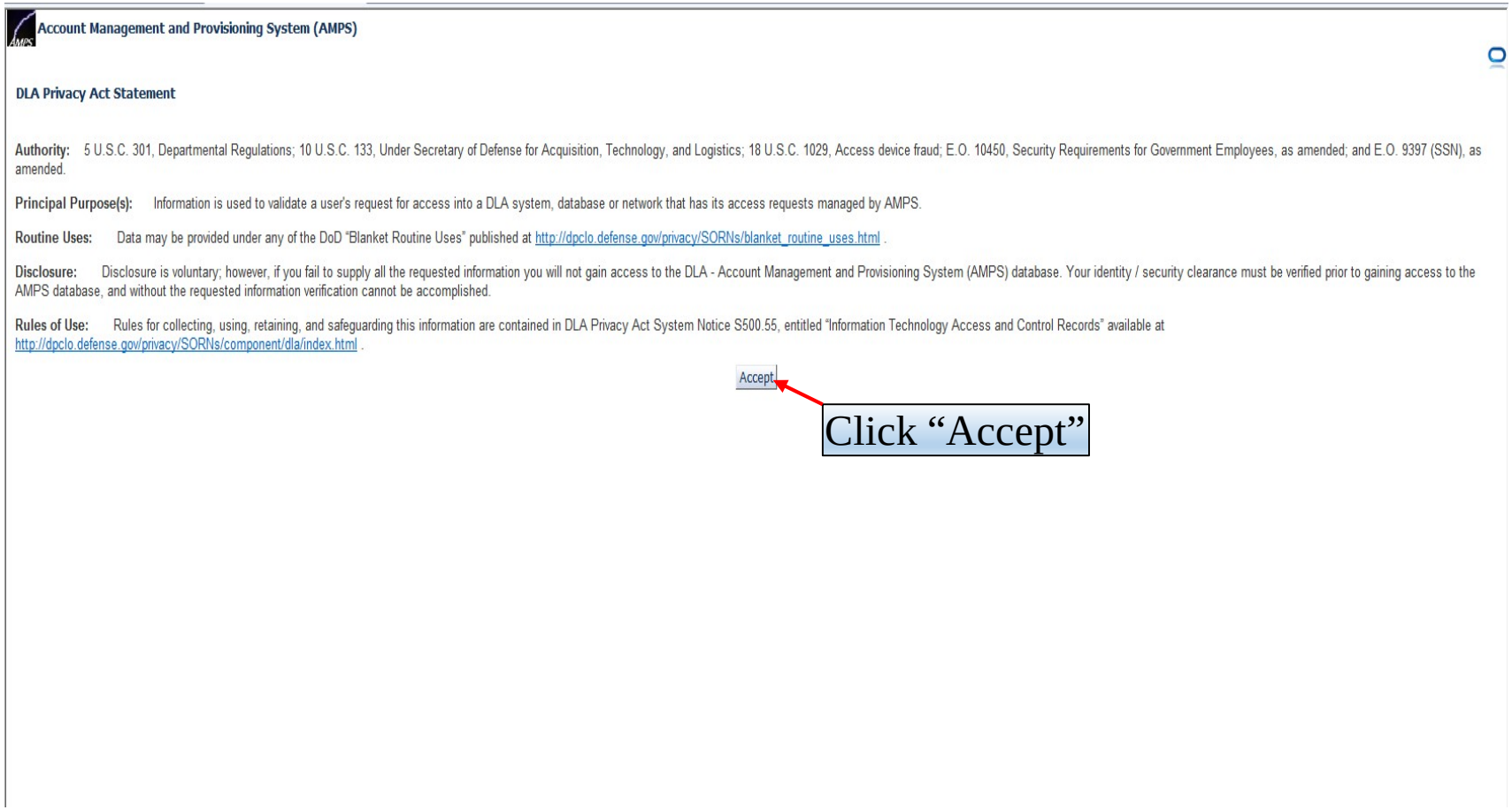
User Type	Description
Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required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

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.

Cancel

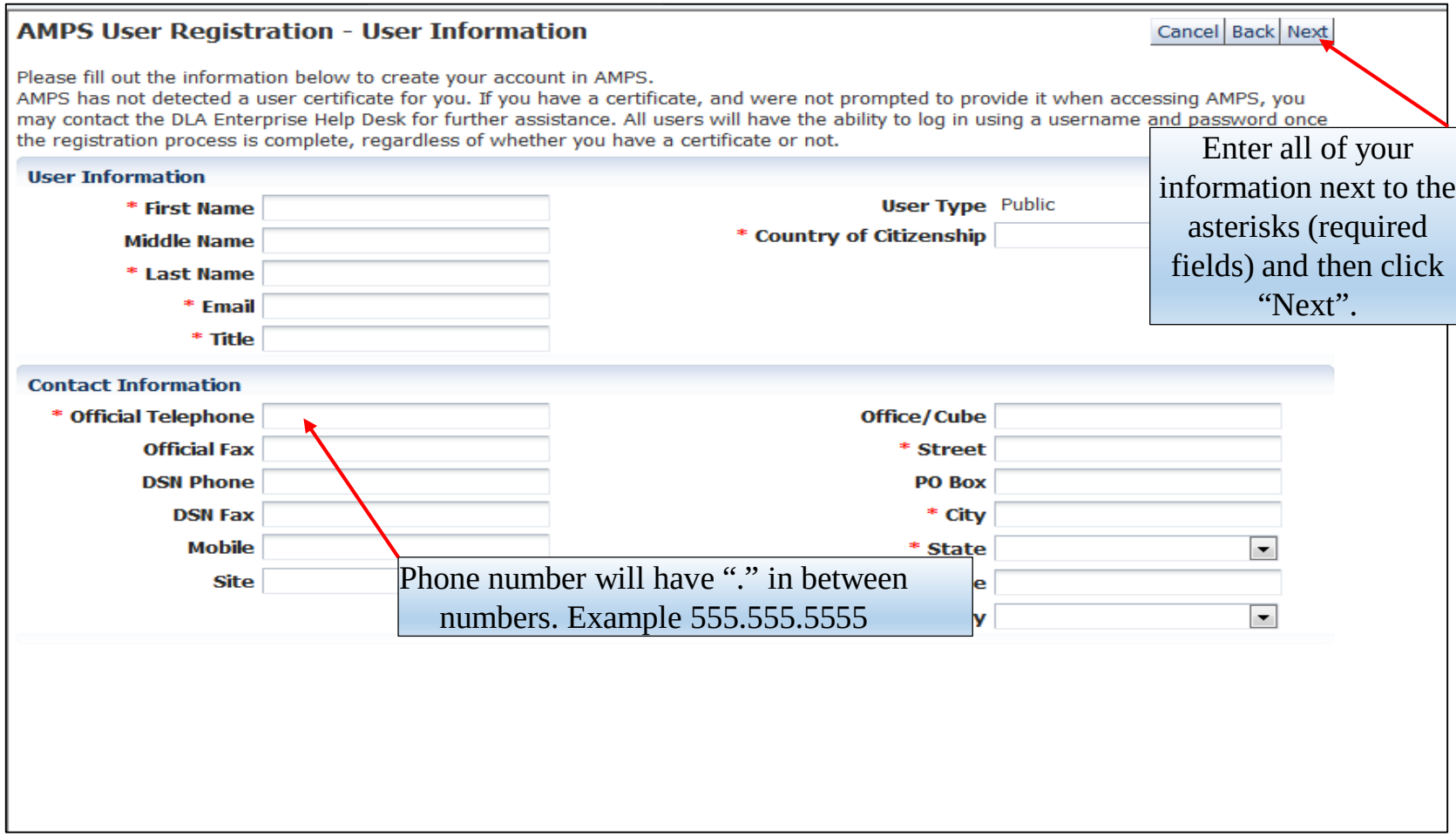
Click "Public" user type. Even if you are a Federal Agency you will still click "Public". If you click "Federal Agency" it will cause problems with your access.

AMPS Website

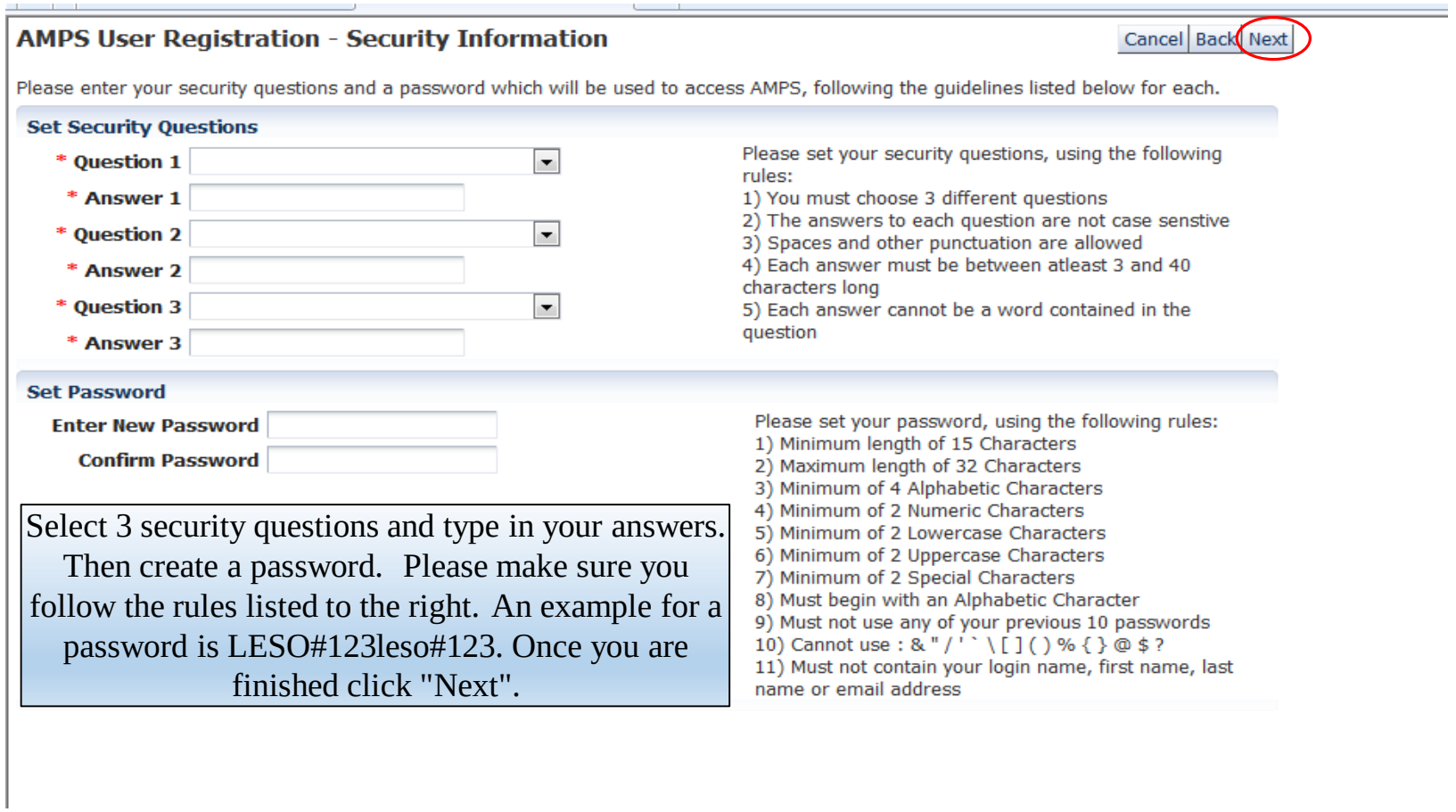


AMPS Website

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

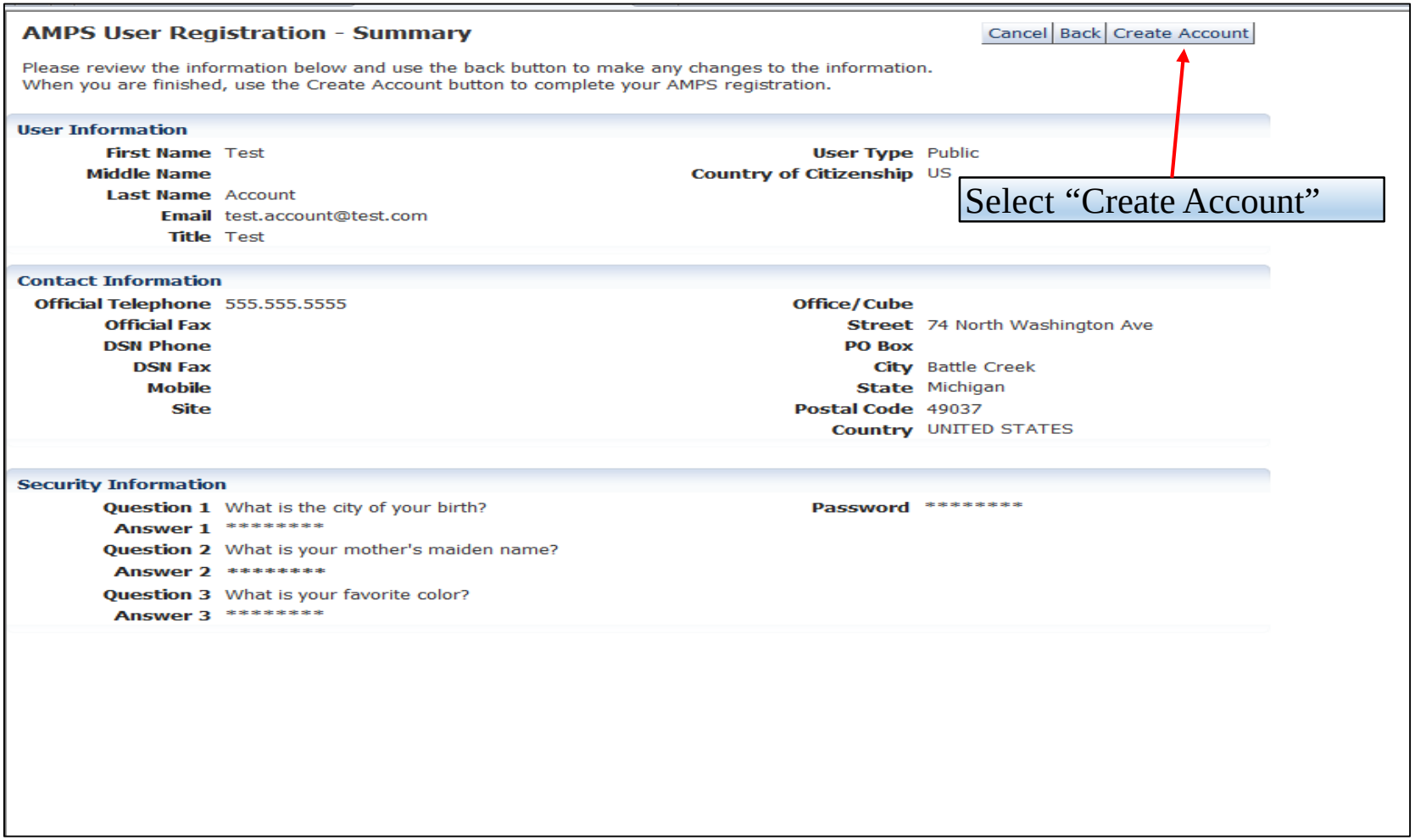


AMPS Website



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



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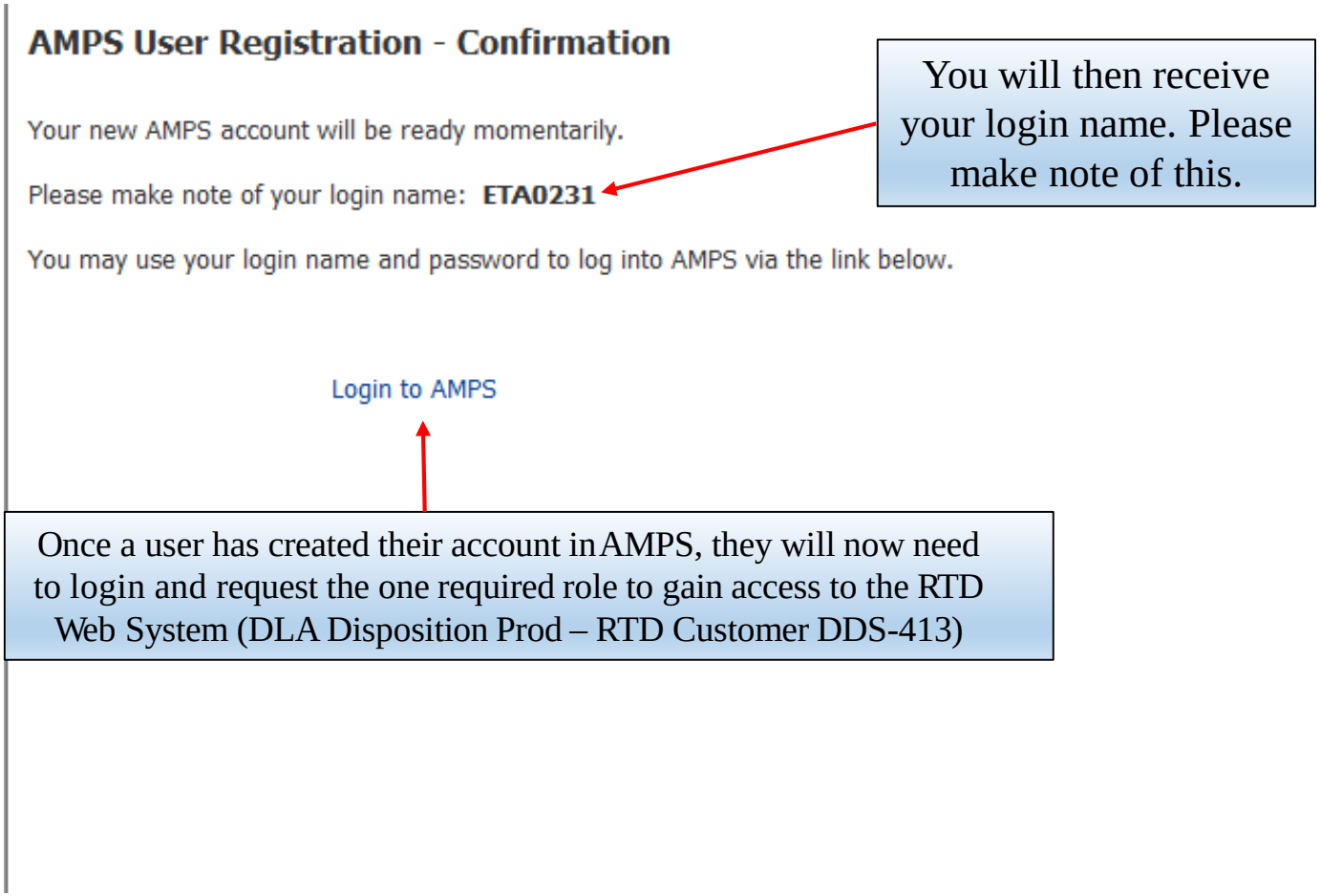

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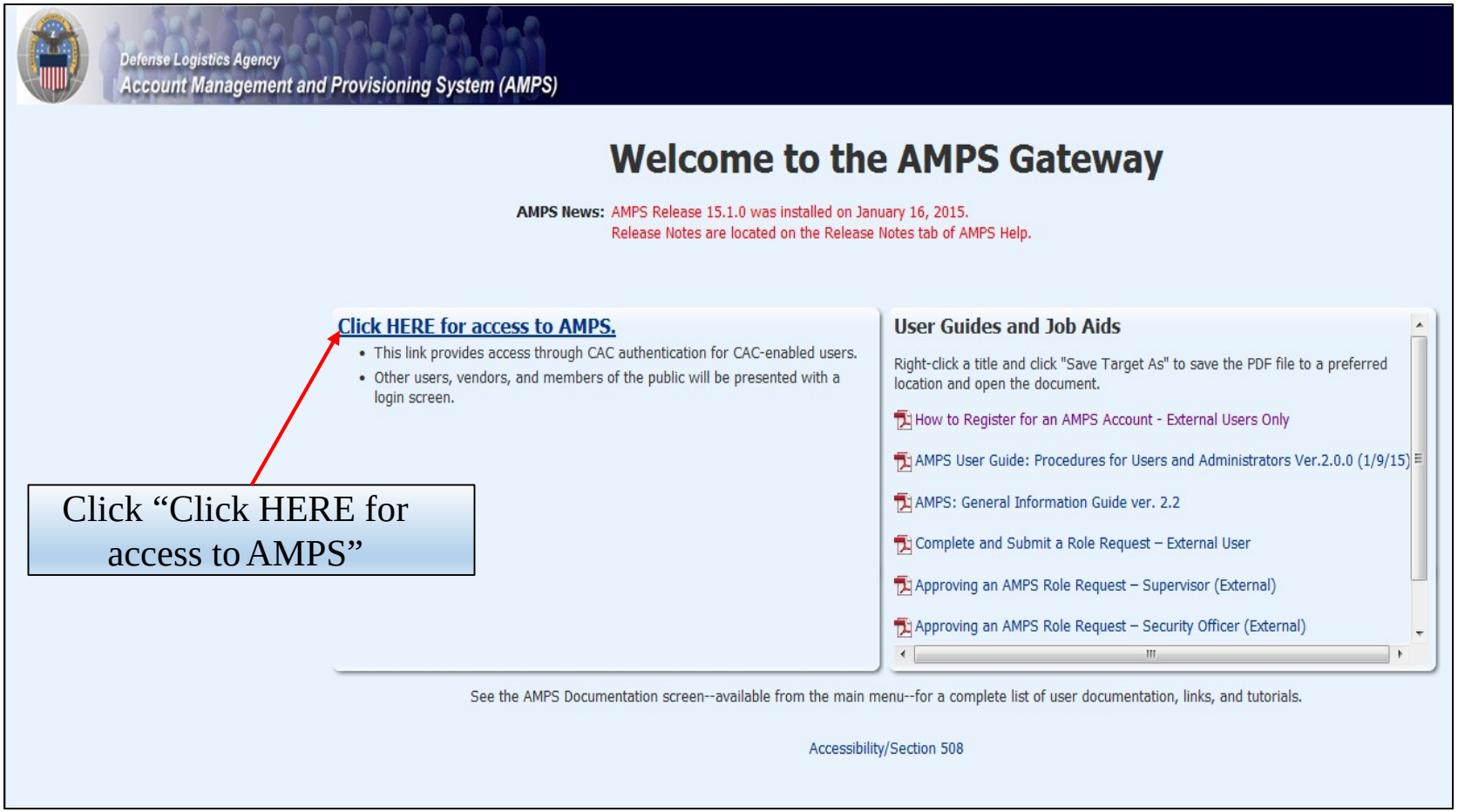
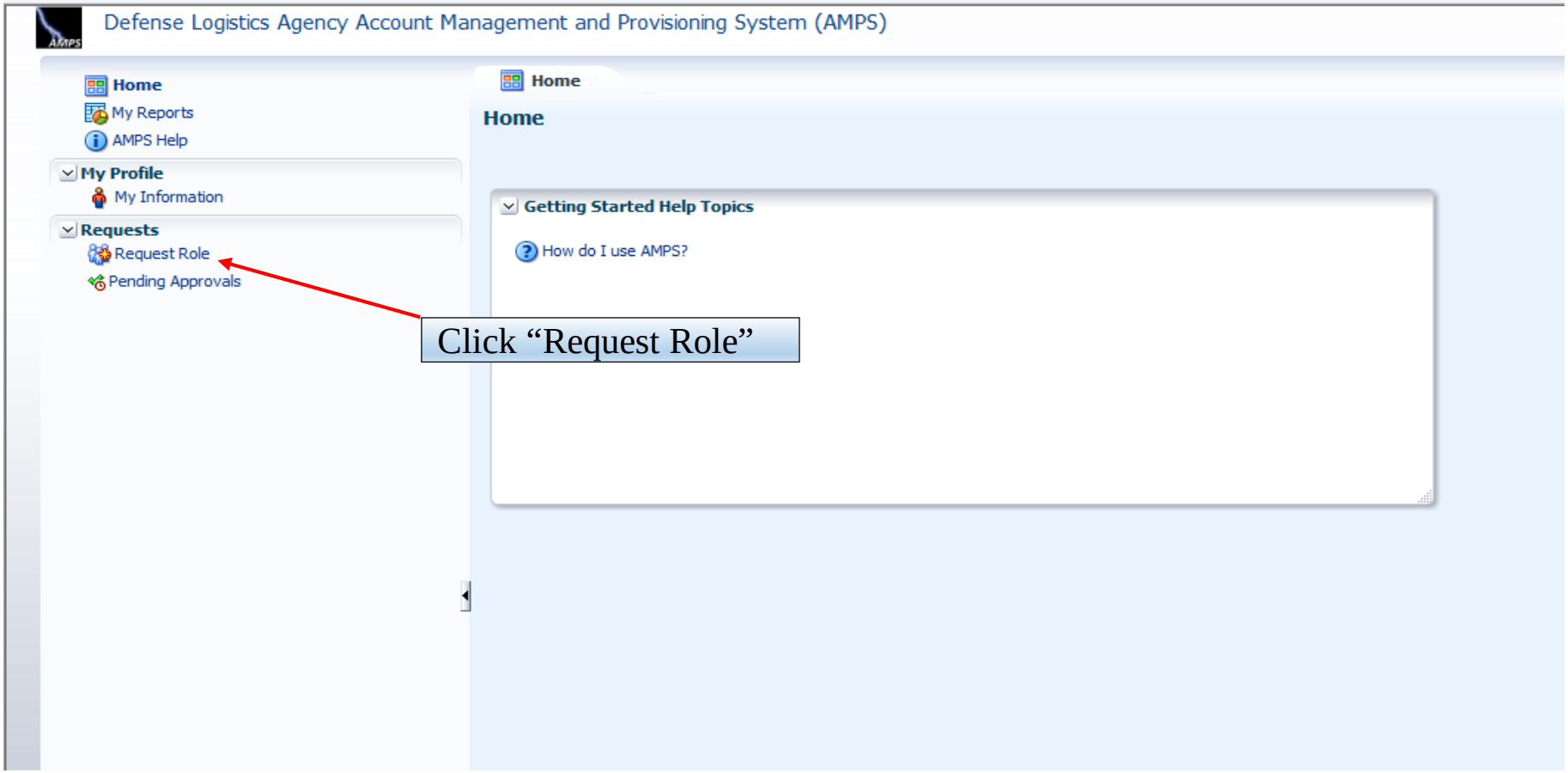


Click "Click HERE for access to AMPS"

AMPS Requesting Roles



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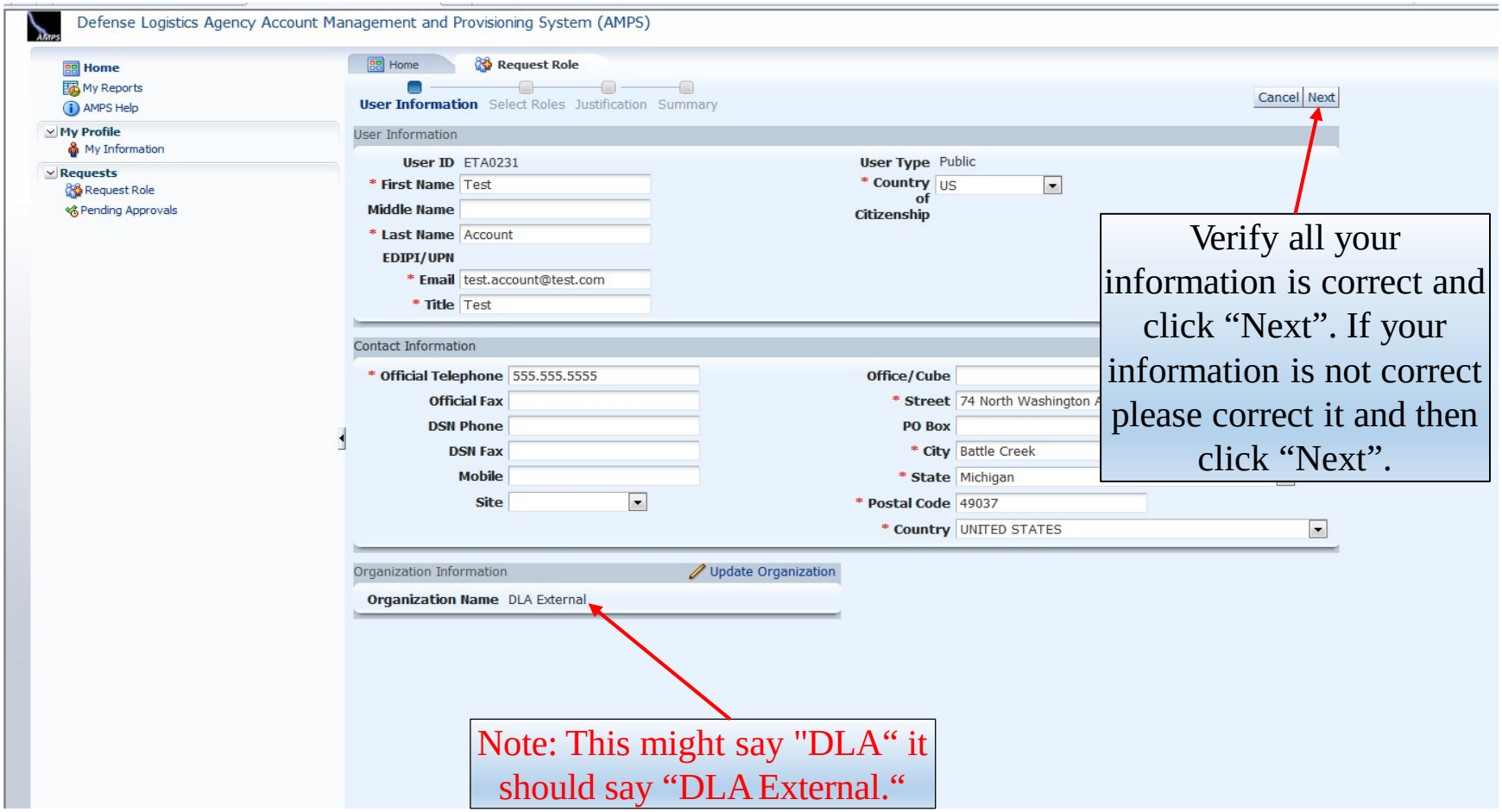

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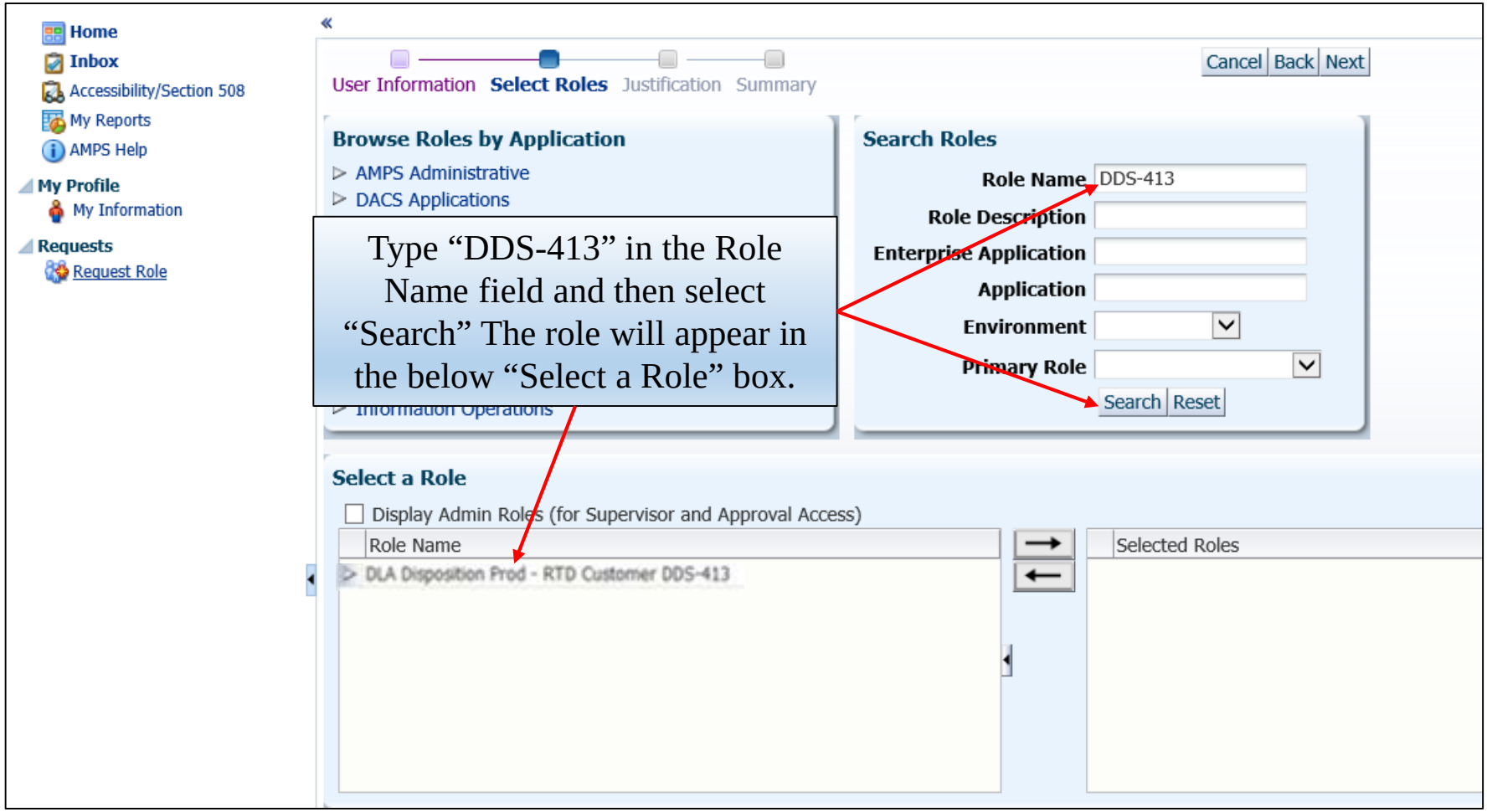

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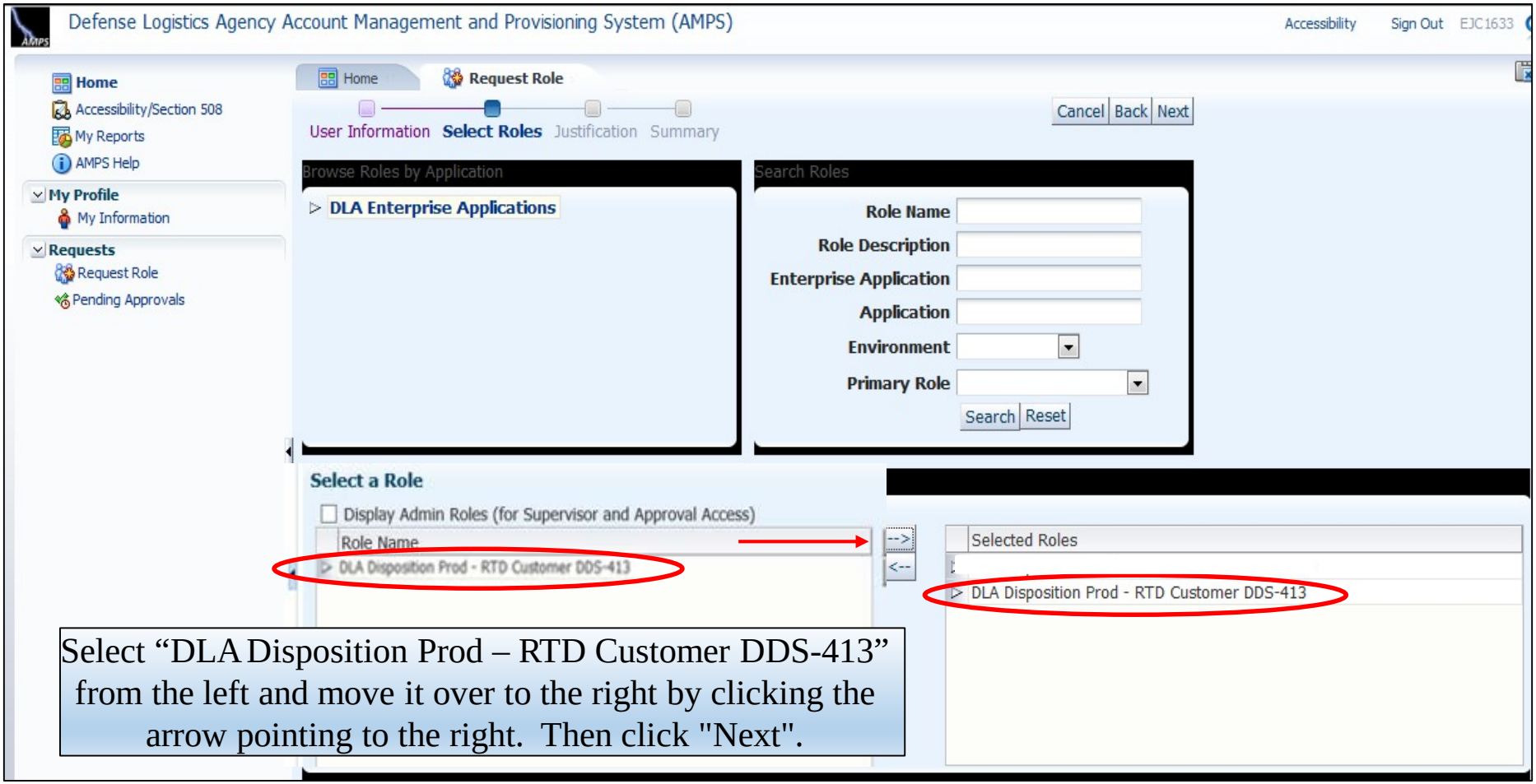
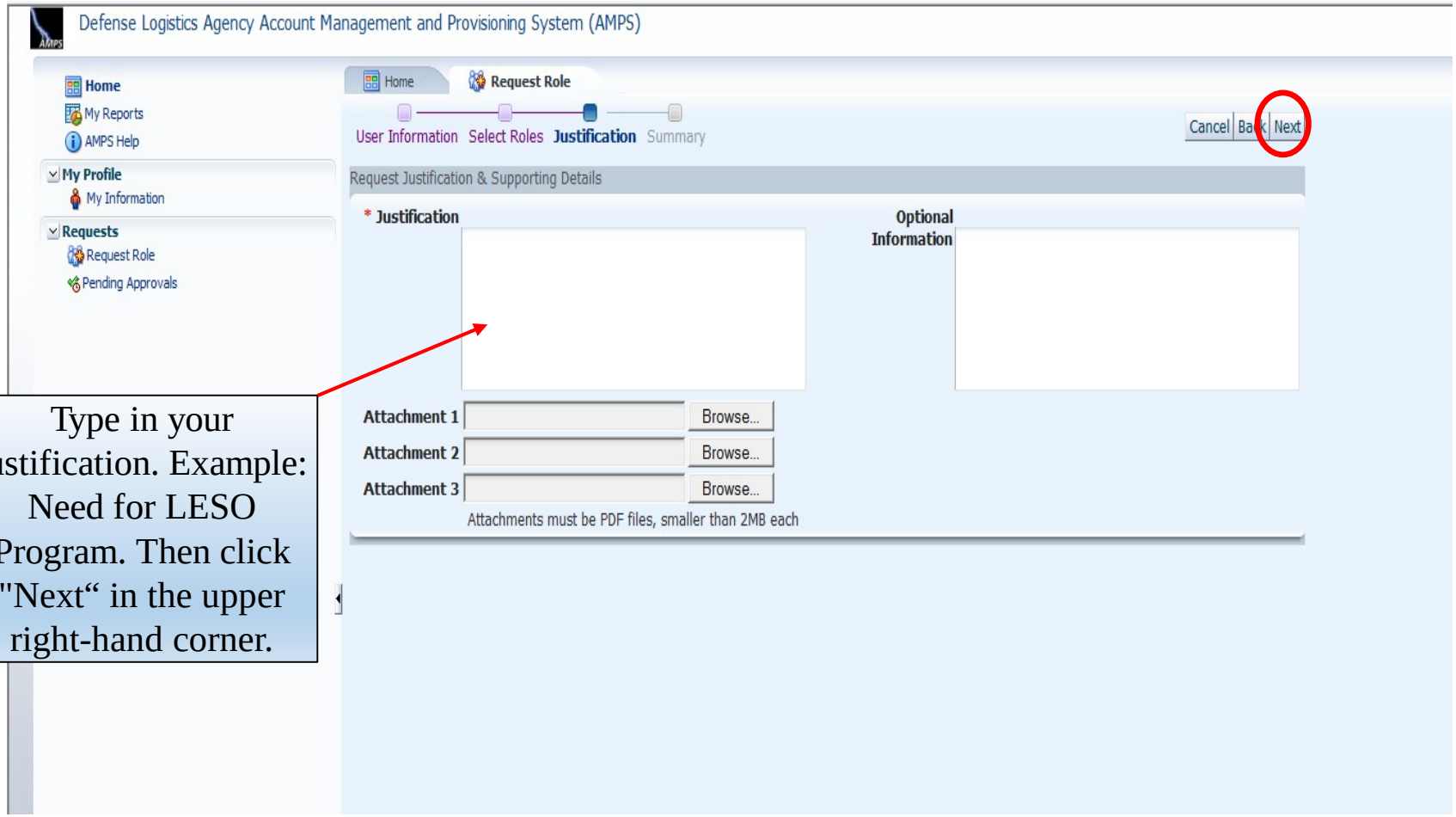


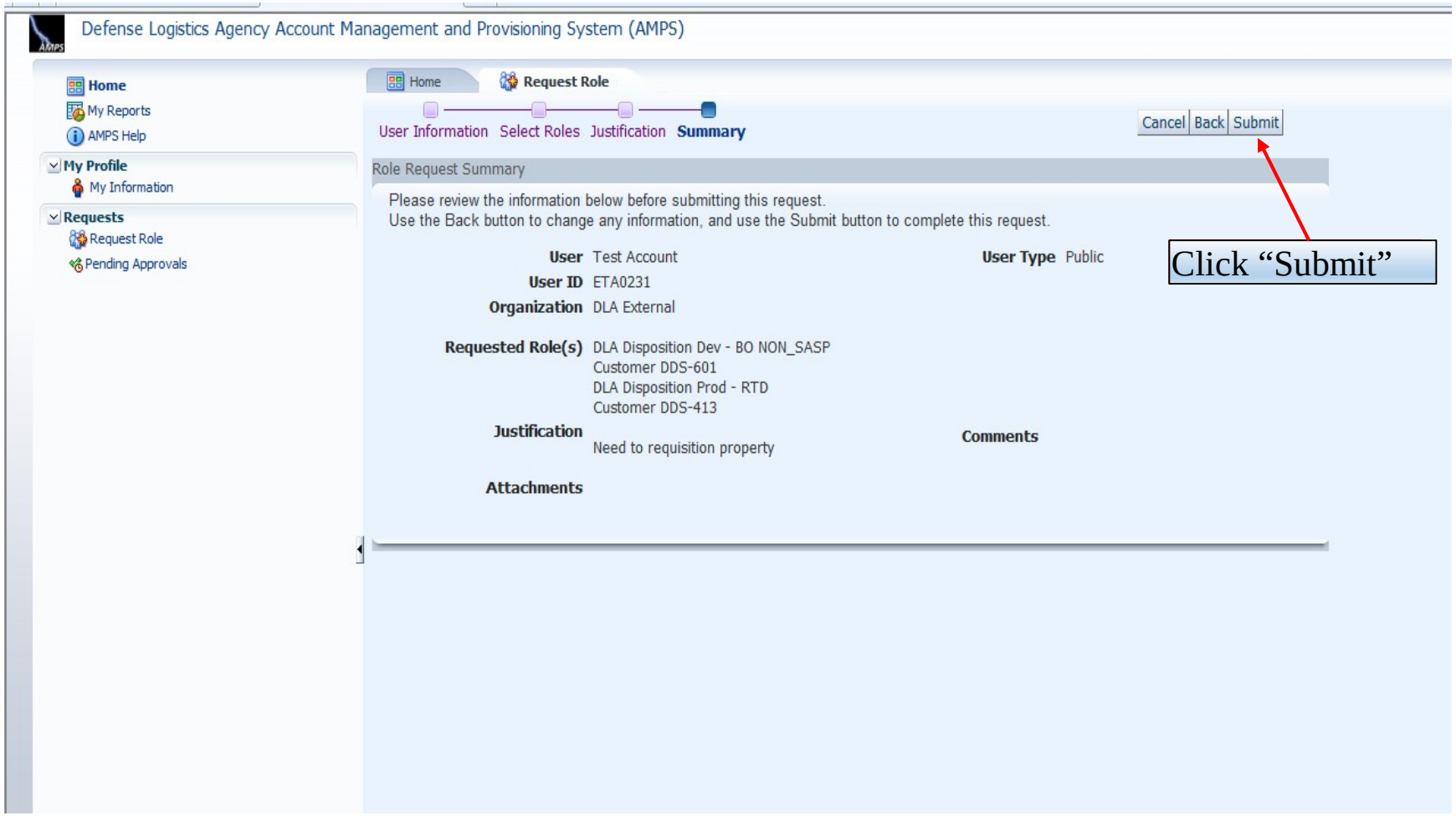
Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".

Requesting Roles



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

Requesting Roles

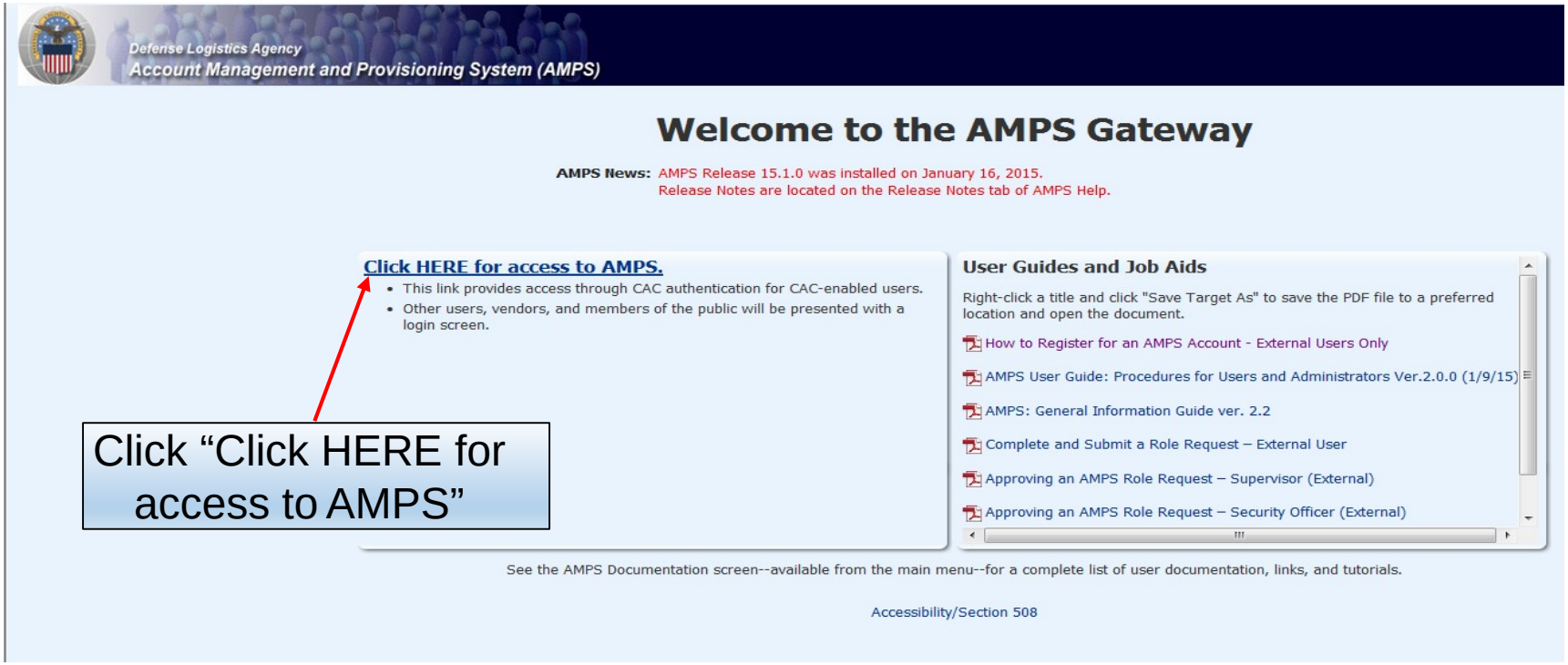


Approval

- 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.

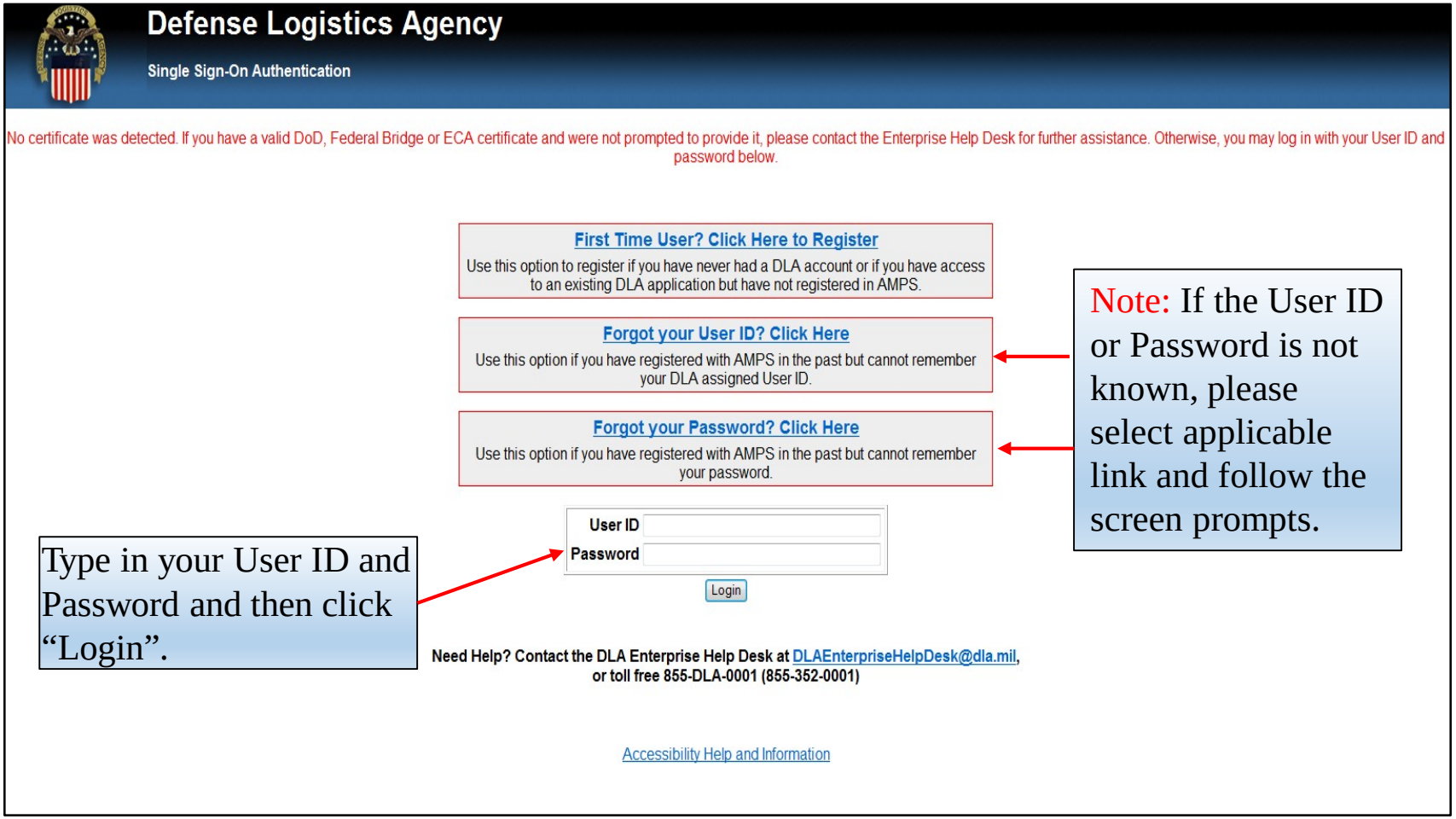
RTD Password Reset

https://amps.dla.mil/oim



Click “Click HERE for access to AMPS”

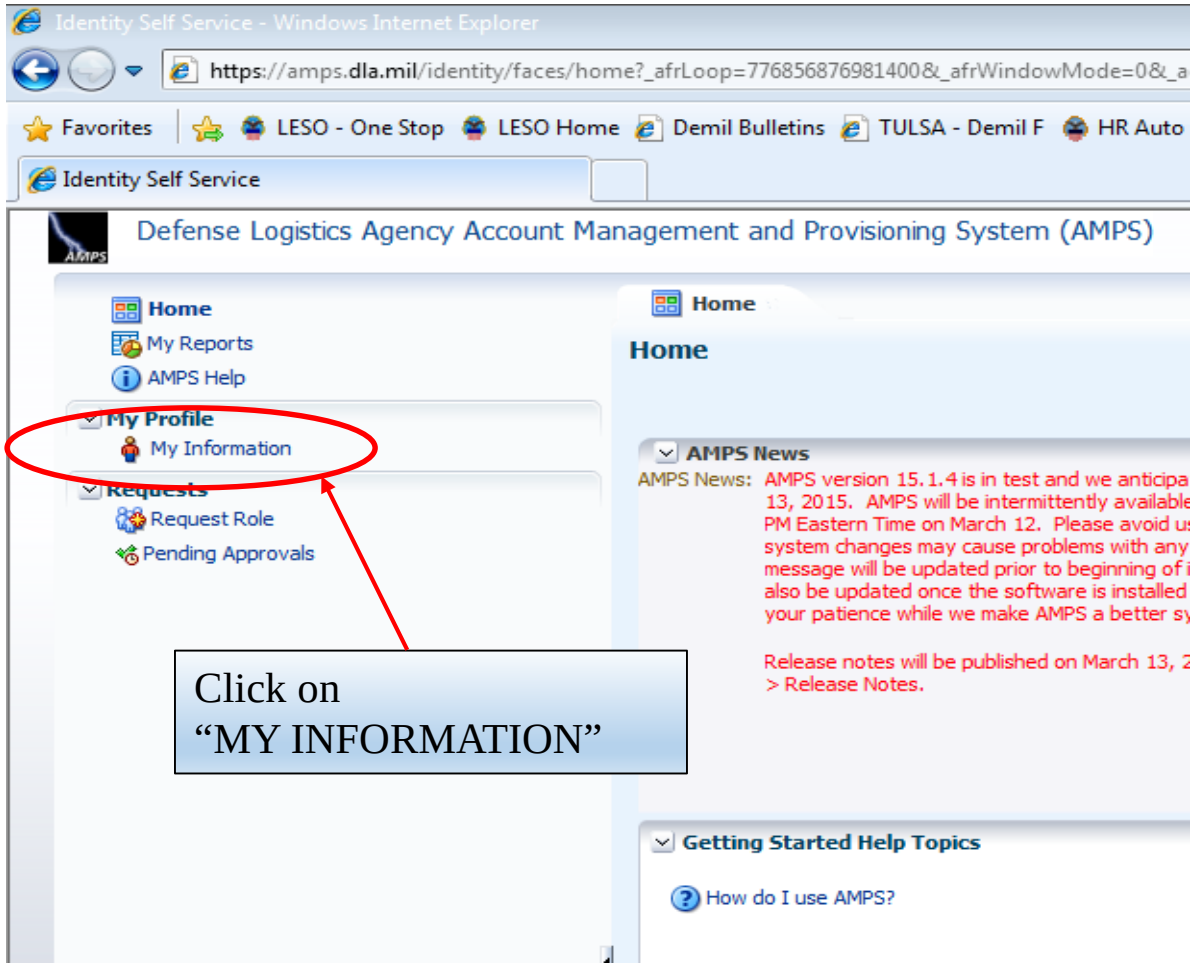
RTD Password Reset



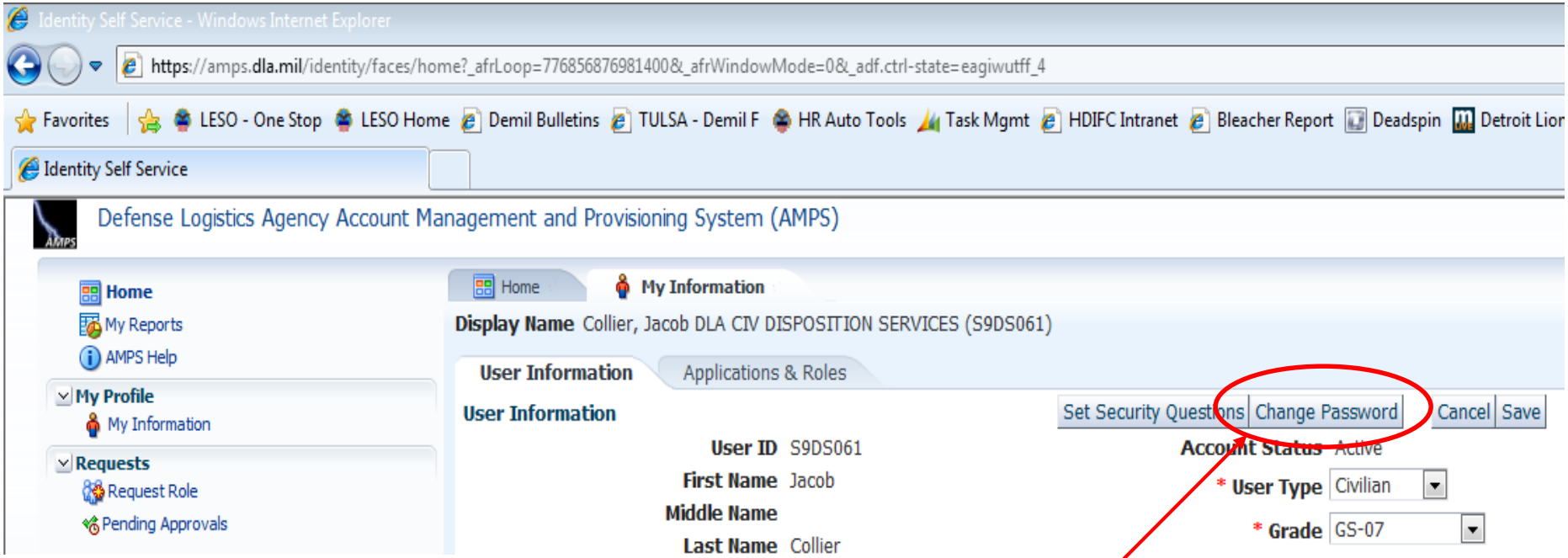
Note: If the User ID or Password is not known, please select applicable link and follow the screen prompts.

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

RTD Password Reset



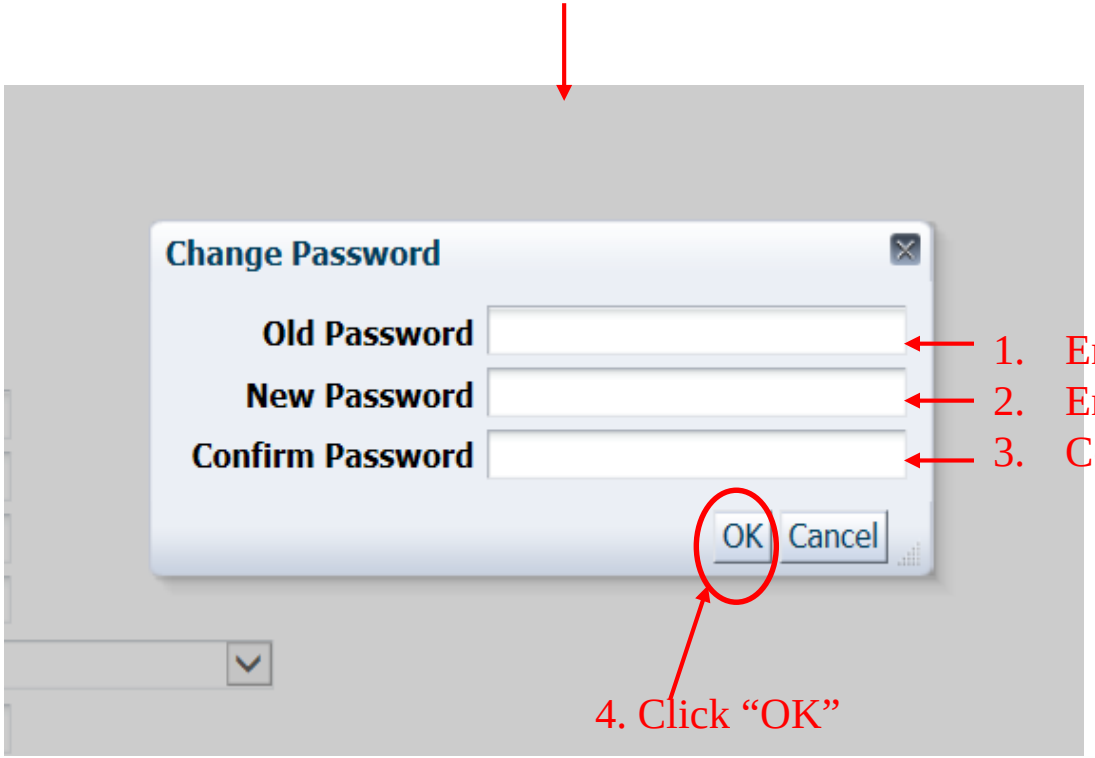
RTD Password Reset



Click on
"CHANGE PASSWORD"

RTD Password Reset

This box will appear with a grey background.



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

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