



DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



Account Management and Provisioning System (AMPS)



WARFIGHTER FIRST



Outline



- AMPS Overview
- Creating Account
- Account Confirmation
- Request Role
- Approval
- RTD Password Reset



AMPS Overview



- Account Management and Provisioning System
- AMPS is a “parent” system where a request for access to the Reutilization, Transfer, and Donation (RTD) system is submitted
- RTD is the “child” system where the actual requests for property happen



Creating Account



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

- If you have any questions while completing this guide please call LESO at 1-800-532-9946 or the AMPS helpdesk at 1-855-352-0001, select option number 2.

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 "Click HERE for access to AMPS"



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.

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

Login

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

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](#)



Creating Account



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 button if you are a contractor or a Federal Agency user. For more information, click on the help icon.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a supplier or vendor. (CA) that provides goods and services to the DLA.
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to 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.



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://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>.

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 access may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and 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

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

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

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

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



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. 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".



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	User Type	Public
Middle Name		Country of Citizenship	US
Last Name	Account		
Email	test.account@test.com		
Title	Test		

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 save this as you will need it to log into RTD.

Then click “Login to AMPS” to request the required role for RTD access.



Requesting Role



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Accessibility/Section 508



Requesting Role



Defense Logistics Agency

Single Sign-On Authentication

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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".

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](#)



Requesting Role



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 Defense Logistics Agency Account Management and Provisioning System (AMPS) web application. The interface is light blue and white. On the left is 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, Pending Approvals). On the right is the main content area, also titled 'Home', which contains a 'Getting Started Help Topics' section with a sub-item 'How do I use AMPS?'. A red rectangular box highlights the 'Request Role' link in the navigation menu, with a red arrow pointing from the box to the link. A text box with a red border and the text 'Click "Request Role"' is positioned to the right of the arrow.



Requesting Role



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.

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Click "Accept"



Requesting Role



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Next

User Information

User ID: ETA0231

User Type: Public

* First Name: Test

* Country of Citizenship: US

Middle Name:

* Last Name: Account

EDIPI/UPN

* Email: test.account@test.com

* Title: Test

Contact Information

* Official Telephone: 555.555.5555

Office/Cube:

Official Fax:

* Street: 74 North Washing

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

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

This should say DLA External. Occasionally it populates as DLA and fixes itself within 24 hours.



Requesting Role



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Home My Reports AMPS Help

My Profile My Information

Requests Request Role Pending Approvals

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name
Role Description
Enterprise Application
Application
Environment
Primary Role

Search Reset

Or type "DDS-413" into the Role Name field.

Click "DLA Enterprise Applications" and the roles will show down below.

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name
DLA Disposition Dev - BO NON_SASP Customer DDS-601
DLA Disposition Dev - BO SASP Customer DDS-600
DLA Disposition Dev - ETID Customer DDS-517
DLA Disposition Dev - RTD Customer DDS-410
DLA Disposition Func - BO NON_SASP Customer DDS-601
DLA Disposition Func - BO SASP Customer DDS-600
DLA Disposition Func - ETID Customer DDS-518
DLA Disposition Func - RTD Customer DDS-411

Selected Roles



Requesting Role



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EJC1633

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 - FTID Customer DDS-514	<input type="button" value="→"/>
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 to the right by clicking the arrow. Then click "Next".



Requesting Role



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 Role



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
 - 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
- Follow the next slides for an AMPS password reset, if necessary



RTD Password Reset



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

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Accessibility/Section 508

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RTD Password Reset



Defense Logistics Agency

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[Accessibility Help and Information](#)

Type in your Username and Password and then click "Login". If you're unable to login, call the AMPS Helpdesk for a password reset at 855-352-0001, option number 2.



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 13, 2015. AMPS will be intermittently unavailable during this time. Please avoid using the system 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?



RTD Password Reset



Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_adf.ctrl-state=eagiwutf4

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.

Change Password

Old Password

New Password

Confirm Password

OK Cancel

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.
- If the password reset in AMPS does not work, then call the AMPS Helpdesk for a password reset at 855-352-0001, option number 2.



Questions?



LESO HQ: 1-800-532-9946
LESO@DLA.MIL

