

How to Enroll in the Accounts

Management and Provisioning System
(AMPS)



## **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



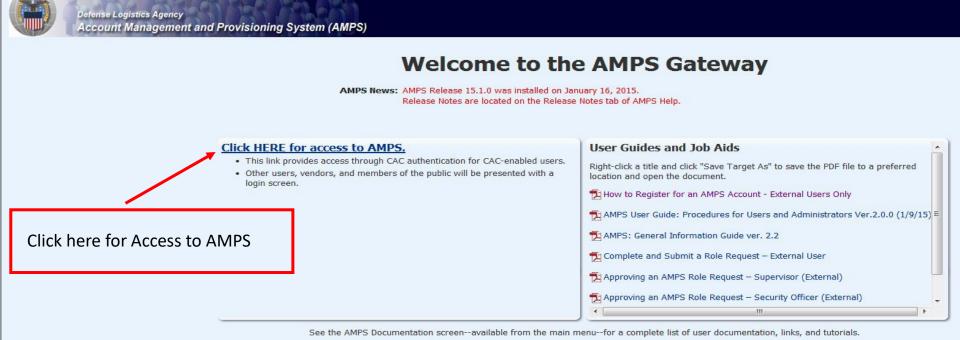
# Defense Logistics Agency

Single Sign-On Authentication



# 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 (844) 347-2457, press 5 than speak or enter DLA.



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Accessibility/Section 508





#### **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 Cl 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 <u>User Agreement</u> for details.







# **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

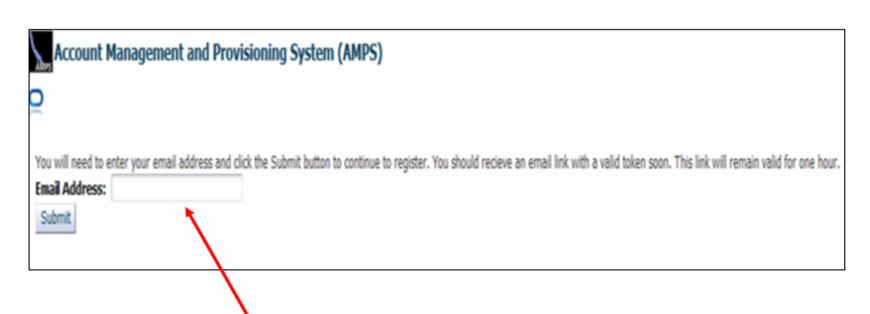
Use this option if you have registered with AMPS in the past but cannot remember your password.

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.





#### Account Management and Provisioning System (AMPS)

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#### **AMPS User Registration**

Attention Non-DLA Users: Non-DLA users-also called external users-should choose one of the following User Type buttons:

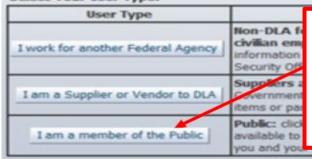
- I work for another Federal Agency
- . I am a Supplier or Vendor to DLA
- . I am a member of the Public

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:



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.

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

Cancel





#### **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 <a href="http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html">http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html</a>.



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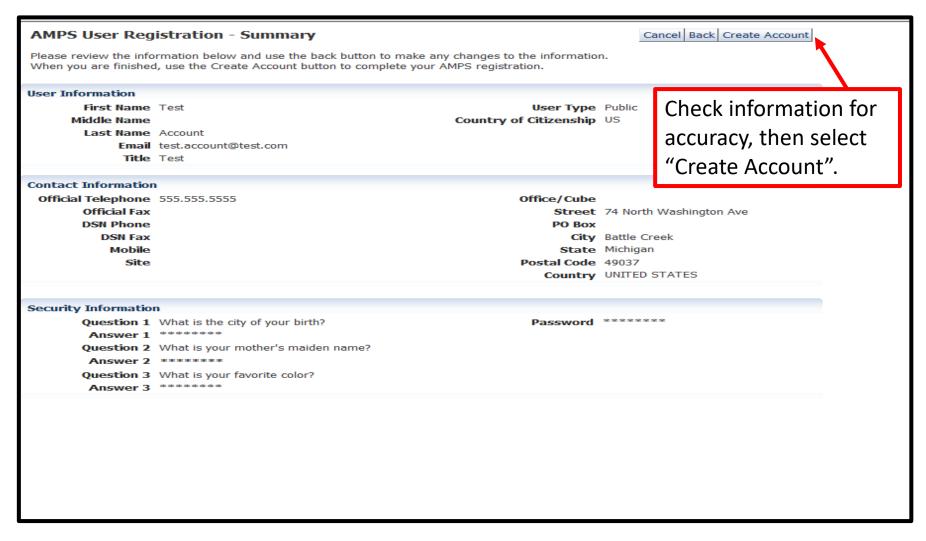


AMPS User Registration - User Information  Please fill out the information below to create your account AMPS has not detected a user certificate for you. If you have contact the DLA Enterprise Help Desk for further ass	int in AMPS. nave a certificate, and were not prompted to provi istance. All users will have the ability to log in usin	
the registration process is complete, regardless of wheth  User Information  * First Name  Middle Name  * Last Name  * Email  * Title	User Type  * Country of Citizenship	Enter all of your information next to the asterisks (required fields) and then click
Contact Information  * Official Telephone Official Fax DSN Phone DSN Fax Mobile Site	Office/Cube  * Street PO Box * City * State  * Postal Code * Country	"Next".
Phone number will have "." in between numbers. Example 555.555.5555		



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  Set Password  Enter New Password  Confirm Password  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 "Newt"  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 senstive  3) Spaces and other punctuation are allowed  4) Each answer must be between atleast 3 and 40 characters song  5) Each answer cannot be a word contained in the question  Please set your password, using the following rules:  1) Minimum of 2 Cohracters  2) Maximum length of 32 Characters  3) Minimum of 2 Numeric Characters  5) Minimum of 2 Uppercase Characters  6) Minimum of 2 Uppercase Characters  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	AMPS User Registration - Security Information	Cancel Back Nex
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 senstive 3) Spaces and other punctuation are allowed 4) Each answer must be between atleast 3 and 40 characters long 5) Each answer cannot be a word contained in the question  * Answer 3  Set Password  Enter New Password  Confirm Password  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	Please enter your security questions and a password which will be used to acc	ess AMPS, following the guidelines listed below for each.
*Answer 1  *Question 2  *Answer 2  *Answer 3  *Question 3  *Answer 3  *Answer 3  Set Password  Enter New Password  Confirm Password  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  rules:  1) You must choose 3 different questions  2) The answers to each question are allowed  4) Each answer must be between atleast 3 and 40 characters long  5) Each answer cannot be a word contained in the question  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  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	Set Security Questions	
* Answer 1  * Question 2  * Answer 2  * Question 3  * Answer 3  Set Password  Enter New Password  Confirm Password  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  * Question 2  1) You must choose 3 different questions 2) The answers to each question are not case senstive 3) Spaces and other punctuation are allowed 4) Each answer must be between atleast 3 and 40 characters long 5) Each answer cannot be a word contained in the question  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 Lowercase 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	* Question 1	
* Answer 2  * Question 3  * Answer 3  Set Password  Enter New Password  Confirm Password  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  3) Spaces and other punctuation are allowed 4) Each answer must be between atleast 3 and 40 characters long 5) Each answer cannot be a word contained in the question  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 Uppercase 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	* Answer 1	You must choose 3 different questions
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* Answer 3  Set Password  Enter New Password  Confirm Password  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  Set Password  Please set your password, using the following rules:  1) Minimum ength 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	* Answer 2	,
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password is LESO#123leso#123. Once	listed to the right. An example for a	
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I VUU ALE IIIISHEU CIICK INEXL	you are finished click "Next"	







#### **Account Confirmation/Username**

#### **AMPS User Registration - Confirmation**

Your new AMPS account will be ready momentarily.

Please make note of your login name: ETA0231

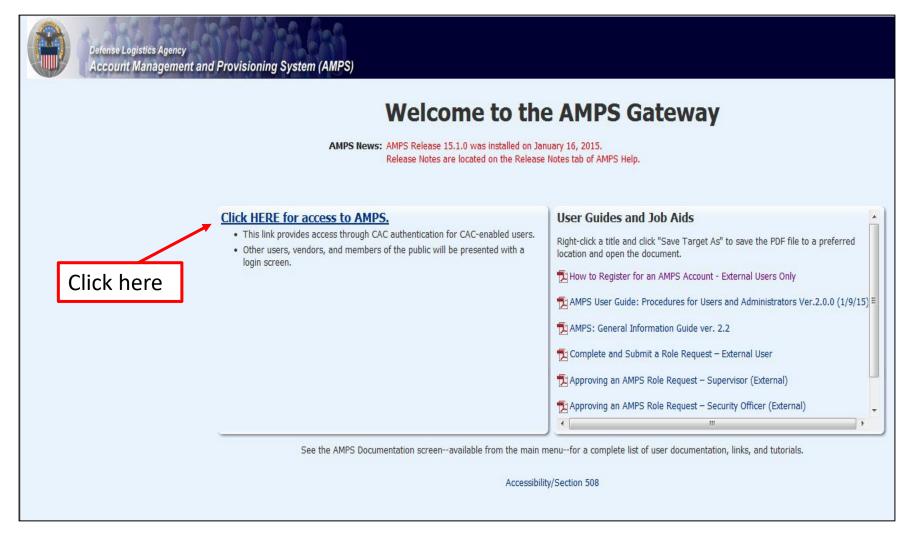
You may use your login name and password to log into AMPS via the link below.

Login to AMPS

The confirmation page provides the username. Make sure you write it down along with your password, you will need them both to log into RTD

Then click "Login to AMPS" to request required role for RTD access









# **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.

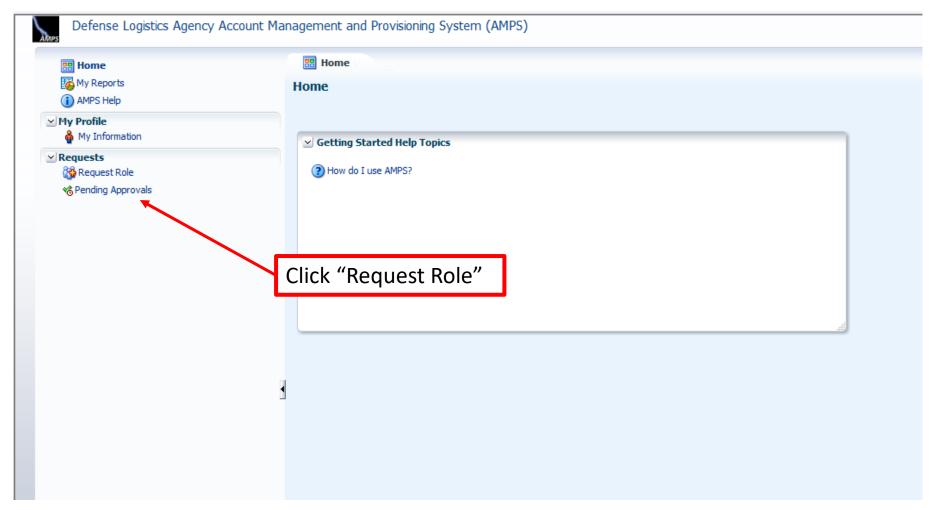
#### Forgot your Password? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your password.

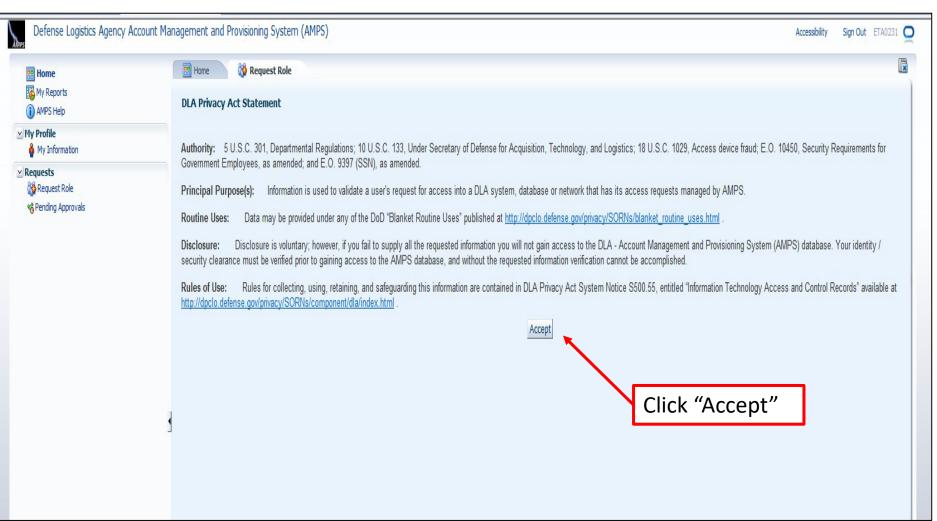
User ID	
Password	

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

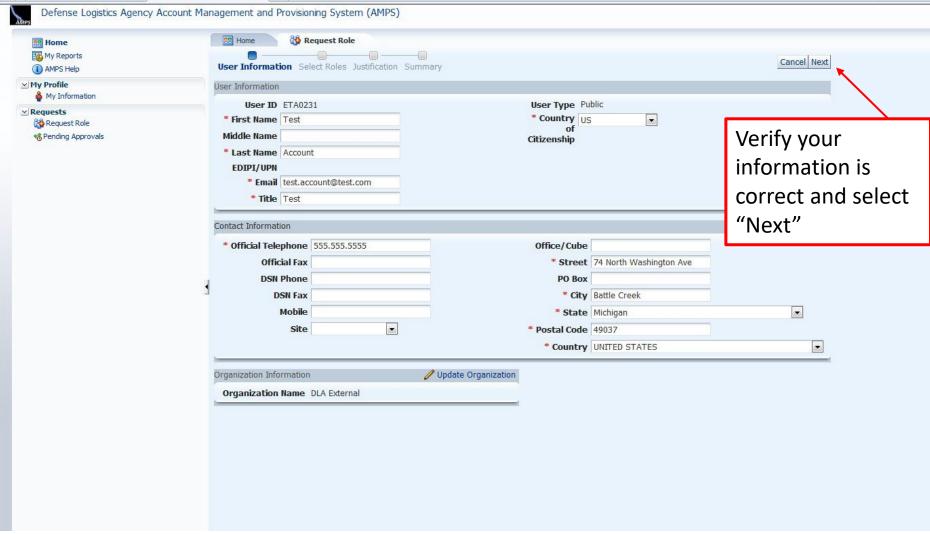




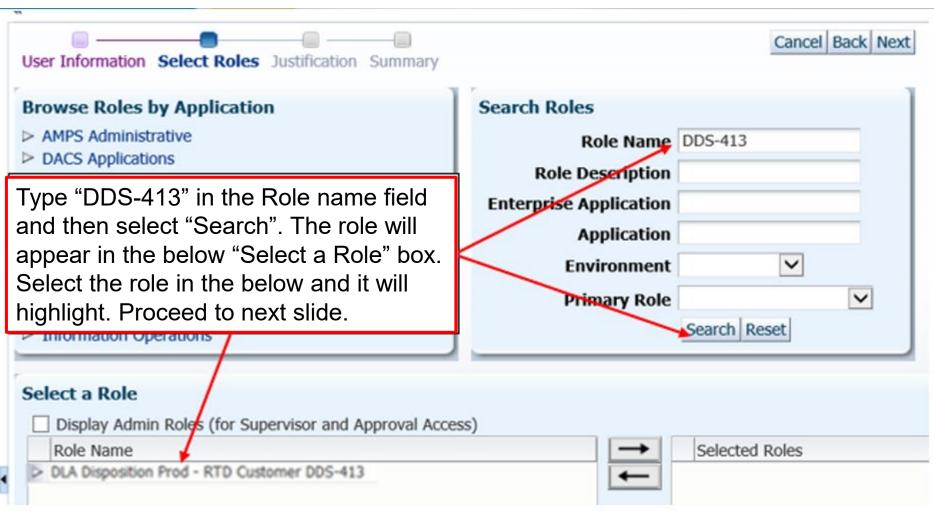




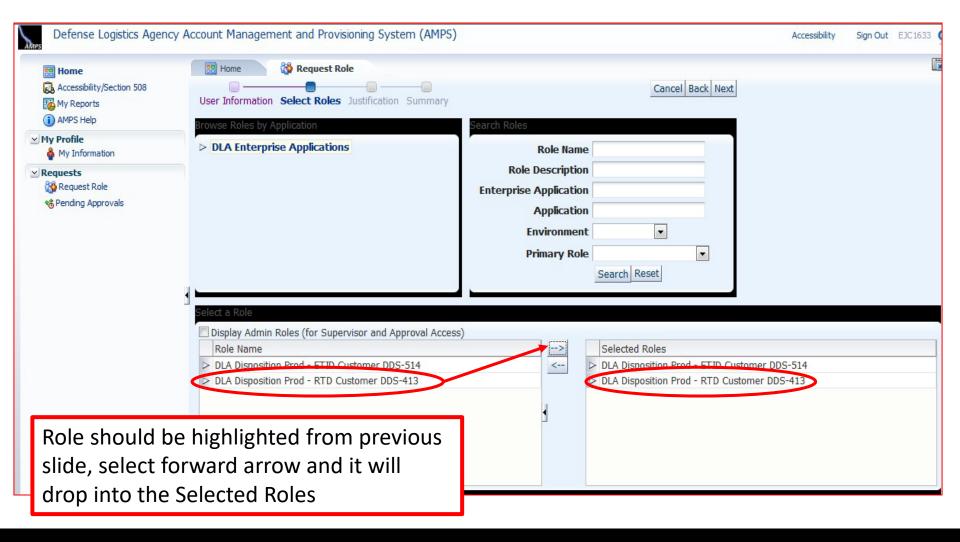




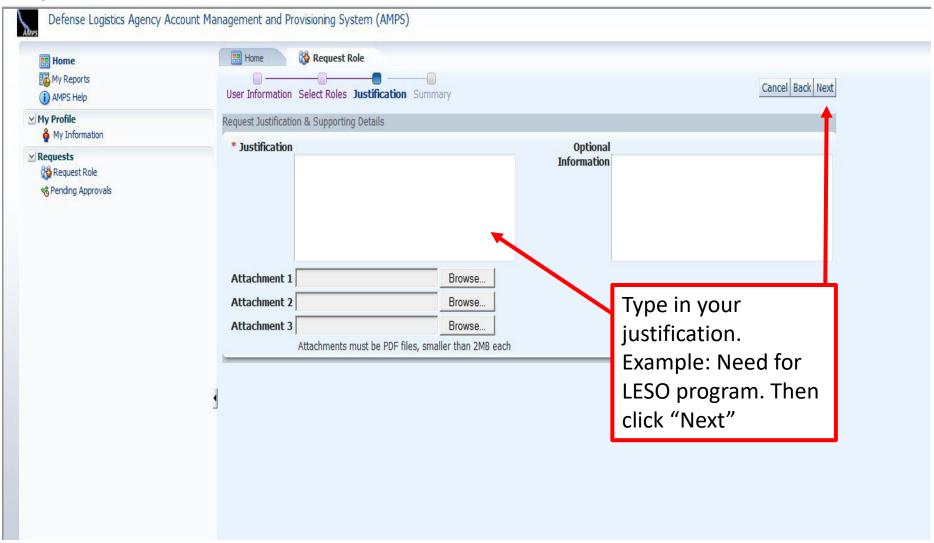




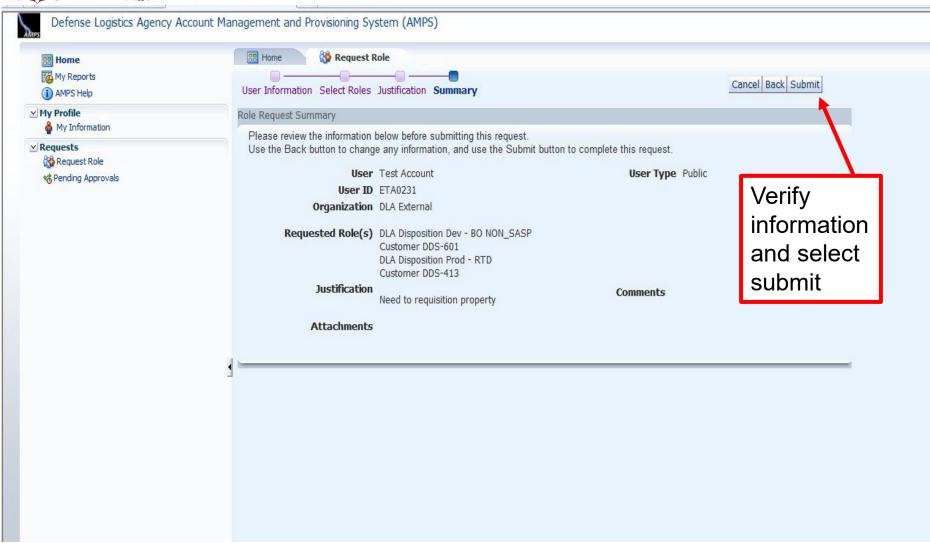














### **Approval**

- 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



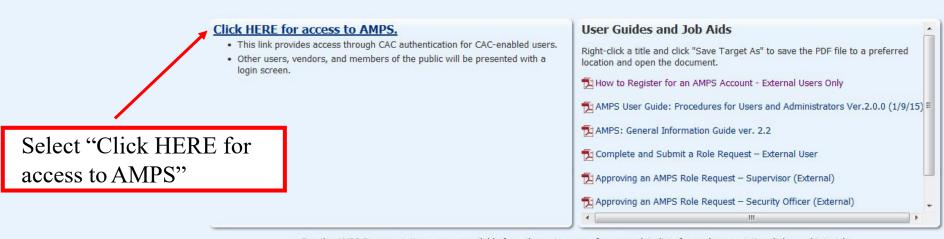
# https://amps.dla.mil/oim



#### Welcome to the AMPS Gateway

AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015.

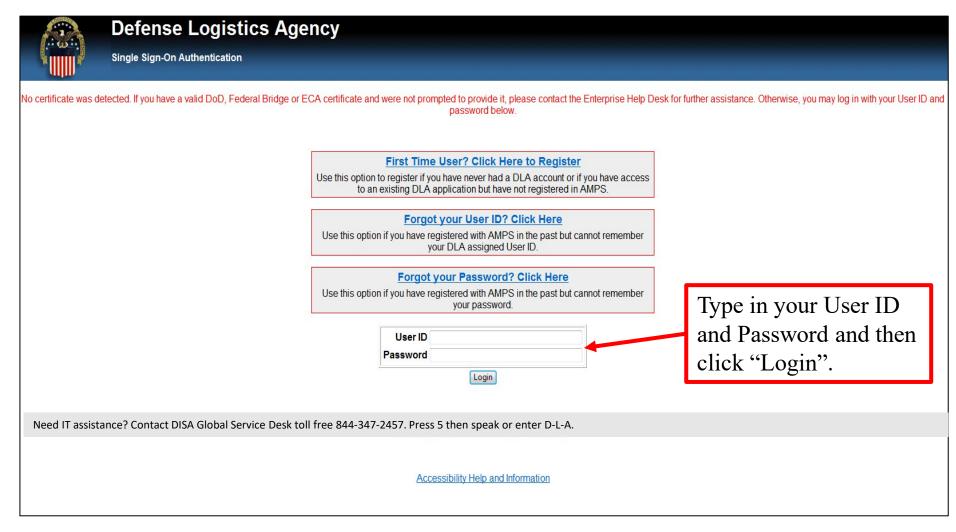
Release Notes are located on the Release Notes tab of AMPS Help.



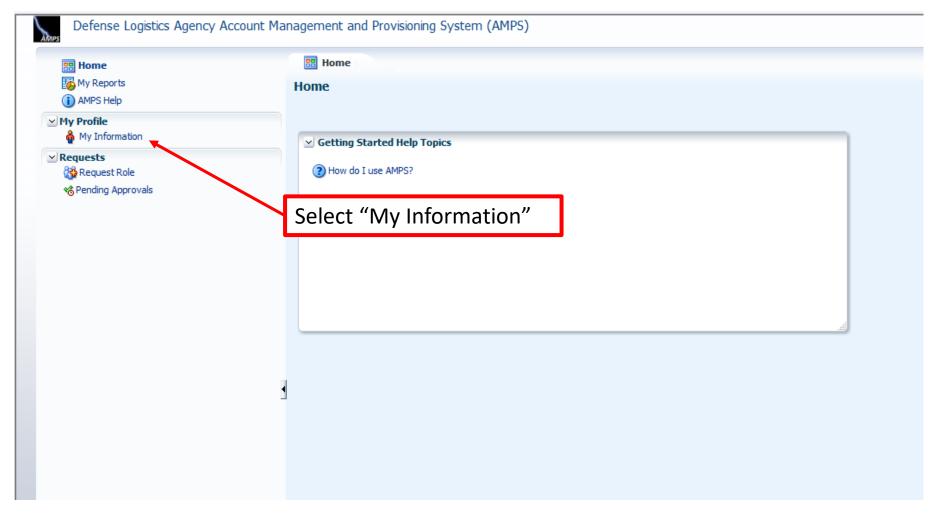
See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

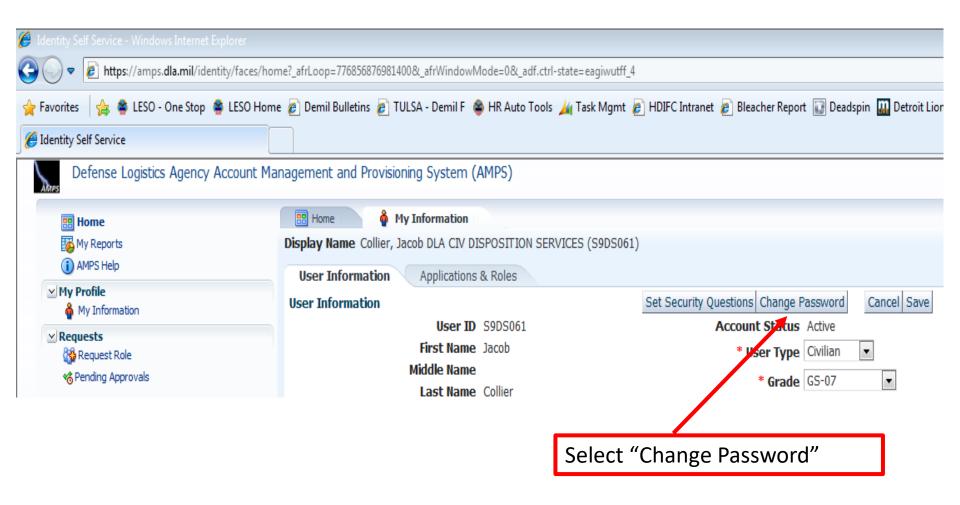














#### **Password Reset**

Insert old password, new password and confirm new password. Select "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 844-347-2457 option 5.



### **Questions?**

LESO HQ: 1-800-532-9946

LESO@DLA.MIL