



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



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



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.

Click here for Access to AMPS

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



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.

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"/>

Login

Need Help? Contact DISA Global Service Desk at 844-347-2457, Press 5 than speak or enter DLA



Creating Account

Account Management and Provisioning System (AMPS)

You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

Email Address:

Enter your email address. Select submit. You should receive an email shortly thereafter with a link . The link is valid for one hour.



Creating Account

Account Management and Provisioning System (AMPS)

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:

User Type	Description
<input type="button" value="I work for another Federal Agency"/>	Non-DLA Federal Agency civilian employees. For more information, contact the Security Office.
<input type="button" value="I am a Supplier or Vendor to DLA"/>	Suppliers and vendors of goods, services, items or parts to the Government.
<input type="button" value="I am a member of the Public"/>	Public: click only if you are not a DLA employee, contractor, or vendor. This user type is available to you and your organization to register and request access to systems and applications.

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

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

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://dpcllo.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://dpcllo.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 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
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		

Check information for accuracy, then select "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 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



Requesting Role

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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Accessibility/Section 508



Requesting Role



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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.

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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
Password

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



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"

The screenshot shows the AMPS web application interface. The title bar reads 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. 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' and 'Pending Approvals'). A red arrow points from a red-bordered box containing the text 'Click "Request Role"' to the 'Request Role' link in the 'Requests' section. On the right side of the page, there is a 'Home' section with a 'Getting Started Help Topics' box containing a link 'How do I use AMPS?'.



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

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 Washington Ave

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 your information is correct and select "Next"



Requesting Roles

User Information **Select Roles** Justification Summary Cancel Back Next

Browse Roles by Application

- AMPS Administrative
- DACS 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	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. Select the role in the below and it will highlight. Proceed to next slide.



Requesting Role

The screenshot shows the 'Request Role' page in the AMPS system. The page title is 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. The navigation tabs are 'User Information', 'Select Roles', 'Justification', and 'Summary'. The 'Select Roles' tab is active. The interface is divided into several sections: 'Browse Roles by Application' with a dropdown for 'DLA Enterprise Applications'; 'Search Roles' with input fields for 'Role Name', 'Role Description', 'Enterprise Application', 'Application', 'Environment', and 'Primary Role', along with 'Search' and 'Reset' buttons; 'Select a Role' with a checkbox for 'Display Admin Roles (for Supervisor and Approval Access)' and a list of roles. Two roles are listed: 'DLA Disposition Prod - FTID Customer DDS-514' and 'DLA Disposition Prod - RTD Customer DDS-413'. The second role is highlighted with a red oval. A red arrow points from this role to the 'Selected Roles' section on the right, which also contains a red oval around the role 'DLA Disposition Prod - RTD Customer DDS-413'. The 'Selected Roles' section has a '+' icon next to the role name. Buttons for 'Cancel', 'Back', and 'Next' are visible at the top right of the main content area.

Role should be highlighted from previous slide, select forward arrow and it will drop into the Selected Roles



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"

The screenshot shows the 'Request Role' page in the AMPS system. The page has a navigation bar with 'Home' and 'Request Role' tabs. Below the navigation bar is a breadcrumb trail: 'User Information', 'Select Roles', 'Justification' (highlighted), and 'Summary'. In the top right corner, there are three buttons: 'Cancel', 'Back', and 'Next'. The main content area is titled 'Request Justification & Supporting Details'. It contains two large text input fields: one labeled '* Justification' and another labeled 'Optional Information'. Below the '* Justification' field are three attachment fields, each with a 'Browse...' button. A red box is drawn around the '* Justification' field, and a red arrow points from this box to the 'Next' button in the top right 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			

Verify information and select 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



RTD Password Reset



Defense Logistics Agency

Single Sign-On Authentication

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

[Accessibility Help and Information](#)



RTD Password Reset

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?

Select "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

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

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		* Grade	GS-07
Last Name	Collier		

Buttons: Set Security Questions, Change Password, Cancel, Save

Select "Change Password"



Password Reset

Insert old password, new password and confirm new password. Select "OK"

A screenshot of a 'Change Password' dialog box. The dialog box has a title bar with a close button (X). It contains three text input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. At the bottom right of the dialog box are two buttons: 'OK' and 'Cancel'.

- 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