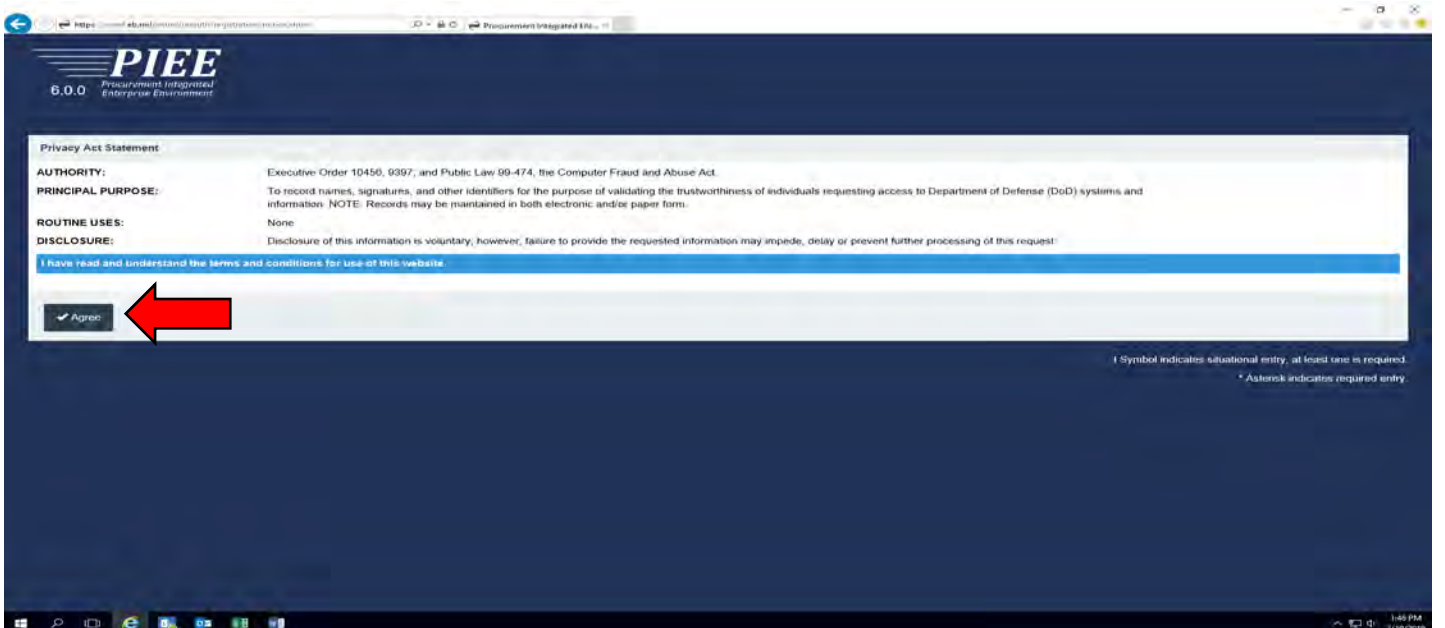
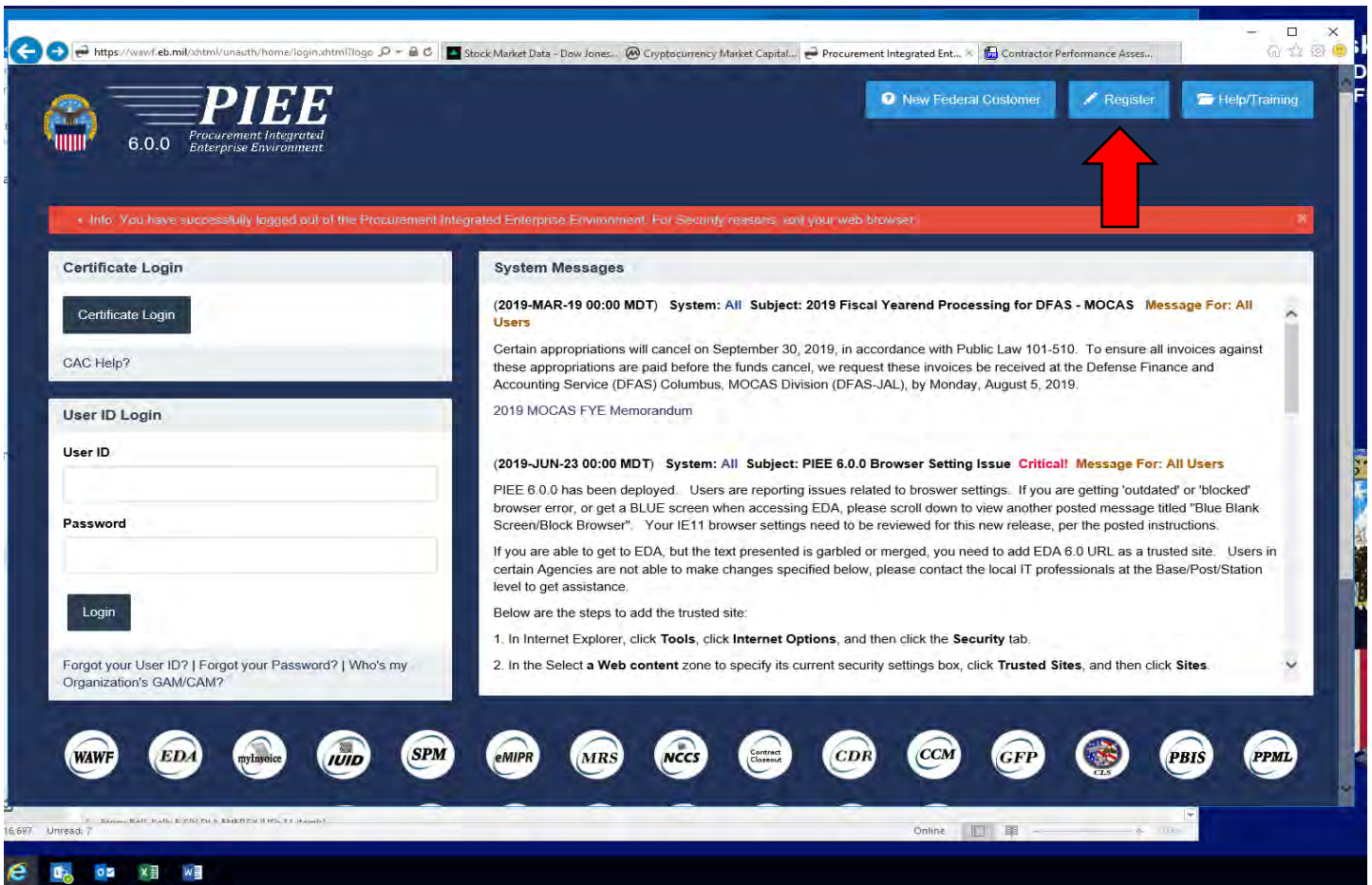


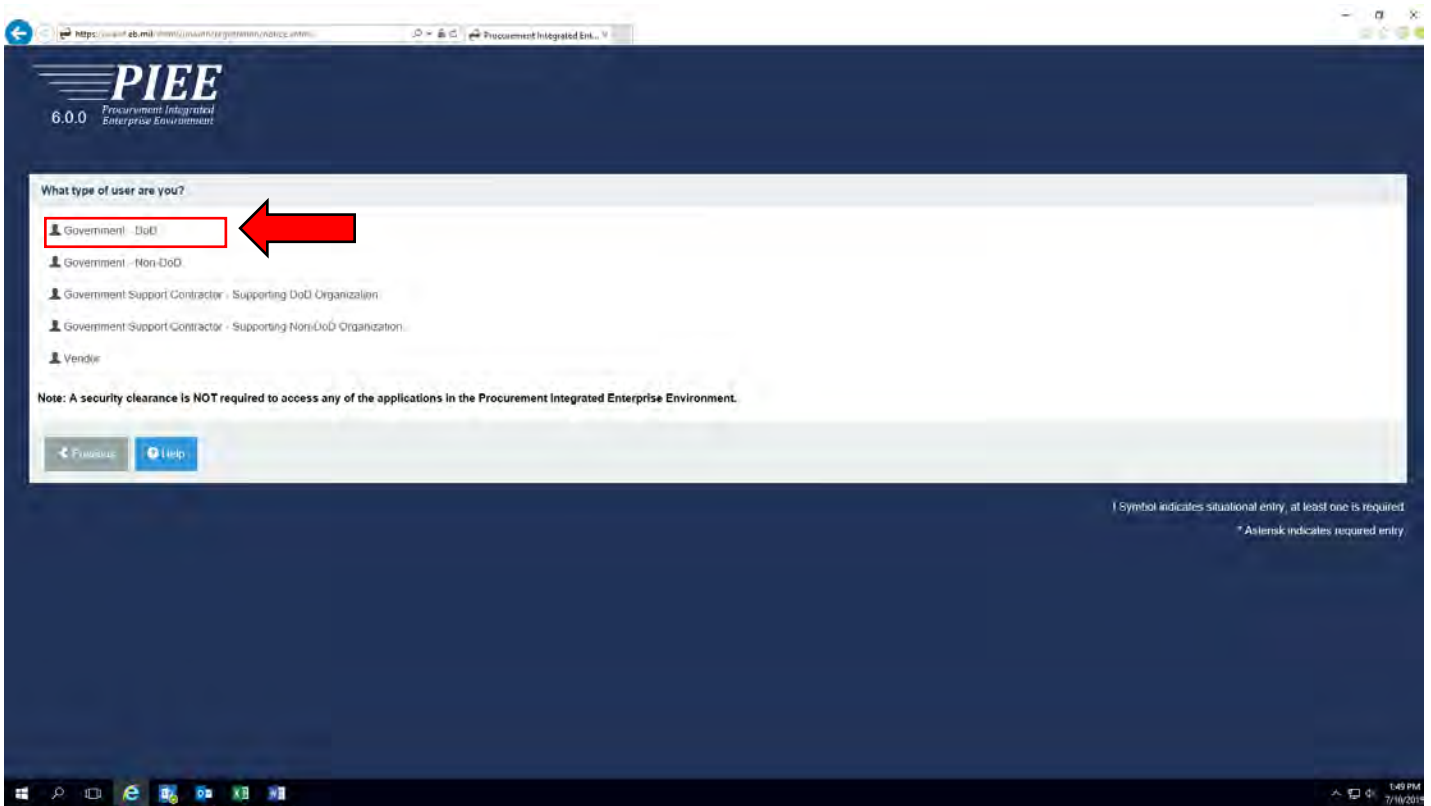
These instructions are for registering as a New User and requesting User Roles within Procurement Integrated Enterprise Environment “PIEE” for the first time.

First, you will need to register in the PIEE system. Please go to <https://wawf.eb.mil> Once on the PIEE Home screen, read the Privacy and Warning terms and conditions statements and click the “Accept” button.

Next, you will need to begin by selecting the “Register” button as shown below.

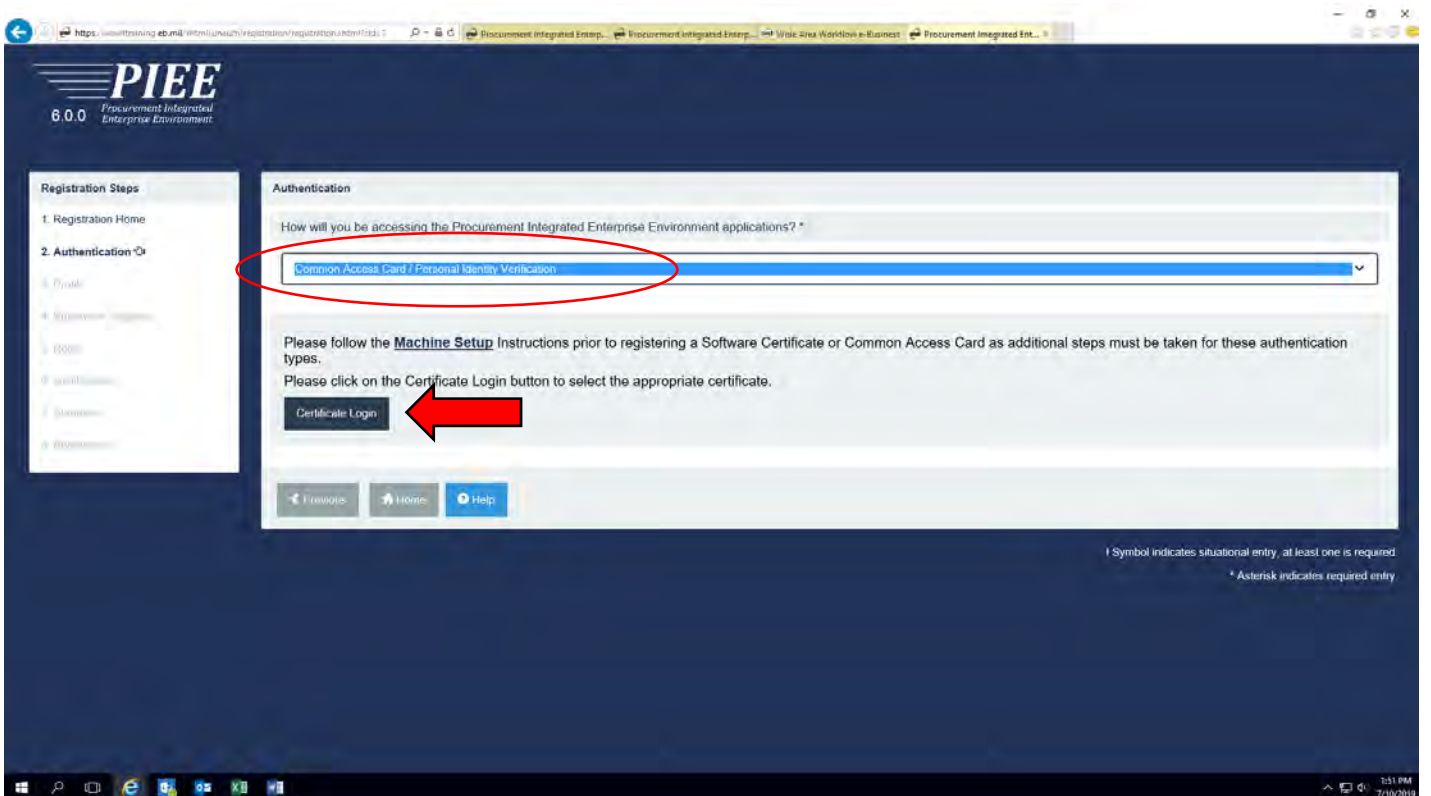


Next, you will select the appropriate type of user you will be...

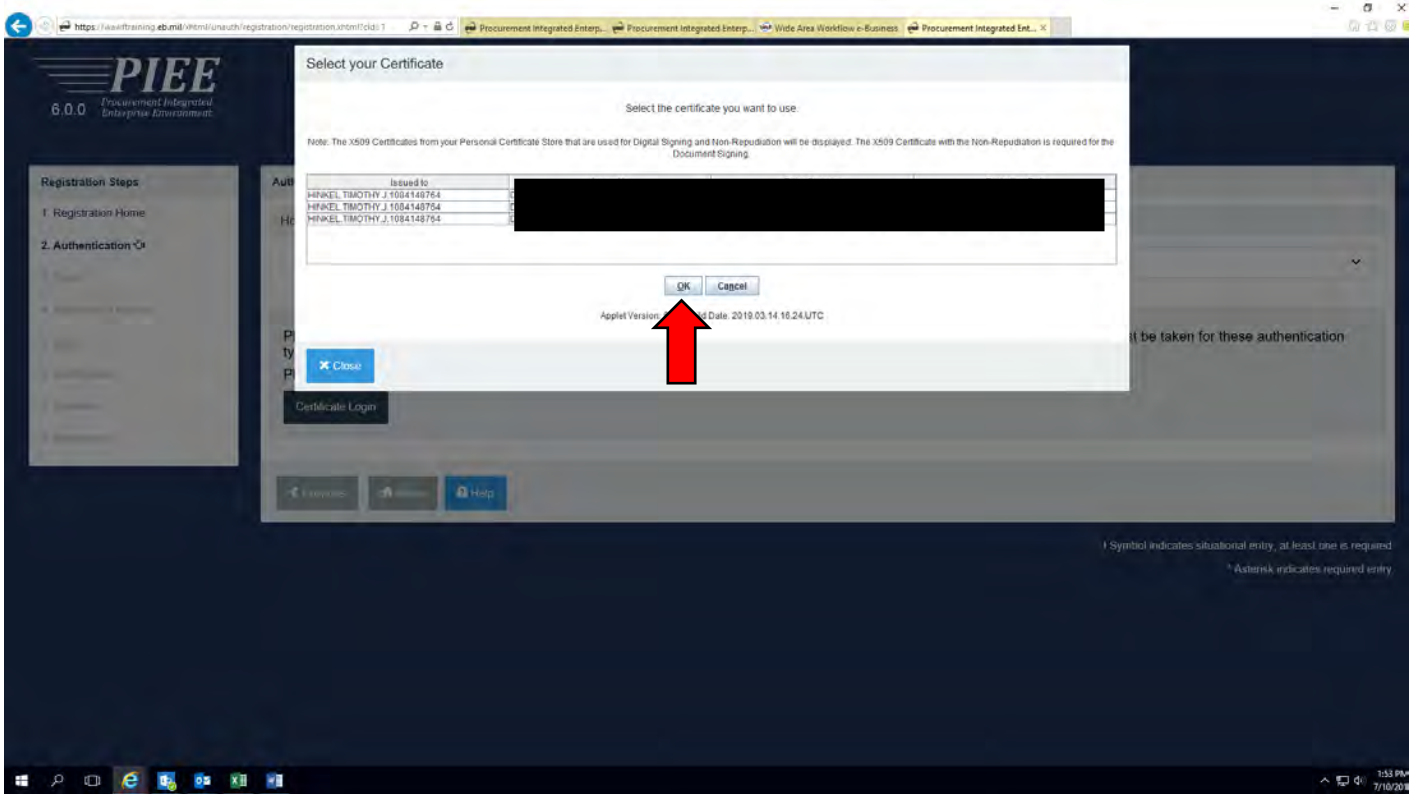


Select how you will be accessing the Wide Area Work Flow.

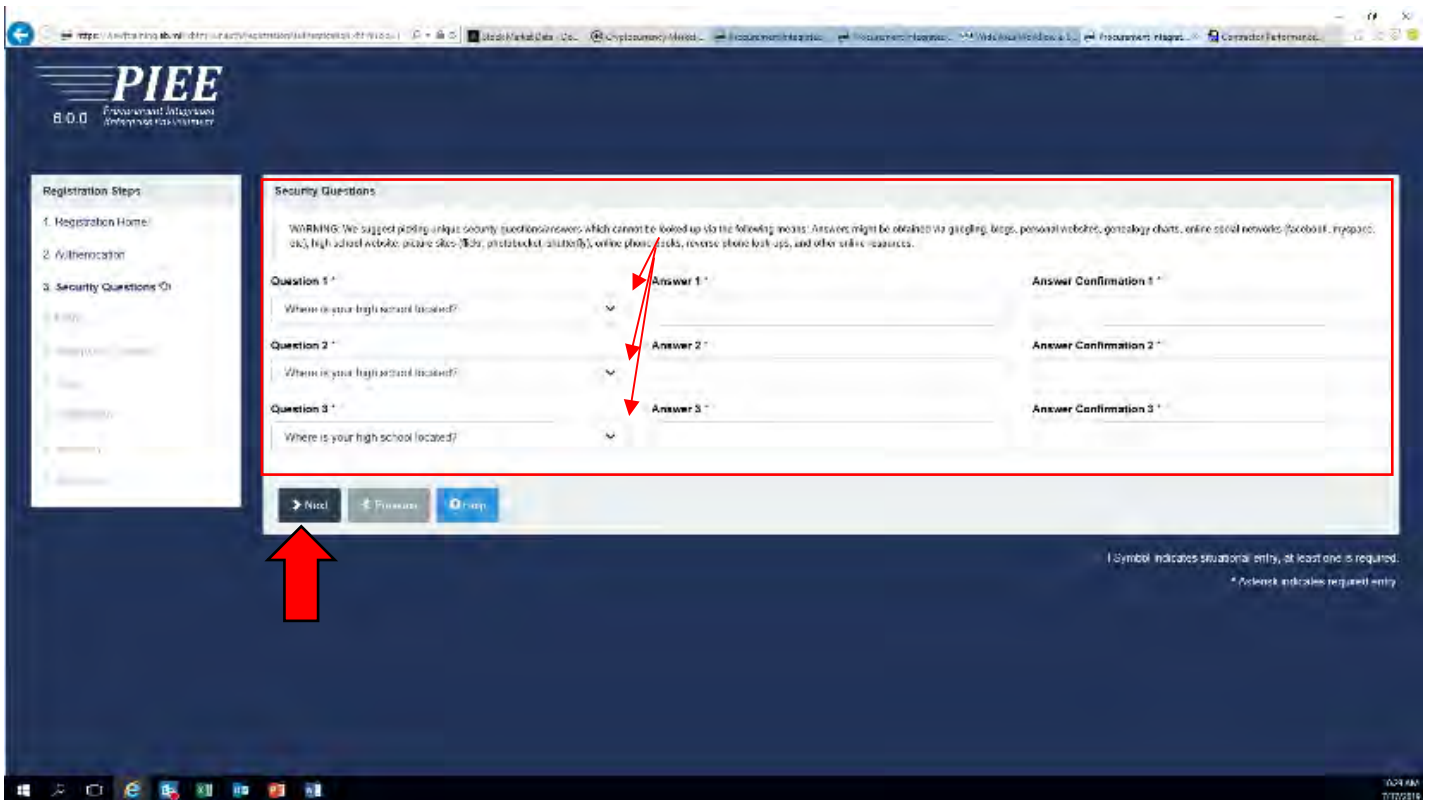
NOTE: Most users will select the Common Access Card (CAC)



Here you will select the appropriate certificate to use when accessing the PIEE system and then click "OK"



Select and answers the following security questions as shown below and then select "Next"



This is your User Profile page. Fill in “all the required information” and select “Next” at the bottom of the screen.

Notes:

1. Your Home Organization Location is your local DoDAAC. This is important to verify to ensure any approvals are routed to the correct POCs for action.
2. You need to ensure that you have a current Cyber Awareness Training date.
3. You will also need to verify what your job series number is.

The screenshot displays the 'User Profile' registration page in the PIEE 6.0.0 system. The page is divided into a sidebar and a main form area. The sidebar on the left lists 'Registration Steps' from 1 to 9, with '4. Profile' selected. The main form area contains the following fields:

- Name Fields:** First Name *, Middle Name, Last Name *, Suffix
- Organization Fields:** Home Organization DoDAAC/FEDAAC * (with a GPC DoDAAC Lookup icon), Organization *, Job Series * (dropdown menu), Job Title *, Grade/Rank *
- Contact Fields:** Email *, Confirm Email *, Commercial Telephone !, Extension, Intl Country Code and Phone !, Mobile Telephone, DSN Telephone
- Other Fields:** Cyber Awareness Training Date *, Citizenship * (dropdown menu showing 'US'), Designation * (dropdown menu)

At the bottom of the form, there are four buttons: 'Next' (highlighted with a red arrow), 'Previous', 'Save Registration', and 'Help'. Below the buttons, there are two footnotes: '! Symbol indicates situational entry, at least one is required.' and '* Astersk indicates required entry.'

The next screen is your Supervisor information and Alternate Supervisor (if applicable) and Agency Information – fill in “all the appropriate blocks” and select “Next” at the bottom of the screen.

The screenshot shows a web browser window with a registration form. The browser's address bar displays the URL: <https://waw/training/eb.mil/vhtml/unauth/registration/profile.html?cid=1>. The page has a dark blue sidebar on the left with a navigation menu containing the following items: 1. Registration Home, 2. Authentication, 3. Security Questions, 4. Profile, 5. Supervisor / Agency (selected), 6. Roles, 7. Institution, 8. Summary, and 9. Agreement. The main content area is titled "Supervisor Information" and contains several input fields: First Name *, Last Name *, Job Title *, Email *, Confirm Email *, DSN Telephone, Phone!, Extension, and Intl Country Code and Phone!. Below this is an "Alternate Supervisor Information (Optional)" section with similar fields: First Name!, Last Name!, Job Title!, Email!, Confirm Email!, DSN Telephone, Phone!, Extension, and Intl Country Code and Phone!. A "Reason!" text area is also present. The "Agency Information" section includes Agency Name *, Address *, City *, Zip *, Country * (with a dropdown menu showing "-- Please Select --"), Organization, and Office Symbol. At the bottom of the form, there are four buttons: "Next" (highlighted with a red arrow), "Previous", "Save Registration", and "Help". The Windows taskbar at the bottom shows the Start button, search icon, and several application icons. The system tray in the bottom right corner displays the time as 1:56 PM and the date as 7/17/2019.

Next, the below screen will pull up and you will be required to request what “Applications” you will require access to within PIEE by clicking on the appropriate platform from the list as shown below.

This example shows a request for WAWF (Invoicing). Once selected you will then need to request your specific role within WAWF that you will be using by selecting from the list to the right shown by the red arrows.

Note: If you are unsure of what role you require contact your recommending agency for guidance.

Additionally, commonly used role assignments are “Acceptor” if you are a COR on a contract and “Acceptor View Only” and “Admin By View Only” usually used for Contracting Officers and Contracting Specialists.

Once you have selected the appropriate role(s) then you will click Add Roles to the far right.

The screenshot displays the PIEE 6.0.0 registration interface. On the left, a sidebar titled "Registration Steps" lists steps from 1 to 9, with step 6, "Roles", highlighted. The main content area is titled "Roles" and contains three instructional steps: Step 1 (selecting an application), Step 2 (selecting roles), and Step 3 (clicking 'Add Roles'). The "WAWF - Wide Area Workflow" application is selected in Step 1. Step 2 shows a list of "User Roles for WAWF": Acceptor, Acceptor View Only, Admin By View Only, Cost Voucher Administrator, and Cost Voucher Approver. Red arrows point to the first three roles. Step 3 shows an "Add Roles" button with a red arrow pointing to it. Below the instructions are buttons for "Next", "Previous", "Save Registration", and "Help". At the bottom right, there are footnotes: "! Symbol indicates situational entry, at least one is required." and "* Asterisk indicates required entry." The Windows taskbar at the bottom shows the time as 8:29 AM on 7/18/2019.

Once you have successfully added “your” WAWF required role(s).....depending on what you selected your screen should look similar to the below screen shot.

For a COR you should have the role listed in *green*.

If a Contracting Officer or Specialist you should have the roles listed in *red*.

PIEE 6.0.0 Procurement Integrated Enterprise Environment

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Roles

Step 1: Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Accepter
- Accepter View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF	Accepter	DoDAAC	SP0600			Delete
WAWF	Accepter View Only	DoDAAC	SP0600			Delete
WAWF	Admin By View Only	DoDAAC	SP0600			Delete

Showing 1 to 3 of 3 entries

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

Next **Previous** **Save Registration** **Help**

! Symbol indicates situational entry, at least one is required.
* Asternsk indicates required entry.

8:38 AM 7/18/2019

Next, you will go back to the application selection box as seen below and expand the selection options.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification

Roles

Step 1: Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF	Acceptor	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Acceptor View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Admin By View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete

Showing 1 to 3 of 3 entries

If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Save Registration Help

1 Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

8:41 AM 7/18/2019

Next, you will need to find the SPM module near the bottom of the page (as shown below) and select that.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification

Application Selection

- CEDMS - Corporate Electronic Document Management System
- CLOSEOUT - Contract Closeout
- CLS - Clause Logic Service
- CON-IT - Contracting Information Technology
- eMIPR - Military Interdepartmental Purchase Request
- GFP - Government Furnished Property
- IUID Registry
- NCICS - NISP Contracts Classification System
- PCM - Purpose Code Management
- PIEE - Procurement Integrated Enterprise Environment**
- SPM - Surveillance and Performance Monitoring Module
- WAWF - Wide Area Workflow

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF	Acceptor	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Acceptor View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Admin By View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete

Showing 1 to 3 of 3 entries

If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Save Registration Help

1 Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

8:43 AM 7/18/2019

Now you will then select the appropriate “Role” within the SPM platform for which you need access.

Choose your Role from the available options shown by the red arrows within the section box.

Note: If you are unsure of what role you require contact your recommending agency for guidance.

Additionally, commonly used role assignments are “Contracting Officer Representative” if you are a COR on a contract. “Contract Officer” and “Contract Specialist”

Then click on the “Add Roles” button to the far right.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
- 6. Roles**
7. Justification

Roles

Step 1: Select the appropriate Application from the list below

SPM - Surveillance and Performance Monitoring Module

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for SPM

- Administrating Contracting Officer
- Auditor
- Contract Specialist
- Contracting Officer
- Contracting Officer Representative

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF	Acceptor	DeDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Acceptor View Only	DeDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Admin By View Only	DeDAAC	SP0600		GOVERNMENT JUNK	Delete

Showing 1 to 3 of 3 entries

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

[Next](#) [Previous](#) [Save Registration](#) [Help](#)

† Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry

0:45 AM
7/18/2018

Again once you have requested a role you should have a similar screen that shows what role(s) you have requested indicated within the green square.

For a COR you should have the role listed in *green*.

For a Contracting Officer or a Specialist you should have the role(s) listed in *red* respectively.

When completed select the “Next” button at the bottom of the screen.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification

Roles

Step 1: Select the appropriate Application from the list below

SPM - Surveillance and Performance Monitoring Module

Step 2: Select One or More Roles from the list below (Ctrl+Click)

User Roles for SPM

- Administrating Contracting Officer
- Auditor
- Contract Specialist
- Contracting Officer
- Contracting Officer Representative

Step 3: Click 'Add Roles'

+ Add Roles

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
SPM CCM JAM	Contracting Officer Representative	DoDAAC	SP0600	N/A		Delete
SPM CCM JAM	Contract Specialist	DoDAAC	SP0600	N/A		Delete
SPM CCM JAM	Contracting Officer	DoDAAC	SP0600	N/A		Delete
WAWF	Acceptor	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Acceptor View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete
WAWF	Admin By View Only	DoDAAC	SP0600		GOVERNMENT JUNK	Delete

Showing 1 to 6 of 6 entries

Te If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Save Registration Help

1 Symbol indicates situational entry, at least one is required
* Asterisk indicates required entry.

8:50 AM
7/18/2019

After you have requested in SPM the role as a COR the system will require your training certificates as shown below.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Training
8. Justification

Training

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
-------------	-----------------	-------------	-----------	----------	-------	----------	--------	--------

COR Training

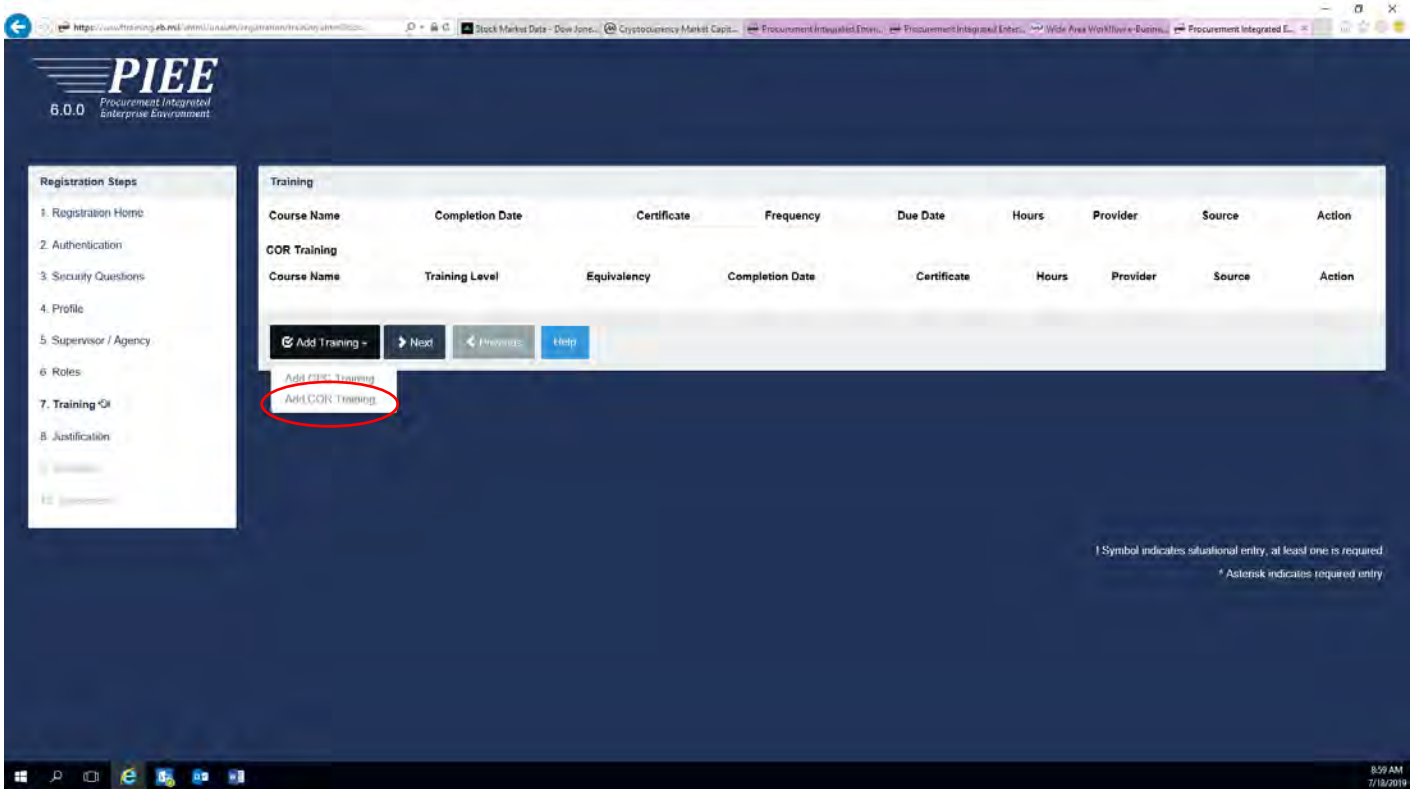
Course Name	Training Level	Equivalency	Completion Date	Certificate	Hours	Provider	Source	Action
-------------	----------------	-------------	-----------------	-------------	-------	----------	--------	--------

Add Training Next Previous Help

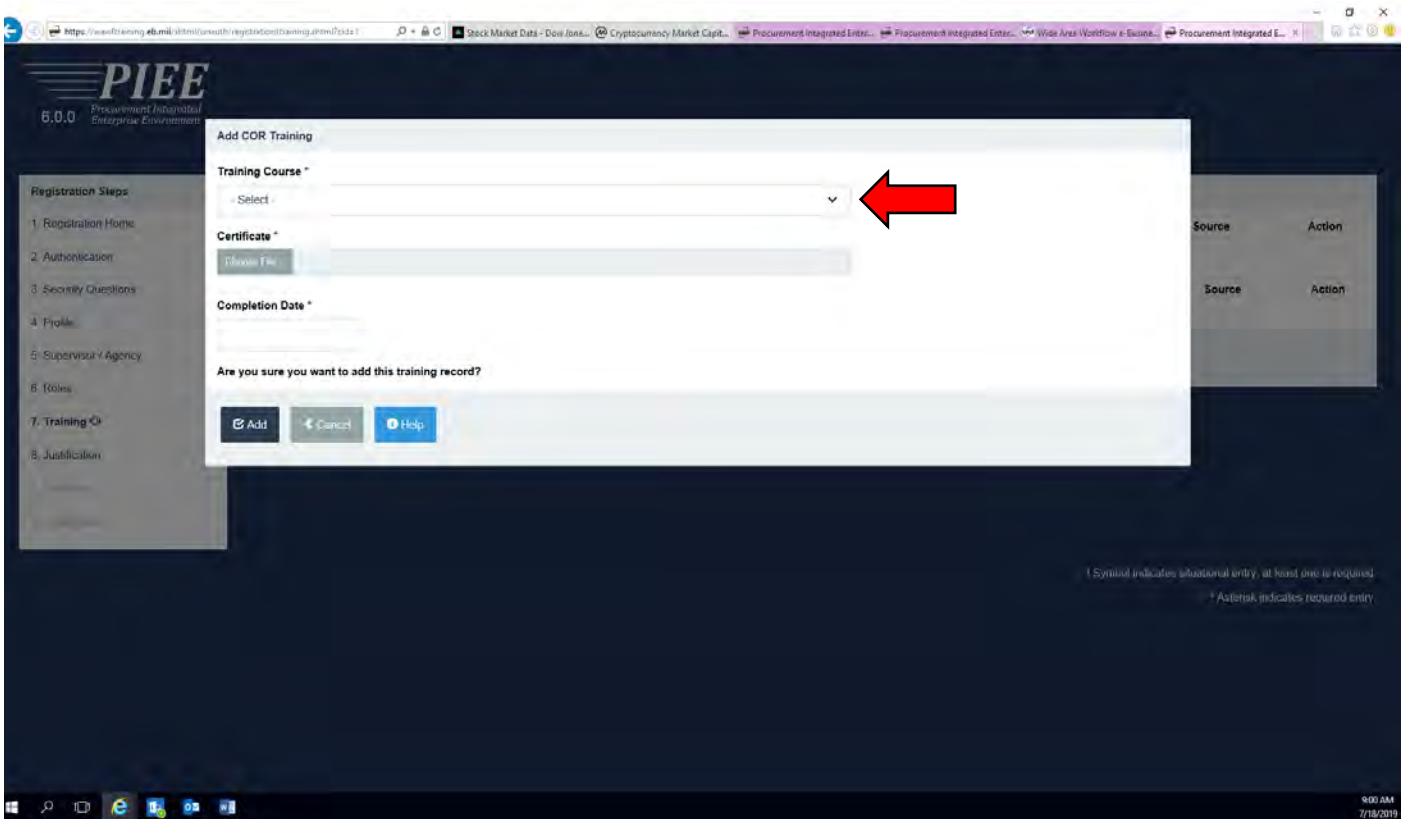
1 Symbol indicates situational entry, at least one is required
* Asterisk indicates required entry.

8:57 AM
7/18/2019

You will click on the Add Training button and then select the Add COR Training option as shown below.

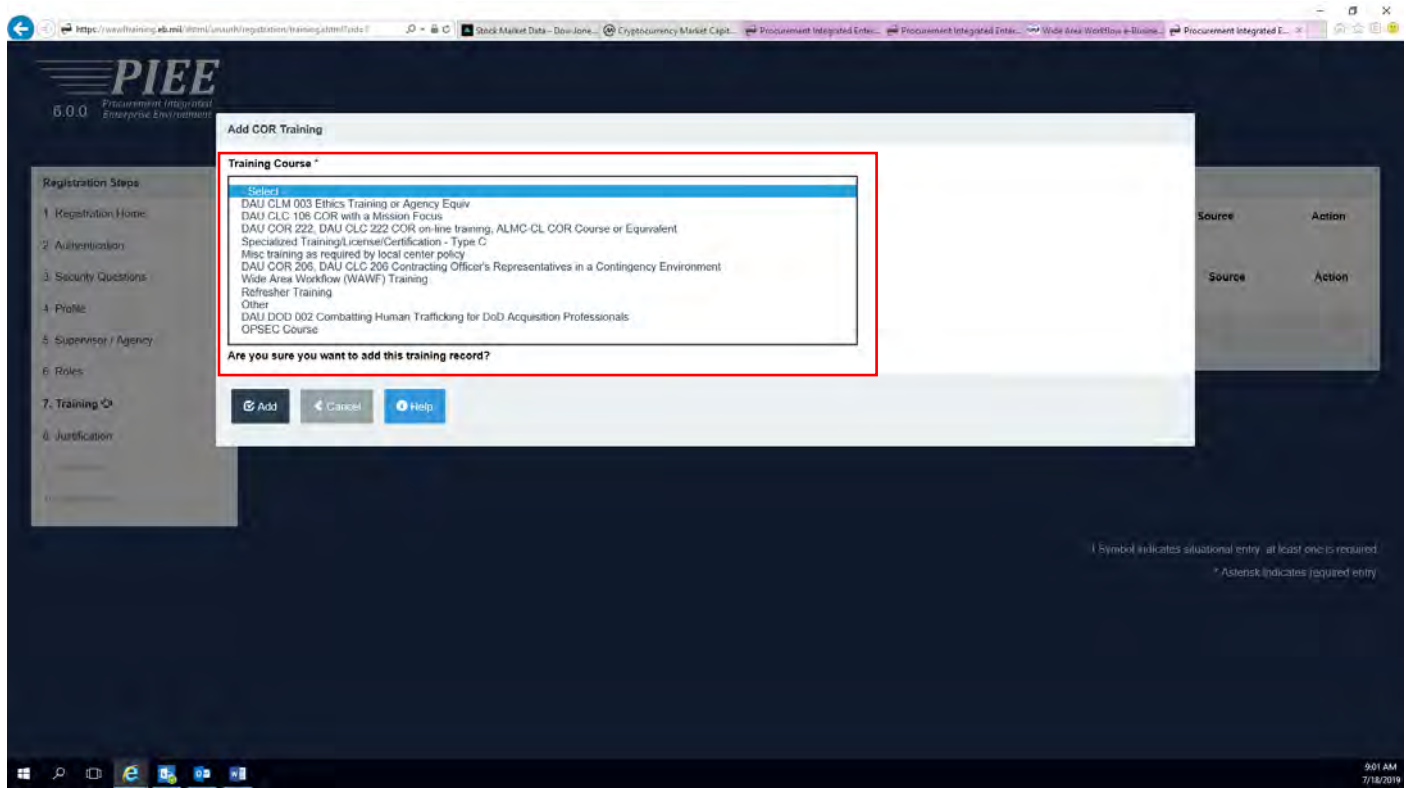


Next, you will be given the options of what available training certificates are listed in the SPM application by clicking on the drop down button for Training Course(s).

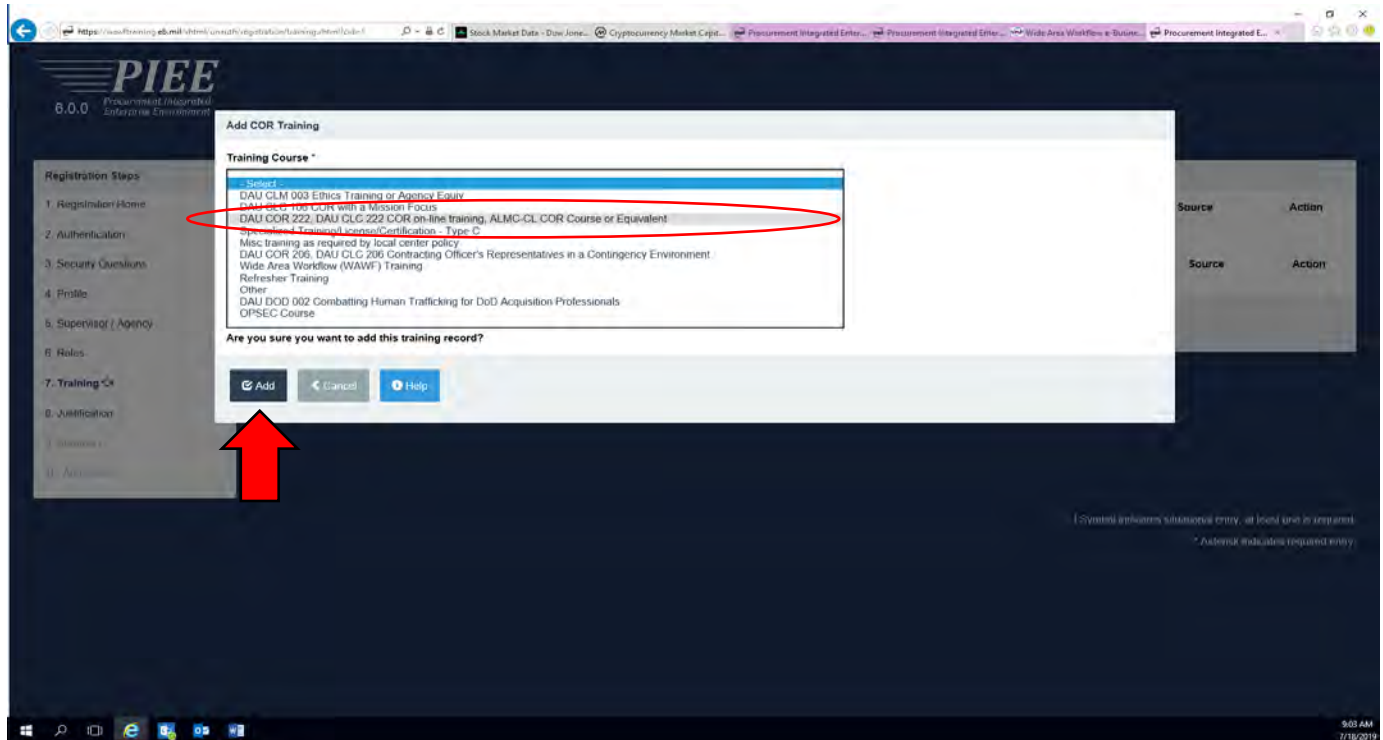


The following screen shot shows what is available to select from concerning Training Certifications.

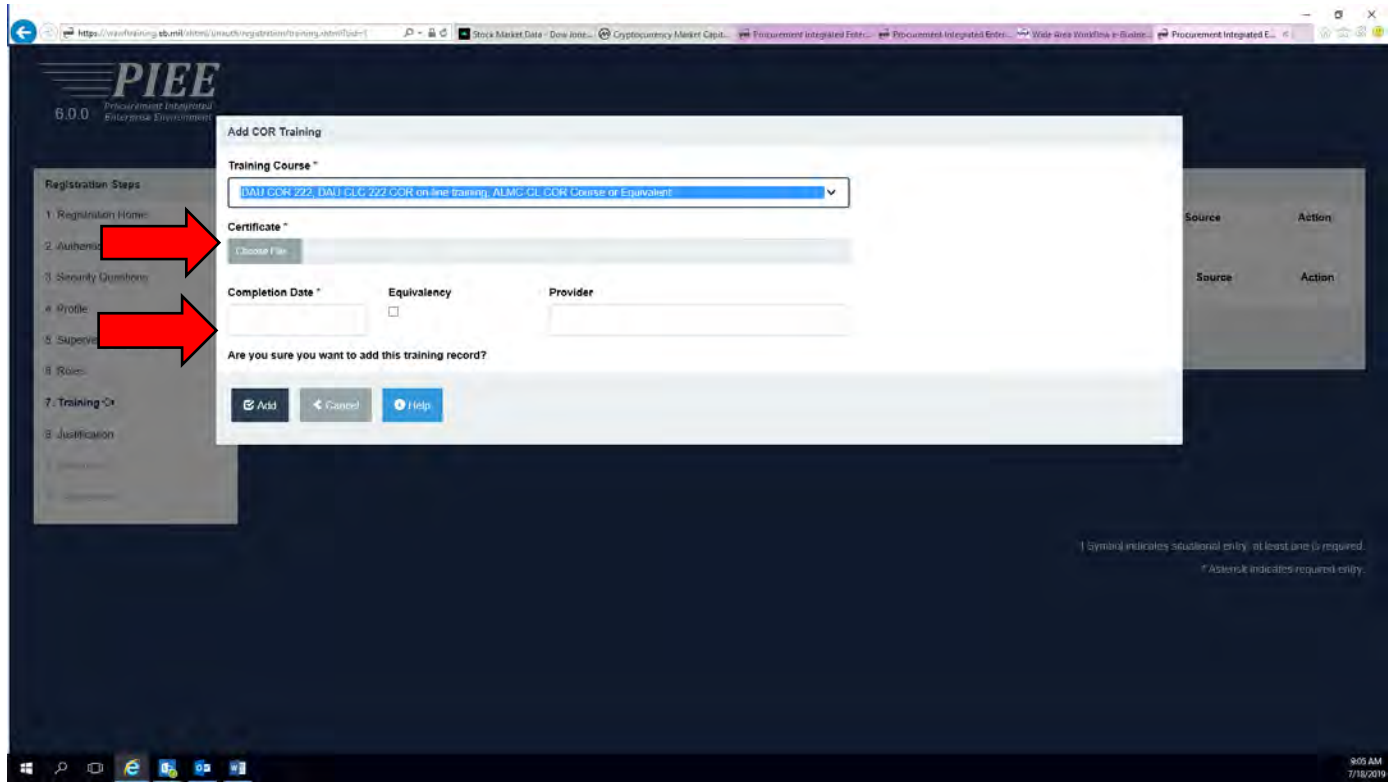
Note:



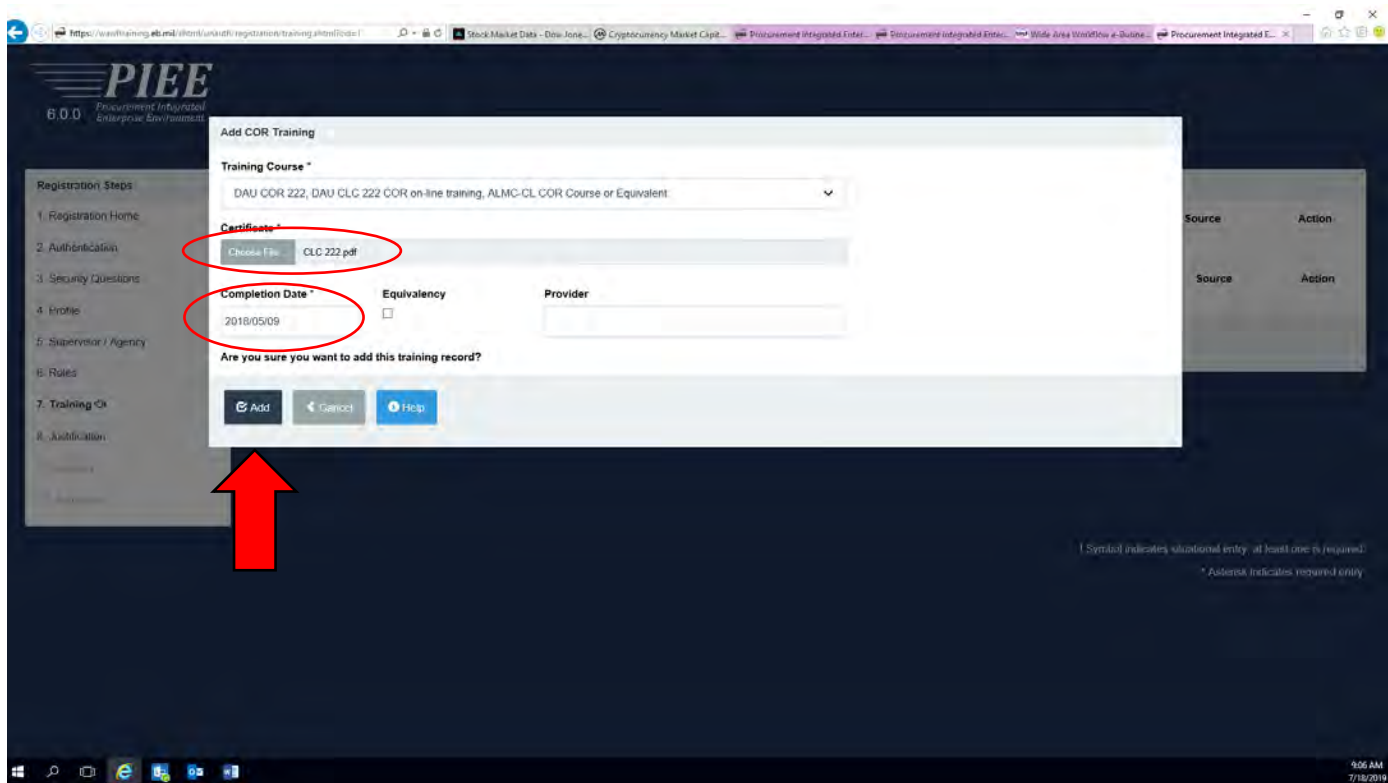
Select from the following what training certifications you have that are also listed the same in the drop down.



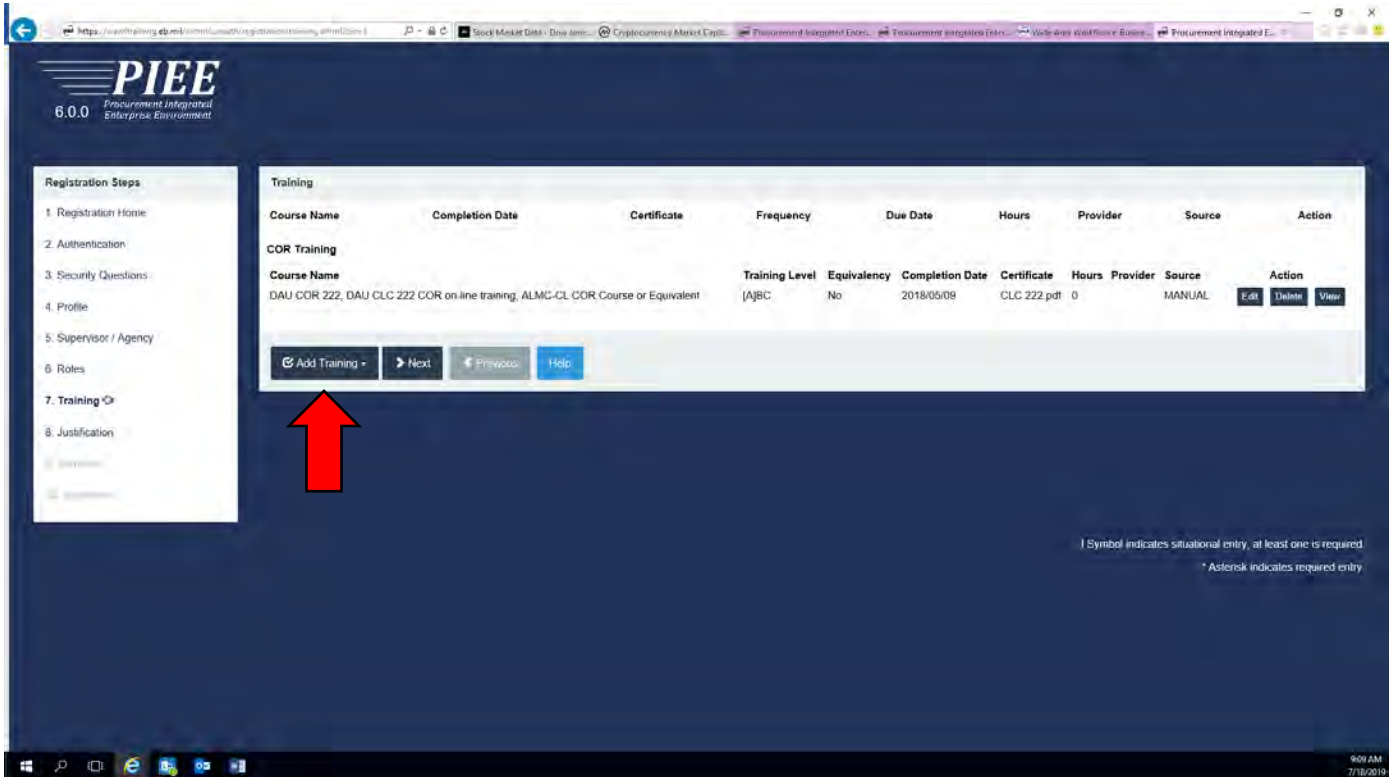
Then input the correct date of the training certificate in the Completion Date field and finally browse your computer and upload them as shown below.



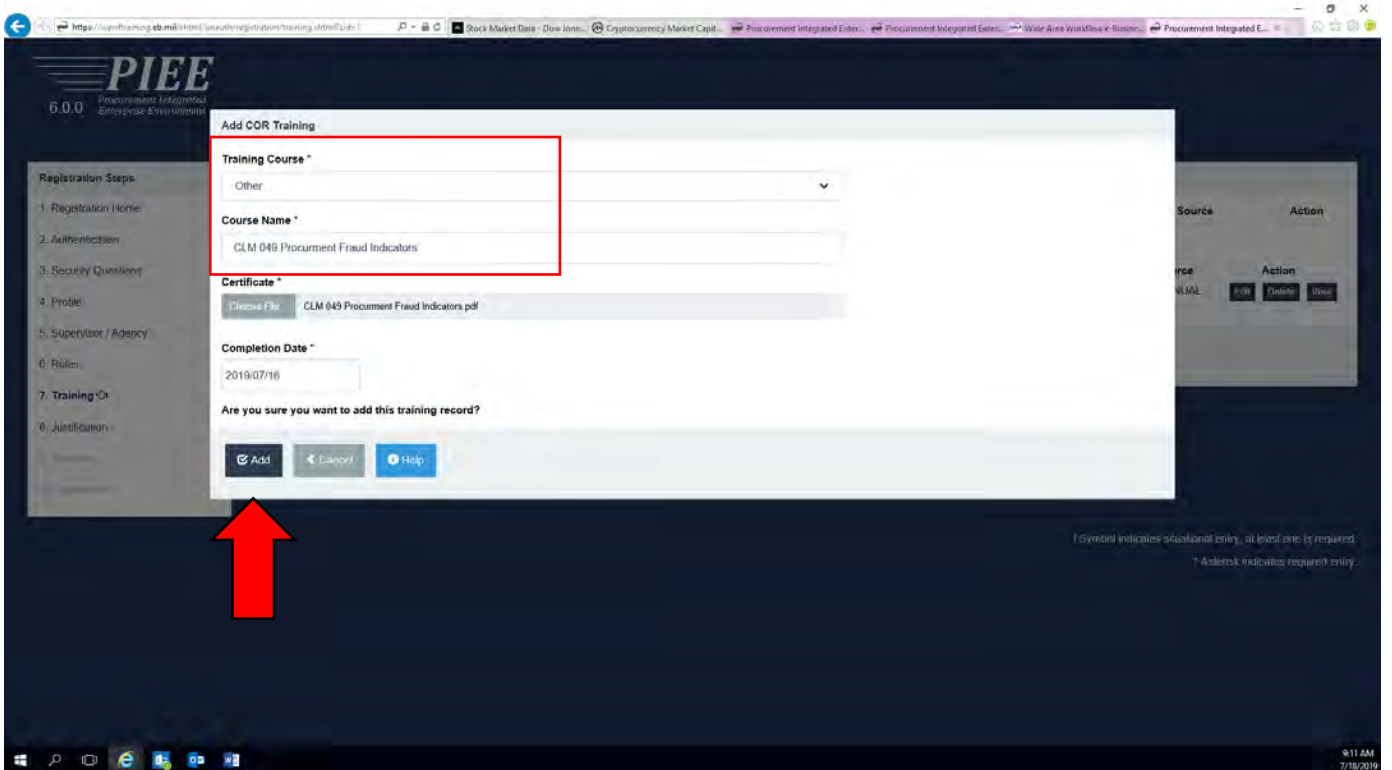
When you upload your certificate it should look similar as what is listed below.



Next, you will be required to upload the rest of your training certificates in like manner.



For the training certificates that you have that are not listed as part of the drop down options...select "Other" and fill in the training course name as shown below.



Once you have uploaded your training certifications your listing should look similar to the below screen shot. After this is complete you will click the "Next" button to continue.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Training
8. Justification

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action		
COR Training										
		Training Level	Equivalency	Completion Date		Certificate	Hours	Provider	Source	Action
CLM D49 Procurement Fraud Indicators			No	2019/07/16		CLM D49 Procurement Fraud Indicators.pdf	0	MANUAL		Edit Delete View
IRAPT/WAWF Overview training			No	2019/05/29		IRAPT Overview.pdf	0	MANUAL		Edit Delete View
CPARS Overview Training			No	2019/04/02		CPARS Overview Training.pdf	0	MANUAL		Edit Delete View
DAU DOD 002 Combatting Human Trafficking for DoD Acquisition Professionals		ABC	No	2019/01/17		DOD 002.pdf	0	MANUAL		Edit Delete View
DAU CLM 003 Ethics Training or Agency Equiv		ABC	No	2018/09/14		CLM 003.pdf	0	MANUAL		Edit Delete View
CLC 120 Utilities Privatization Contract Administration			No	2018/08/13		CLC 120.pdf	0	MANUAL		Edit Delete View
DAU COR 222, DAU CLC 222 COR on line training, APMC-CL COR Course or Equivalent		[ABC]	No	2018/05/09		CLC 222.pdf	0	MANUAL		Edit Delete View

Add Training + Next Previous Help

Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

9:23 AM 7/18/2019

Here you will need to add your justification as to why you need access to the different platforms within PIEE. As sample explanation is listed in the screen shot below.

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Training
8. Justification

Justification / Attachments

Provide justification for access and upload any necessary attachments.

Justification *

Need access to the required roles to perform daily duties.

Attachments

Browse Upload

Warning! Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Next Previous Help

Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

9:25 AM 7/18/2019

Next, you will need to verify all of the summary information in your profile and role requests and click the “Next” button.

The screenshot shows a user profile page with the following sections:

- Personal Information:** Fields for First Name, Middle Name, Last Name, Suffix, Home Organization (DDIAC/EDAC), Organization, Job Series, Job Title, Grade/Rank, Email, and Cyber Awareness Training Data.
- Telephone Information:** Fields for Commercial Telephone, Extension, Int'l Country Code and Phone, Mobile Telephone, and DSN Telephone.
- Citizenship and Designation:** Fields for Citizenship and Designation.
- Supervisor Information:** Fields for First Name, Last Name, Job Title, Email, DSN Telephone, Phone, Extension, and Int'l Country Code and Phone.
- Agency Information:** Fields for Agency Name, Address, City, State, Zip, Country, Office Symbol, and PEE.
- Alternate Supervisor Information:** Fields for First Name, Last Name, Job Title, Email, DSN Telephone, Phone, Extension, and Int'l Country Code and Phone.
- Reason:** A text field for providing a reason.
- User Roles Table:**

Role	Location Code Type	Location Code	Extension	Group
Advisor	DDIAC	SP050		GOVERNMENT_JUNK
Assistant View Only	DDIAC	SP050		GOVERNMENT_JUNK
Admin By View Only	DDIAC	SP050		GOVERNMENT_JUNK
Contracting Officer Representative	DDIAC	SP050		GOVERNMENT_JUNK
Contract Specialist	DDIAC	SP050		GOVERNMENT_JUNK
Contracting Office	DDIAC	SP050		GOVERNMENT_JUNK
View By View Only	DDIAC	SP050		GOVERNMENT_JUNK

A red arrow points to the 'Next' button at the bottom left of the page.

Finally, you will need to sign and date the Statement of Accountability Agreement and after this you will have completed the initial system requirements and the role requests for iRAPT and CORT Tool.

The next step in the process is to wait until you're notified from the WAWF and CORT Tool System Group Admins that your account(s)/role(s) have been granted and activated.

The screenshot shows the 'Statement of Accountability Agreement' page. The agreement text includes:

- A statement of understanding of obligations to protect passwords and data.
- A reference to the 'Statement of Accountability Agreement' dated May 2016.
- A reference to the 'Security and Privacy Rules of Behavior (RBOB) / Acceptable Use Policy (AUP)' dated 16 Jun 2016.
- A statement that the U.S. Government routinely intercepts and monitors communications for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- A statement that at any time, the U.S. Government may inspect and seize data stored on this information system.
- A statement that communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- A statement that this information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
- A statement that notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants, under these circumstances, such communications and work product are private and confidential as further explained below.
- A statement that nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data in an information system, regardless of any applicable privilege or confidentiality.
- A statement that the user consents to interception/seizure and data to any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation), however, consent to interception/seizure of communications and data is

The signature section includes:

- A checkbox for 'By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.'
- Fields for 'Signature Date' (20160716) and 'Government Organization' (SP050).
- A 'Signature' button.
- 'Previous' and 'Help' buttons.

A red arrow points to the 'Signature' button.