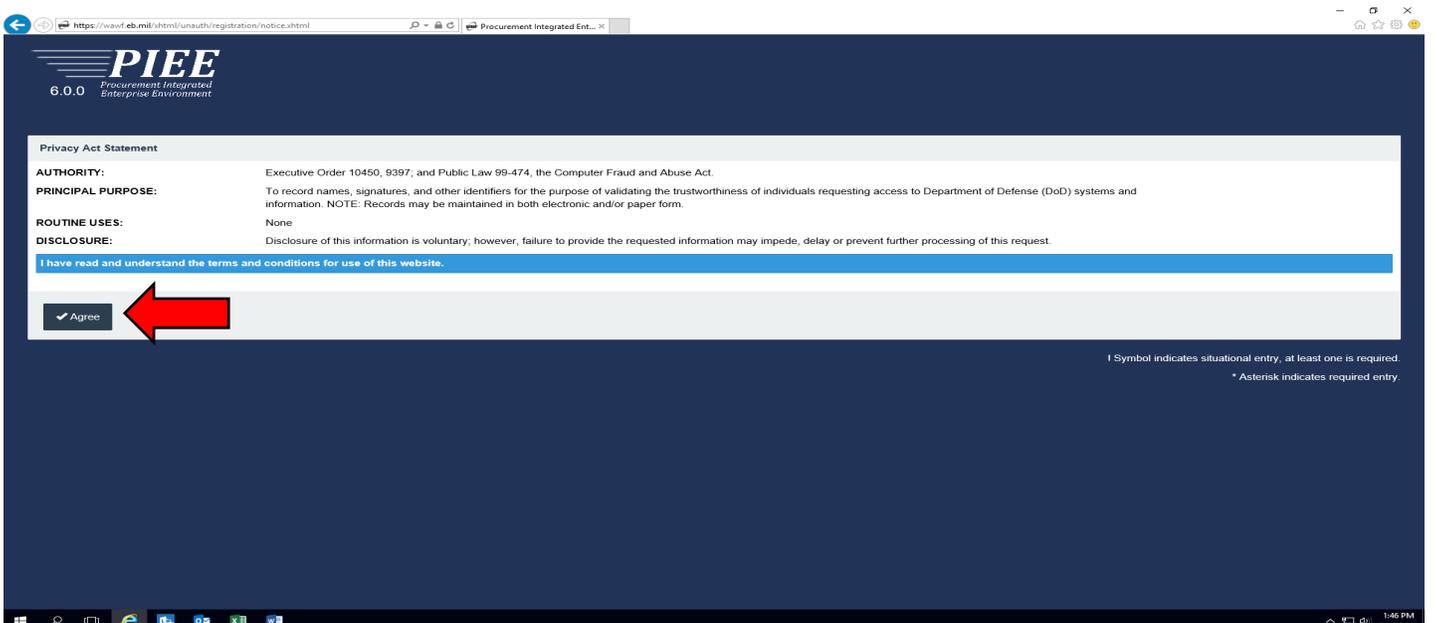
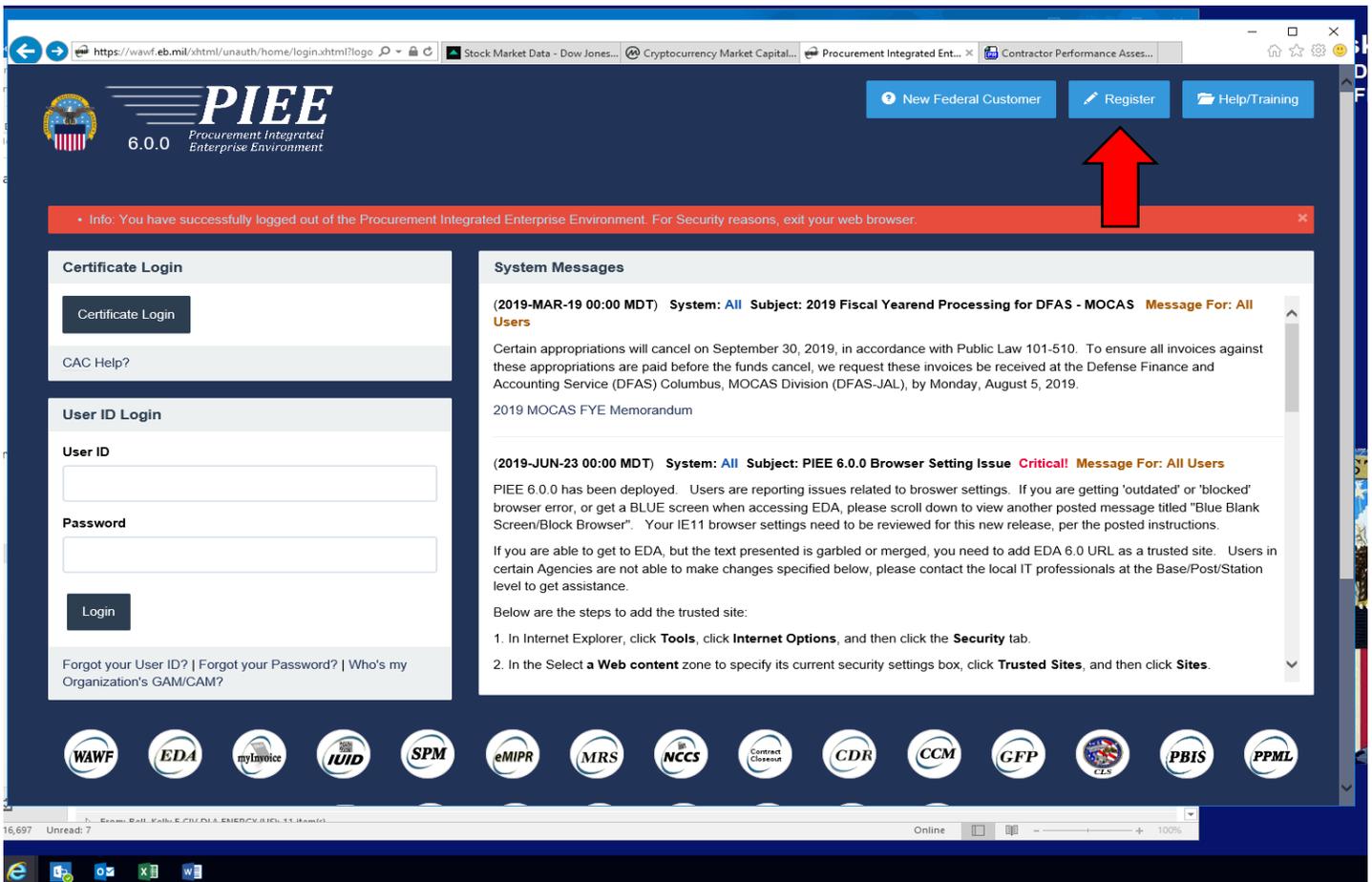


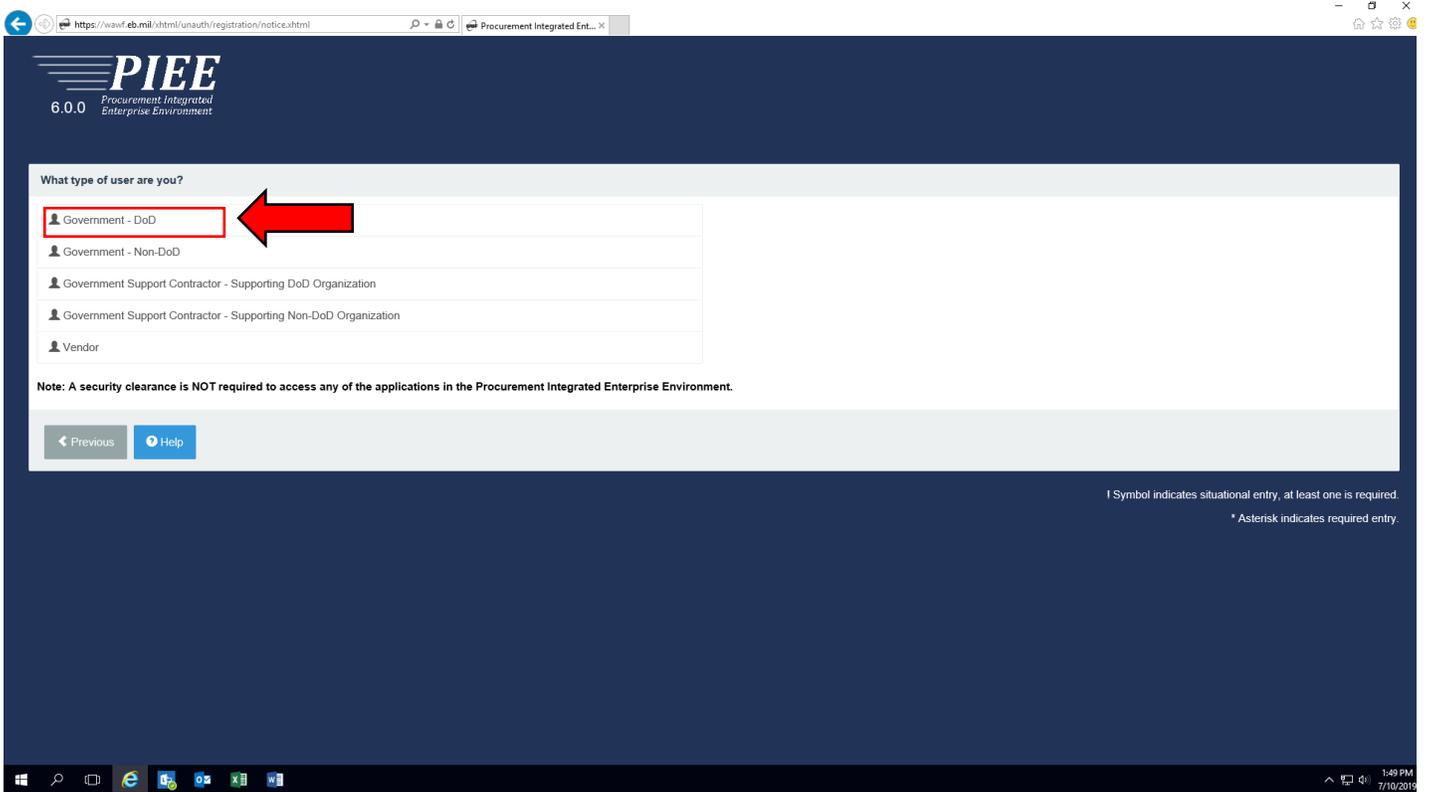
These instructions are for registering as a New User and requesting User Roles within Procurement Integrated Enterprise Environment “PIEE” for the first time.

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.

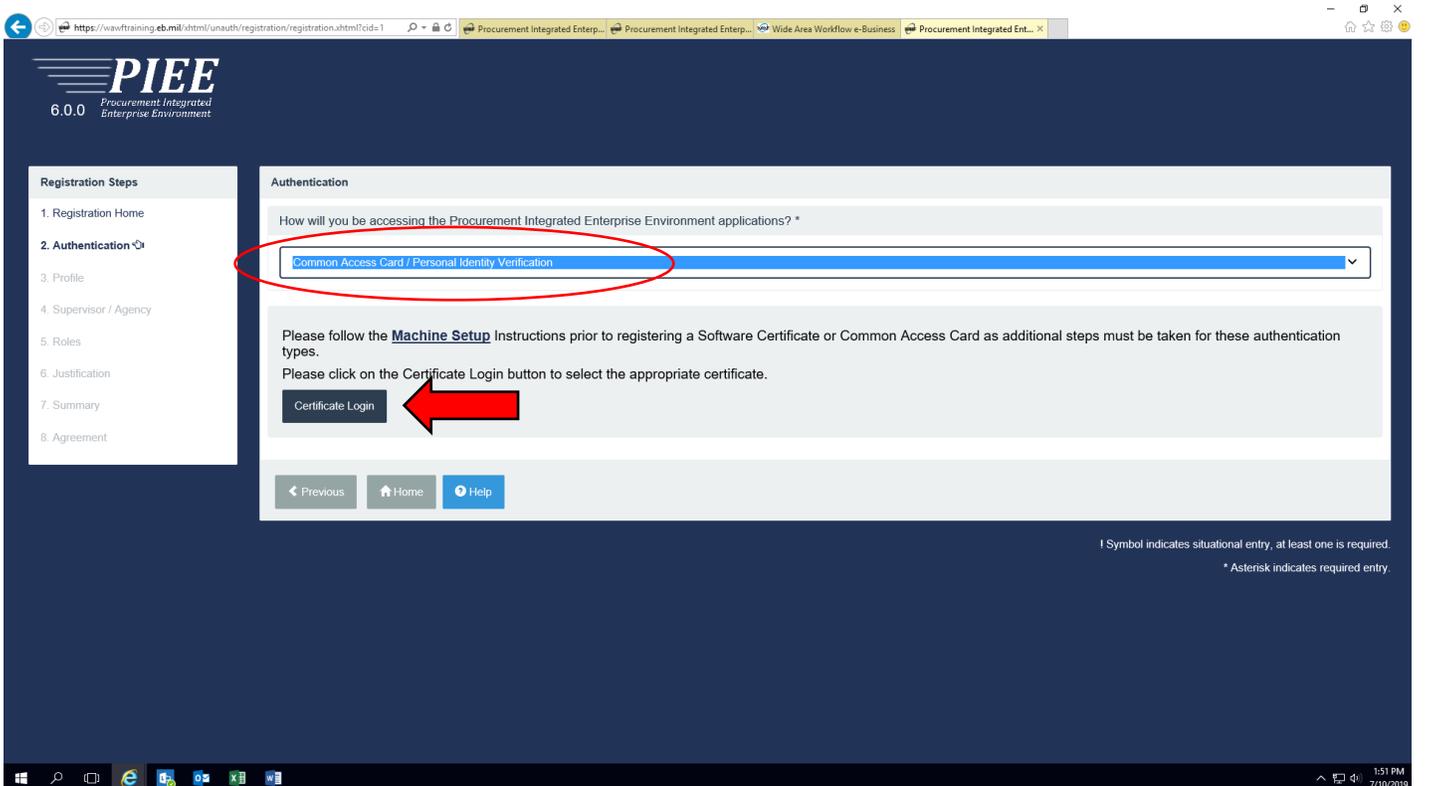


Next, you will select the appropriate type of user you will be...

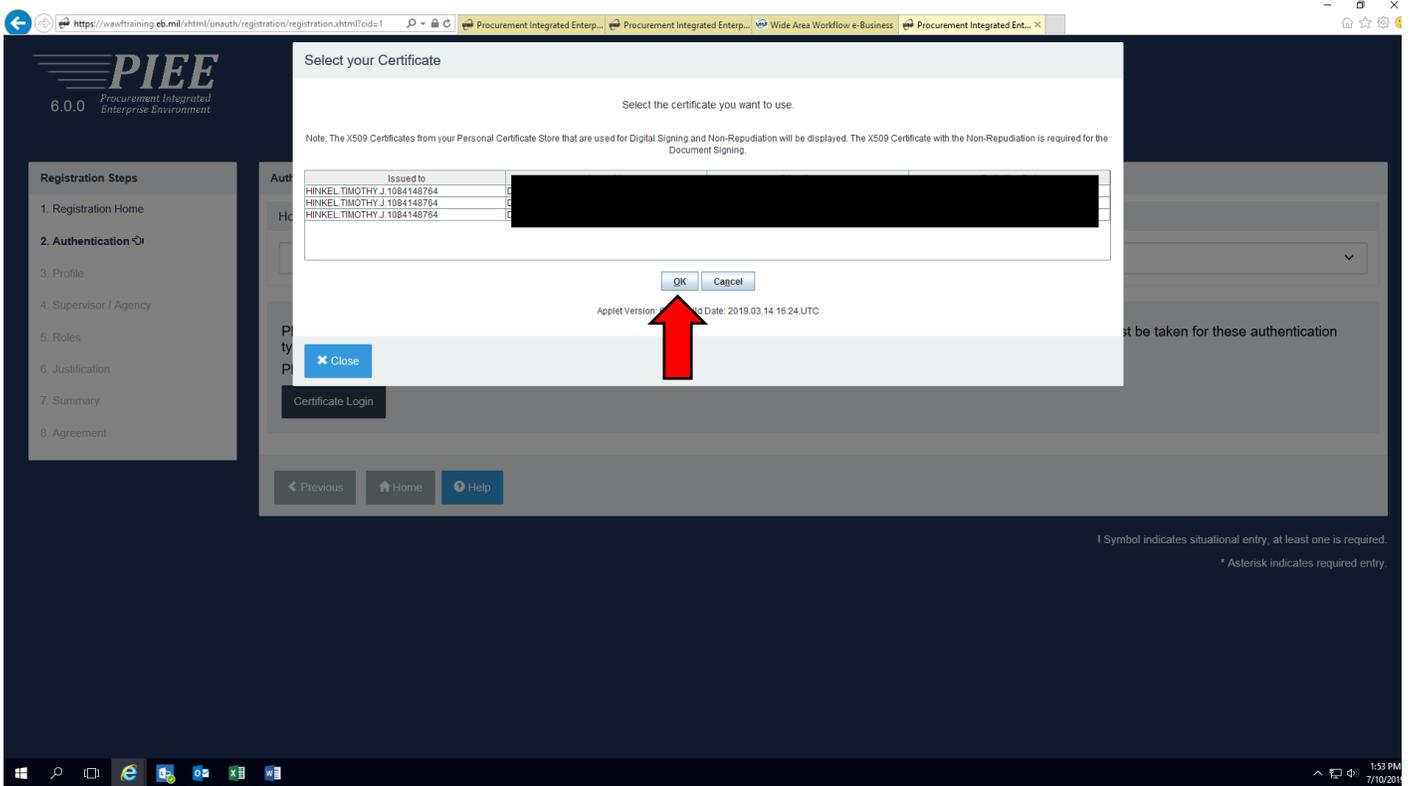


Select how you will be accessing the Wide Area Work Flow.

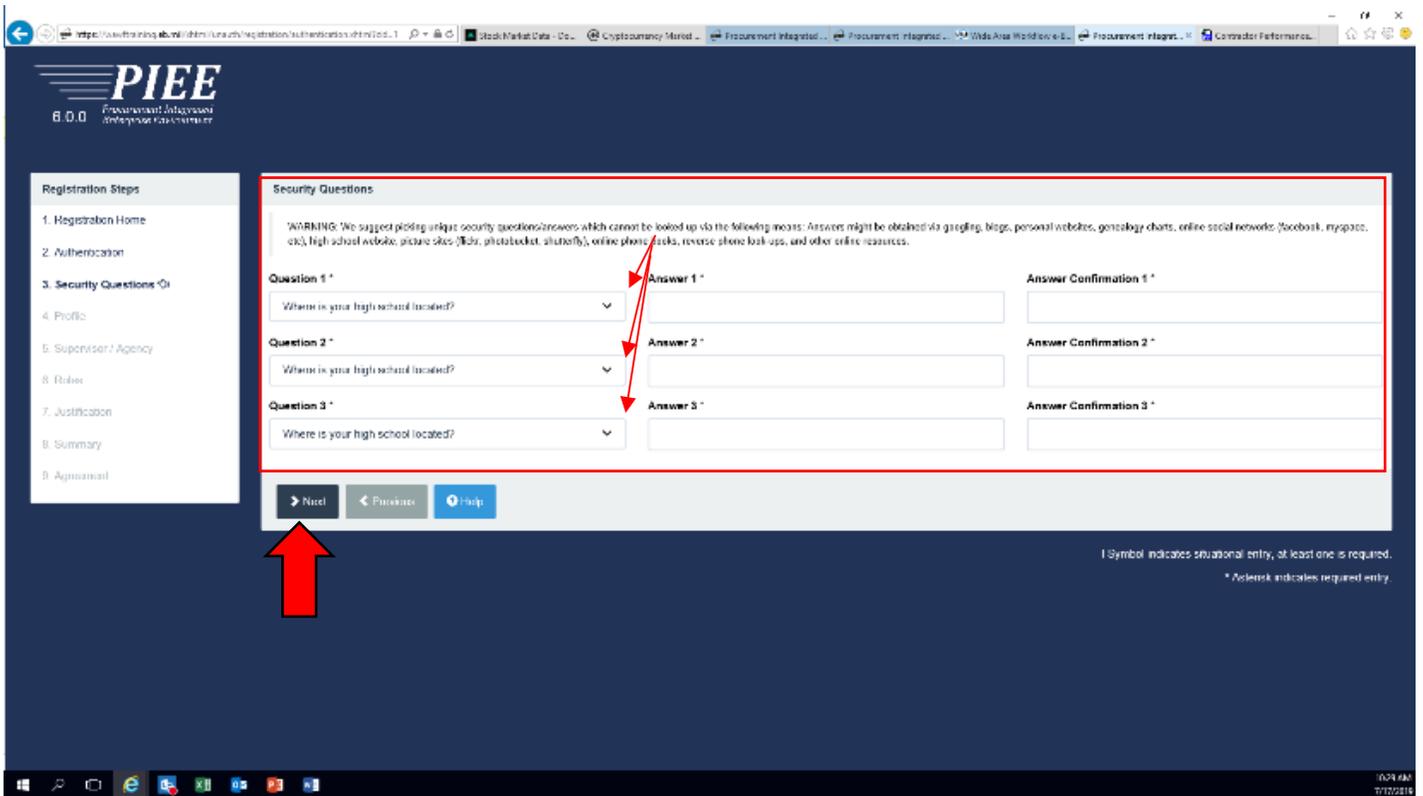
NOTE: Most users will select the Common Access Card (CAC)



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 shows the PIEE 6.0.0 User Profile registration page. The page is divided into a sidebar on the left and a main form area on the right. The sidebar contains a list of registration steps: 1. Registration Home, 2. Authentication, 3. Security Questions, 4. Profile (highlighted with a mouse cursor), 5. Supervisor / Agency, 6. Roles, 7. Justification, 8. Summary, and 9. Agreement. The main form area is titled "User Profile" and contains the following fields:

- First Name * (text input)
- Middle Name (text input)
- Last Name * (text input)
- Suffix (text input)
- Home Organization DoDAAC/FEDAAC * (text input with a help icon and "GPC DoDAAC Lookup" text below it)
- Organization * (text input)
- Job Series * (dropdown menu with "-- Please Select --" selected)
- Job Title * (text input)
- Grade/Rank * (text input)
- Email * (text input)
- Confirm Email * (text input)
- Cyber Awareness Training Date * (text input)
- Commercial Telephone ! (text input)
- Extension (text input)
- Intl Country Code and Phone ! (text input)
- Mobile Telephone (text input)
- DSN Telephone (text input)
- Citizenship * (dropdown menu with "US" selected)
- Designation * (dropdown menu with "-- Please Select --" selected)

At the bottom of the form area, there are four buttons: "Next" (highlighted with a red arrow), "Previous", "Save Registration", and "Help".

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

10:35 AM
7/17/2019

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://wawtraining.eb.mil/html/umauth/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 (highlighted with a mouse cursor), 6. Roles, 7. Justification, 8. Summary, and 9. Agreement. The main content area is divided into three sections: Supervisor Information, Alternate Supervisor Information (Optional), and Agency Information. Each section contains several text input fields and dropdown menus. At the bottom of the form, there are four buttons: 'Next' (highlighted with a red arrow), 'Previous', 'Save Registration', and 'Help'. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock displaying 1:56 PM on 7/17/2019.

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

Supervisor Information

First Name * Last Name * Job Title *

Email * Confirm Email *

DSN Telephone Phone ! Extension Intl Country Code and Phone !

Alternate Supervisor Information (Optional) ⓘ

First Name ! Last Name ! Job Title !

Email ! Confirm Email !

DSN Telephone Phone ! Extension Intl Country Code and Phone !

Reason !

Agency Information

Agency Name * Address *

City * Zip * Country *
--- Please Select ---

Organization Office Symbol

Next Previous Save Registration Help

1:56 PM
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 Steps interface. On the left, a sidebar lists the registration steps from 1 to 9, with '6. Roles' highlighted. The main content area is titled 'Roles' and contains three steps: Step 1 (Select the appropriate Application from the list below), Step 2 (Select One or More Roles from the list below (Ctrl+Click)), and Step 3 (Click 'Add Roles'). A dropdown menu for 'WAWF - Wide Area Workflow' is open, showing 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. A red arrow also points to the '+ Add Roles' button. Below the roles list, there is a tip: 'If you need access to any other applications, Repeat Steps 1 to 4 again'. At the bottom, there are buttons for 'Next', 'Previous', 'Save Registration', and 'Help'. A footer note states: '! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

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.
* Asterisk 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.

The screenshot shows the 'Roles' step of the registration process. The application selection dropdown is expanded, showing a list of roles for WAWF. The roles listed are: Acceptor, Acceptor View Only, Admin By View Only, Cost Voucher Administrator, and Cost Voucher Approver. Below this, there is a table with columns for Application, Role, Location Code Type, Location Code, Extension, Group, and Action. The table contains three entries for WAWF with roles: Acceptor, Acceptor View Only, and Admin By View Only, all with Location Code Type 'DoDAAC' and Location Code 'SP0600'. The Group for all entries is 'GOVERNMENT JUNK'. There are 'Delete' links for each row. At the bottom, there are buttons for 'Next', 'Previous', 'Save Registration', and 'Help'. A tip at the bottom right states: 'I Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

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

The screenshot shows the same 'Roles' step, but the application selection dropdown is expanded to show a list of applications. The applications listed are: 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, NCCS - NISP Contracts Classification System, PCM - Purpose Code Management, PIEE - Procurement Integrated Enterprise Environment, and SPM - Surveillance and Performance Monitoring Module. The 'SPM' application is circled in red. Below this, there is a table with columns for Application, Role, Location Code Type, Location Code, Extension, Group, and Action. The table contains three entries for WAWF with roles: Acceptor, Acceptor View Only, and Admin By View Only, all with Location Code Type 'DoDAAC' and Location Code 'SP0600'. The Group for all entries is 'GOVERNMENT JUNK'. There are 'Delete' links for each row. At the bottom, there are buttons for 'Next', 'Previous', 'Save Registration', and 'Help'. A tip at the bottom right states: 'I Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.'

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.

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

SPM - Surveillance and Performance Monitoring Module

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

User Roles for SPM

- Adminstrating 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	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

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.

8:45 AM
7/18/2019

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
8. Summary
9. Agreement

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

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.

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
9. Summary
10. Agreement

Training

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

COR Training

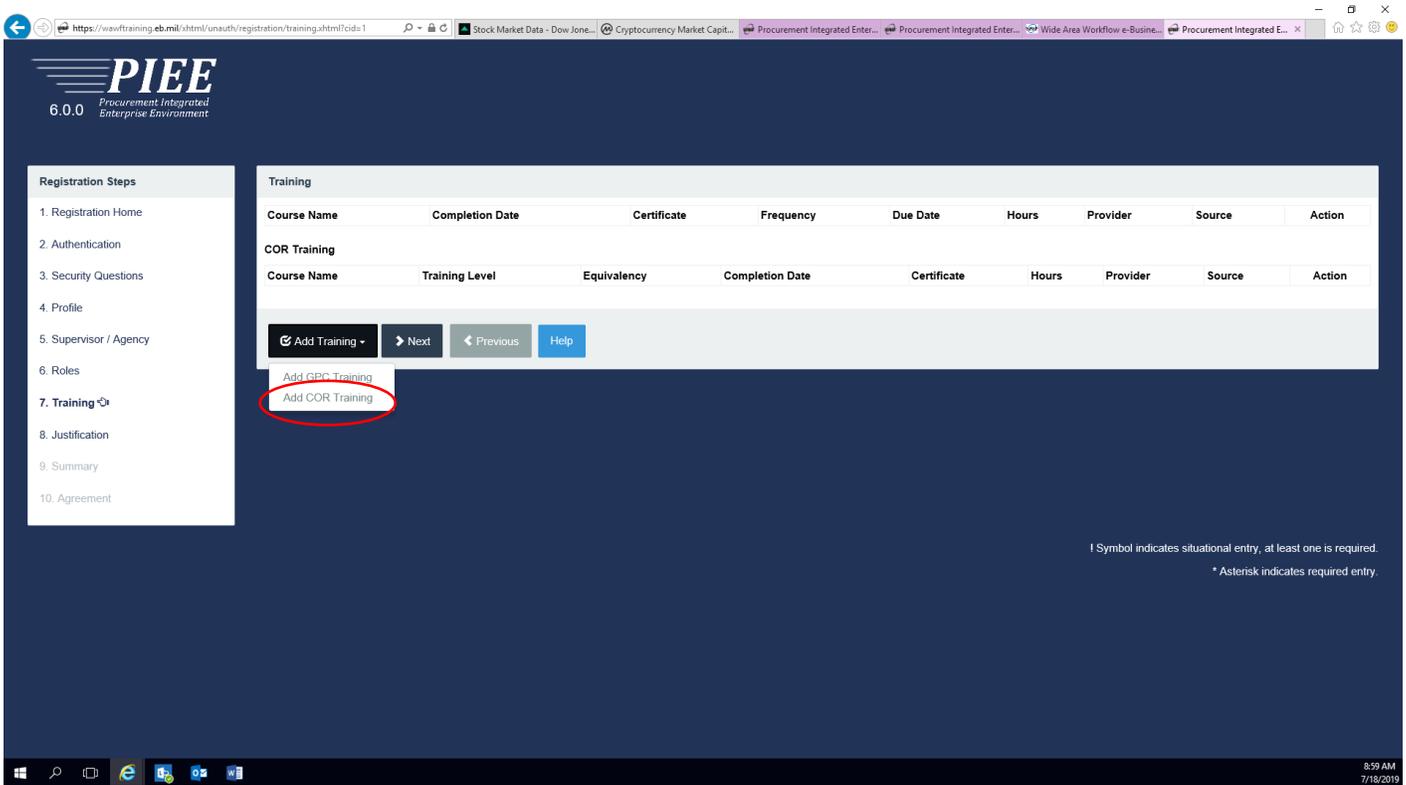
Course Name	Training Level	Equivalency	Completion Date	Certificate	Hours	Provider	Source	Action
-------------	----------------	-------------	-----------------	-------------	-------	----------	--------	--------

Add Training Next Previous Help

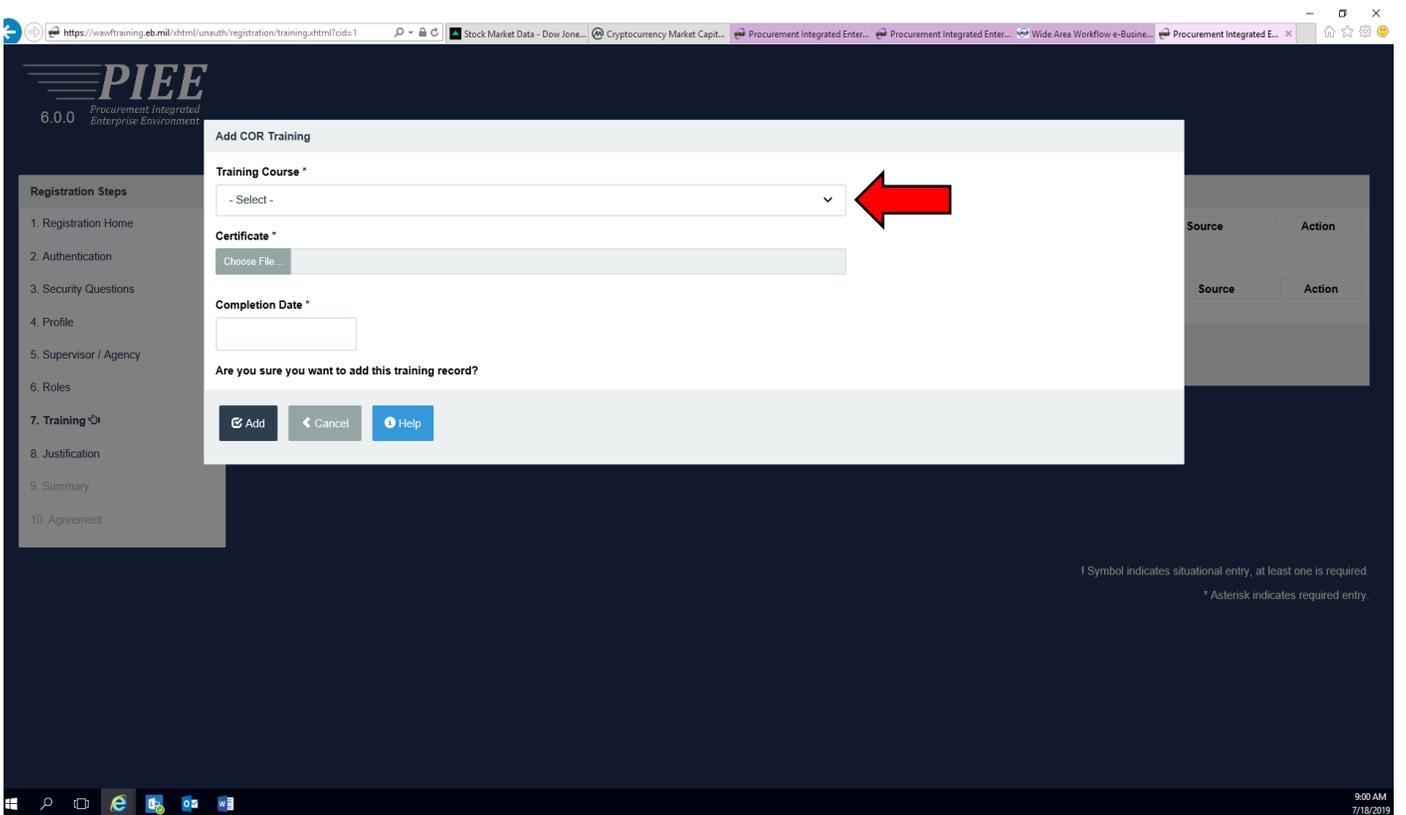
! Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

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.

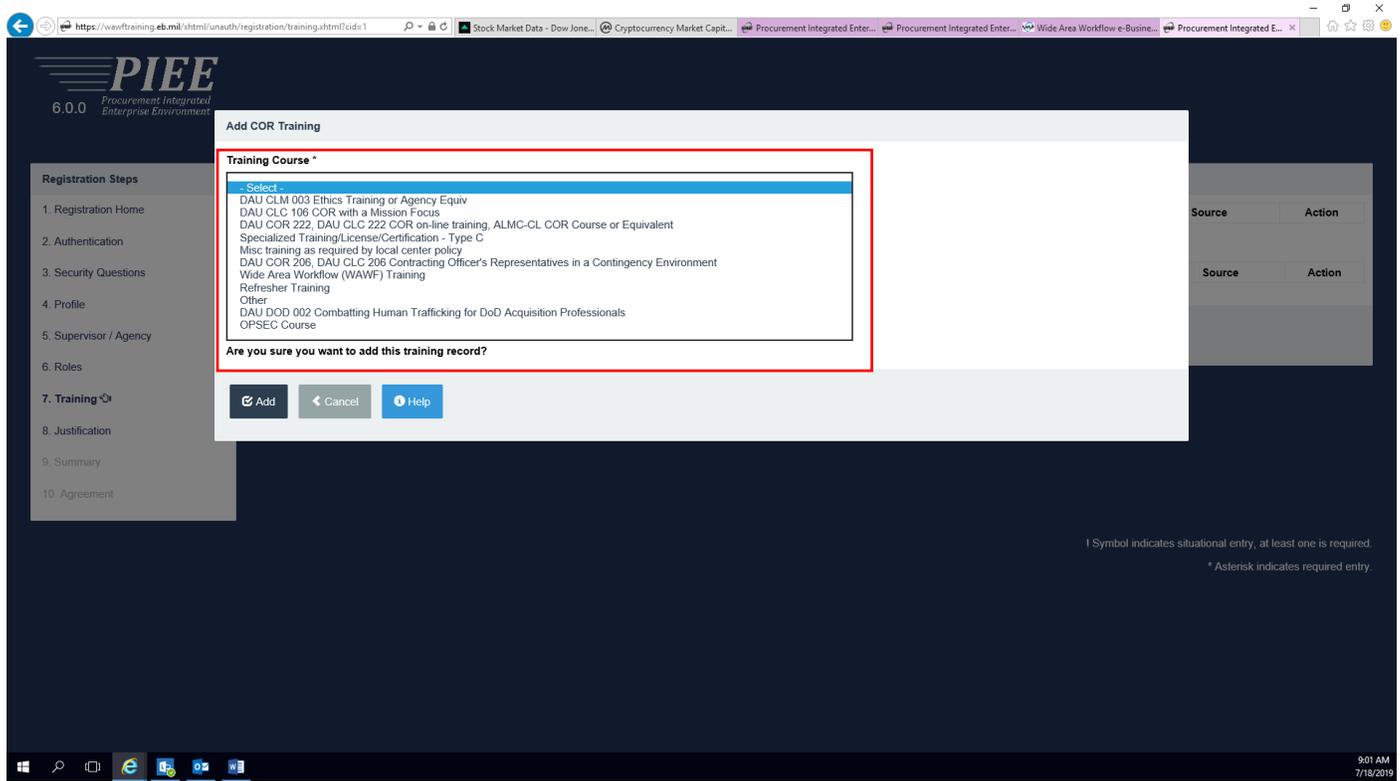


Next, you will be given the options of what available training certificates are listed in the SPM application by clicking on the drop down button for Training Course(s).

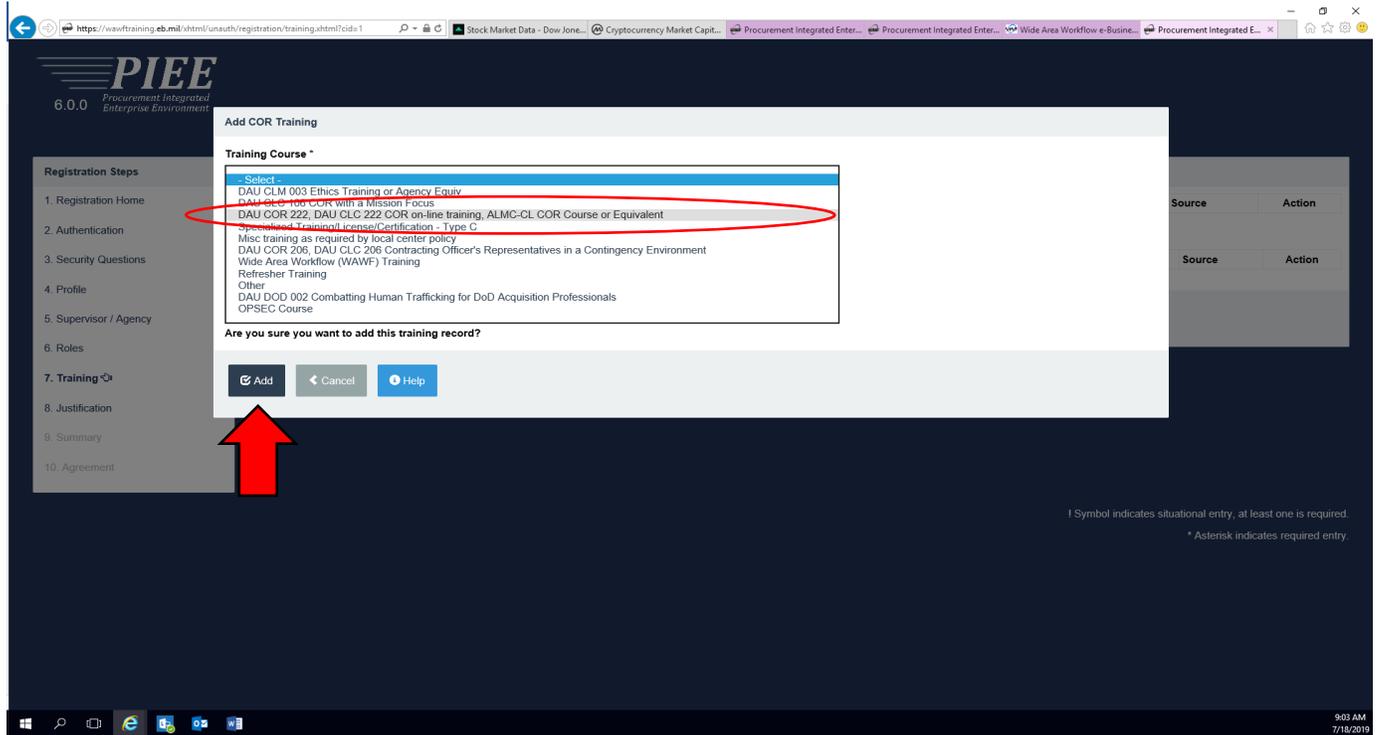


The following screen shot shows what is available to select from concerning Training Certifications.

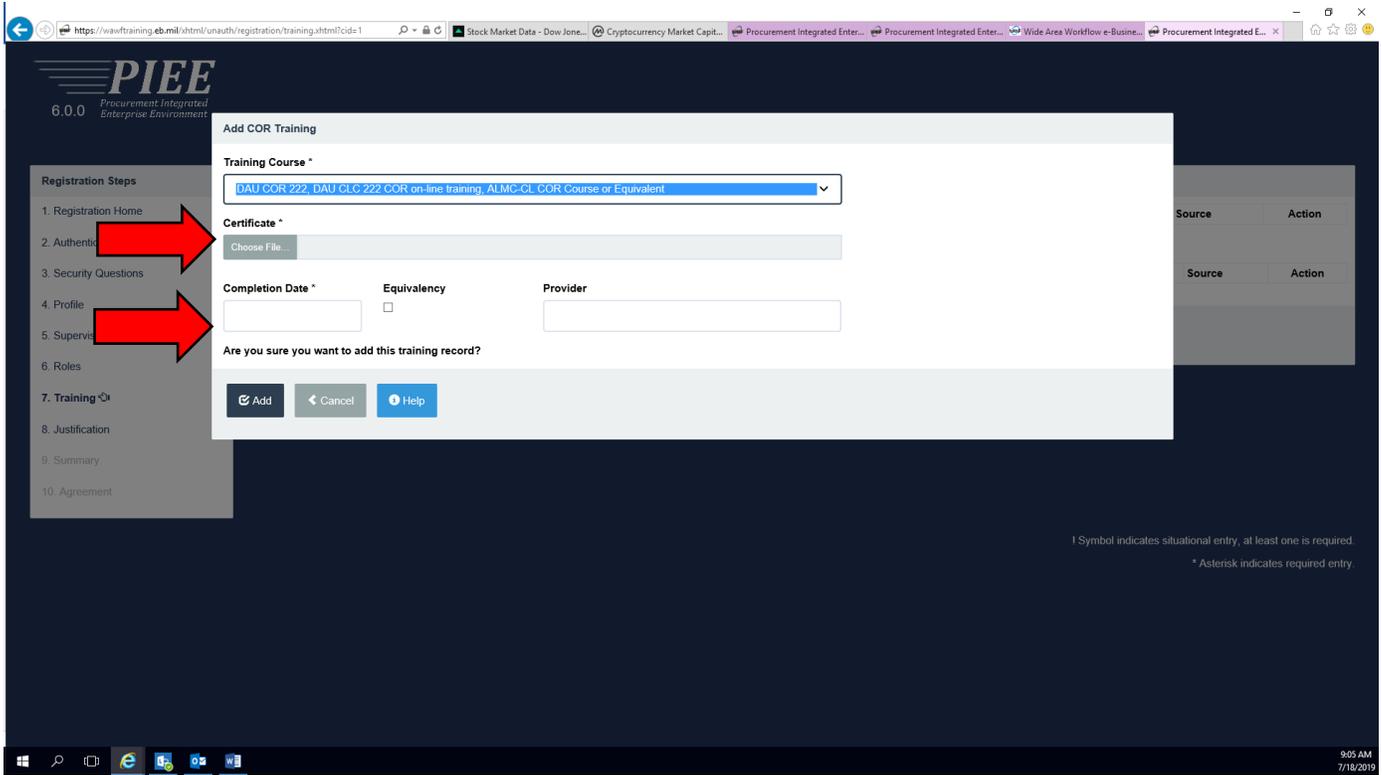
Note:



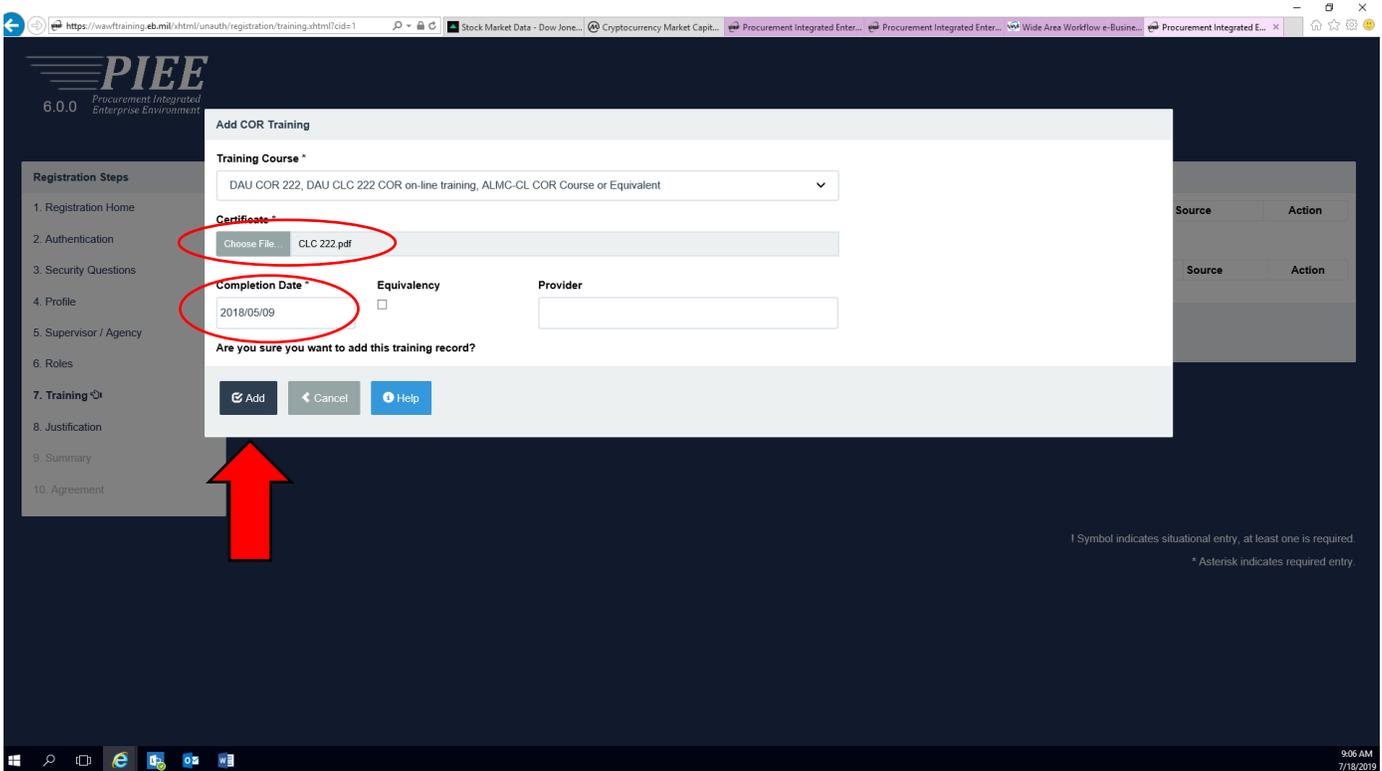
Select from the following what training certifications you have that are also listed the same in the drop down.



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.

The screenshot shows the PIEE 6.0.0 interface. On the left is a 'Registration Steps' sidebar with 10 items, where '7. Training' is selected. The main area is titled 'Training' and contains a table with columns: Course Name, Completion Date, Certificate, Frequency, Due Date, Hours, Provider, Source, and Action. Below the table is a 'COR Training' section with a table containing one record: 'DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent' with a completion date of 2018/05/09 and certificate 'CLC 222.pdf'. At the bottom of the training section are buttons for 'Add Training', 'Next', 'Previous', and 'Help'. A red arrow points to the 'Add Training' button. The bottom right corner shows the time 9:09 AM on 7/18/2019.

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.

The screenshot shows the 'Add COR Training' form. The 'Training Course' dropdown menu is set to 'Other' and is highlighted with a red box. The 'Course Name' field contains 'CLM 049 Procurement Fraud Indicators'. The 'Certificate' field has a file named 'CLM 049 Procurement Fraud Indicators.pdf' selected. The 'Completion Date' field is set to '2019/07/16'. Below the form is a confirmation question: 'Are you sure you want to add this training record?'. At the bottom are buttons for 'Add', 'Cancel', and 'Help'. A red arrow points to the 'Add' button. The bottom right corner shows the time 9:11 AM on 7/18/2019.

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
9. Summary
10. Agreement

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
CLM 049 Procurement Fraud Indicators		No	2019/07/16	CLM 049 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	2018/08/14	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, ALMC-CL COR Course or Equivalent	[A]BC	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.

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
9. Summary
10. Agreement

Justification / Attachments

Info: 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.

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 registration summary page with the following sections:

- User Information:** User ID (skysdalent), User Type (Government), Login Method, User ID / Password.
- Personal Information:** First Name, Middle Name, Last Name, Suffix, Home Organization (DoDAAC/FEDAAC), Organization, Job Series, Job Title, Grade/Rank, Email, Cyber Awareness Training Date, Commercial Telephone, Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, Citizenship (US), Designation (CIVILIAN).
- Supervisor Information:** First Name, Last Name, Job Title, Email, DSN Telephone, Phone, Extension, Intl Country Code and Phone.
- Alternate Supervisor Information:** First Name, Last Name, Job Title, Email, DSN Telephone, Phone, Extension, Intl Country Code and Phone, Reason.
- Agency Information:** Agency Name (dla), Address (10400 lumace road), City (orton), State (Virginia), Zip (12345), Country (United States of America (the)), Organization (DLA), Office Symbol (FEEE).
- User Roles:** A table listing roles such as Acceptor, Acceptor View Only, Admin By View Only, Contracting Officer Representative, Contract Specialist, Contracting Officer, and Issue By View Only, each associated with a Location Code Type (DoDAAC) and Location Code (SP0600).

A red arrow points to the "Next" button at the bottom right 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 in the PIIE system. The page includes the following elements:

- Registration Steps:** A sidebar menu with steps 1-10, where step 10 (Agreement) is selected.
- Agreement Section:** A text area containing the "Statement of Accountability Agreement" text, including a disclaimer and consent to the System User Agreement and Rules of Behavior / Acceptable Use Policy.
- Signature Date:** A text input field containing "2019/07/18".
- Government Organization:** A dropdown menu showing "SP0600".
- Signature Button:** A button labeled "Signature" with a checkmark icon, highlighted by a red arrow.
- Navigation:** "Previous" and "Help" buttons at the bottom left.

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