

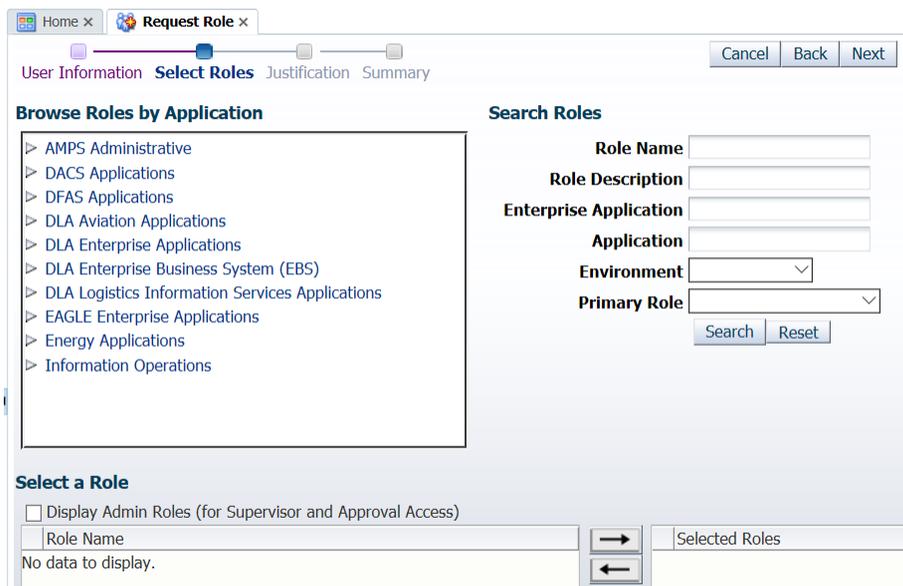
# Requesting A Role in AMPS Help

## AMPS role request

If this is your first role request in AMPS, read the instructions in AMPS Help prior to requesting a role. Review the Internal User document if you work directly for DLA or DFAS, otherwise review the External User document.

-  [Complete and Submit a Role Request - Internal User ver 1.2](#)
-  [Complete and Submit a Role Request - External User, ver. 1.5](#)

The Select Roles screen:



You should contact the following resources to determine the role you need to request:

- The person who told you to request a role in AMPS
- An application Point of Contact (POC)
- Your supervisor
- Your Business Process Analyst (BPA) if it is an EBS role

Only internal DFAS and DLA user should check the Display Admin Role if looking for an administrative role (like a Data Owner role).

If you see a message about primary or additional roles, read the instructions under AMPS Help:

-  [Selecting Primary and Additional Roles Ver. 1.1](#)
-  [Understanding Information Messages in Select Roles](#)

On the next screen, provide your justification for the access granted by the role.

- You are trying to convince the Data Owner that you should be allowed to see the data for which they are responsible. One of the usual rejections of a role request by a Data Owner is

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that the requestor was not specific enough indicating their job responsibilities and/or what access they expect the role to provide.

Once a role request is submitted, the request will go through an approval workflow. Once all of the required approvals tasks are completed, the request will go to a provisioner to create/grant the access you requested.

- Approval workflows are dependent upon the role requested.
- Each approval task has up to 20 days to be completed. Each approver task sends an E-mail to an approver or group of approvers every 2 days. A change in supervisor, security officer, and external authorizing official (where appropriate) will result in the next E-mail in the 2-day cycle going to the new approver(s). Any previous approval E-mail (for external approvers only) will no longer work for an approval task.
- Approvals cannot be sent back to a previous approver. If there is an issue, the current approver must reject the request and the requestor needs to submit a new role request.