Standard Operating Procedures (SOP)

DLA
Document Automation Content Services

For

User account reactivation when account is disabled for inactivity

V1.2

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Document Control Change Record

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15 SEP 2020	Anthony Lawson	1.0	Original Draft
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24 Nov 2020	Anthony Lawson	1.2	Updated Graphics

1) Log into Public Landing page - https://www.public.dacs.dla.mil/portal
2) Click on "Unlock Account" button

   A.
3) You can self-unlock your DACS account by providing your EDIPI and your Registered E-Mail address. If y our email has changed please use the new email box to put in current email. If your account has been locked out due to inactivity, we will automatically unlock your account. If there is some other reason your account is locked out or we do not have an account for you we will provide you with information on what you can do to re-establish your access.

   A.
4) Your account is now unlocked.