



**DEFENSE
LOGISTICS
AGENCY**

DACS DLA Enterprise Data Solutions

Standard Operating Procedures



DEFENSE LOGISTICS AGENCY

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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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 your 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.

Unlock User Account

You can self unlock your DACS account by providing your EDIPI and your Registered E-mail address, If your 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.

EDIPI / DODID / PIV / PTAP ID	<input type="text" value="Grant Tool Username"/>	This can be found on the back of your CAC or PIV card.
On-File Email Address	<input type="text" value="Email associated with Grant Tool Account"/>	Use the email address that was most recently registered with this account.
New Email Address (optional)	<input type="text" value="leave blank"/>	If your email address has changed since registration please enter the new address.

A.

- 4) Your account is now unlocked.