Requesting an Account, Role and Logging into AMPs for Strategic Materials Sales

(Please follow all the outlined steps in each section. Skipping a step may lead to an incorrect request)

Contents:

Section 1: Requesting Your New Account

Note: if you already have an AMPS account, you may skip down to Section 2 – Role Request

1) Point your browser to https://amps.dla.mil
2) If prompted to *select* a **certificate**, *select* **cancel**.

   If you are using Chrome, you may receive a security prompt that the site is not trusted. You may advance through the notice. We promise, its safe! ☺

3) On the AMPs Splash Screen (below), *click* the link **"Click HERE for access to AMPS."**

4) *Select* **Ok** on the Defense Logistics Agency Single Sign-On Authentication agreement.

5) *Click* option as "**First Time User? Click here to register**" (below)

6) For the user type selection, *choose* "**I am a supplier or vendor to DLA**." **Please note selecting any other option will not allow you to see the necessary roles within AMPs**

7) *Click* accept on the '**DLA Privacy Act Statement**.'

8) *Fill in* the required **user information.** You must enter an email that has NOT previously been associated with an AMPs account. Your CAGE code may be left blank.

Account Management and Provisioning System (AMPS)

AMPS User Registration - User Information   Cancel | Back | Next

Please fill out the information below to create your account in AMPS.
AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

User Information

* First Name   User Type Vendor
Middle Name   * Country of Citizenship US
* Last Name   CAGE Code
* Email
* Title

Contact Information

* Official Telephone   Office/Cube
Official Fax   * Street
DSN Phone   PO Box
DSN Fax   * City
Mobile   * State
Site   * Postal Code
                                                * Country

9) Once you have entered the required information, *click* **NEXT**.

10) *Choose* **3 (three) security questions** that will be used to recover your password if lost and enter your new password. Please note minimum password requirements listed to the right.

11) *Click* **NEXT** once you have chosen your questions, entered answers and chosen your new password.

12) Review the information provided for accuracy. Once you are comfortable with the information, *click* "**Create Account**" to submit your request.

13) After creating the account, you will see a confirmation page displaying your new username. Please note your new username and password. You will also receive a confirmation email saying your account request has been created.

Password resets are no longer handled by DLA Strategic Materials Staff. An agency help-desk will provide assistance should you need to have your password reset. We cannot guarantee a timeframe for a new password so please keep your password in a safe place and update your password when prompted to avoid missing out on an offering because your password was not updated in a timely manner.

Password resets can be directed to the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457), press 5, then speak or enter D-L-A. Please have your username ready to provide to the help-desk attendant. You may also manually reset your password within AMPs. Please see Section 4 of this guide for instructions.

Section 2: Requesting a Role

1) After you receive the confirmation email, you may return to AMPs to login and request your role. Repeat steps 1 - 4 above but now you may use your new username and password to login (**https://amps.dla.mil**)
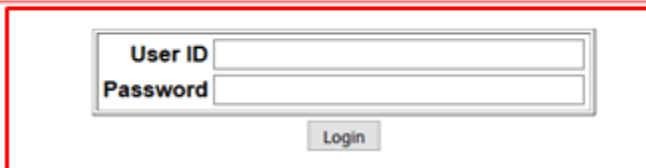
First Time User? Click Here to Register
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

Forgot your User ID? Click Here
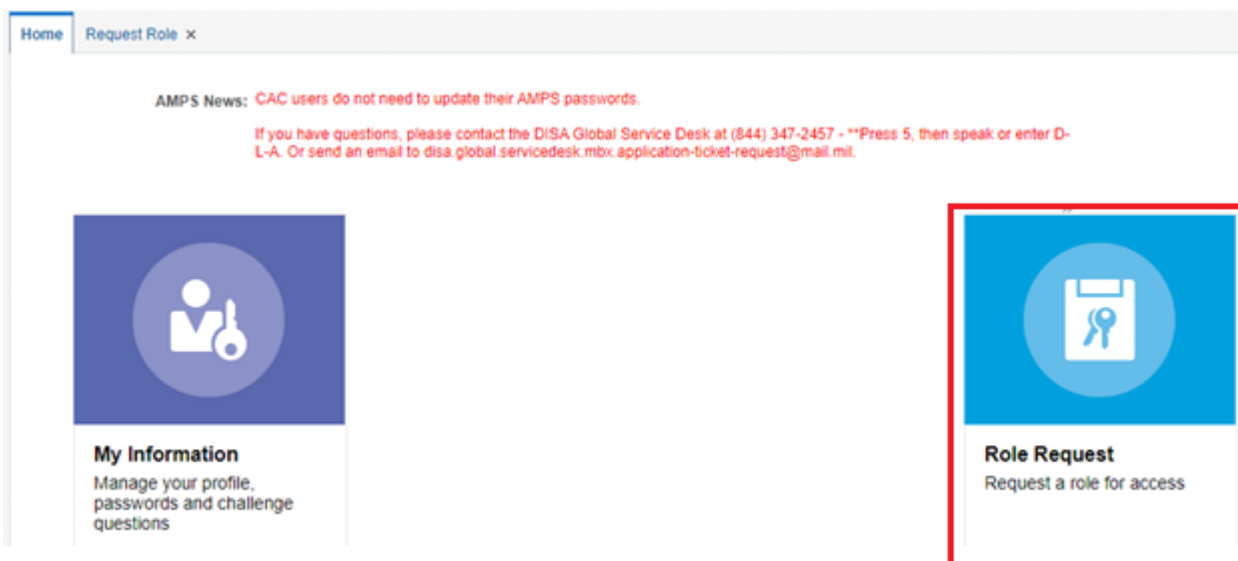Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

Forgot your Password? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID	
Password	

Login

2) When logging in, copying and pasting your password is the suggested method to avoid typos. Too many failed attempts will lock your account and require a password reset which is NOT an immediate fix anymore.

3) After logging in to AMPs, *click* the "**Request Role**" link on the right side of the page.

Home   Request Role ✕

AMPS News: CAC users do not need to update their AMPS passwords.

If you have questions, please contact the DISA Global Service Desk at (844) 347-2457 - **Press 5, then speak or enter D-L-A. Or send an email to disa.global.servicedesk.mbx.application-ticket-request@mail.mil.

My Information
Manage your profile, passwords and challenge questions

Role Request
Request a role for access

4) *Click* "**Accept**" on the DLA Privacy Act Statement to continue.

5) *Verify* the **user information** is correct, then *click* **NEXT**.
6) On the "Select Roles" in the Role Name field, *enter* the following: "**SMS-200**" if you are requesting the Sales User role (defined below). This must be entered exactly, or you will not return the correct role associated with the newest version of Sales. The result returned will be, "SMS Prod – External Sales User SMS-200."

   If you are requesting the email notification role, please search for "**SMS-201**". You will return the result, "SMS Prod – External Email Notification User SMS-201". Please choose the role that bests suits your needs.

   - Email Notification User: select this role if you are associated with the press or would just like email updates from DLA Strategic Materials. NO SALES FUNCTIONS may be performed through this role.
   - Sales User: select this role if you and your company intend to participate in the sales program. Assigning roles to contacts (administrator, quoter, shipping requestor, etc.) within sales will not change. You may sign up for email notifications through this role as well.

   Note: if you have a current sales account and have used your current email to register within AMPs, your new account will be linked to the previous one and your company account. If you are a new customer, you will be required to build your company profile and register for solicitations (more information on registering your company can be found here)

7) Once you have determined the role you need *select* the **role** and *click* the **right arrow (➝)** to move the role into the "Selected Roles" pane, and *click* **NEXT** at the top of the screen to proceed.

8) *Enter* a **justification** for why you will need this role on the next screen. It can be as simple as stating you "need access to participate in sales offerings on behalf of (name your company). Attachments are not required. *Click* **Next** once completed.

9) The Summary screen will allow you to review your request prior to submitting. Ensure all the information and the role you have selected is correct. Once you are comfortable with the information displayed, *click* **Submit**. Selecting Back will allow you to change any incorrect information. Cancel will return you to the HOME screen and will delete your drafted request**.**
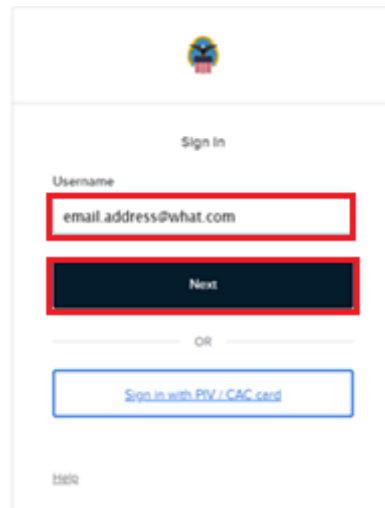
10) Once you have submitted your role request, you will see a confirmation screen and receive an email stating that your request is being reviewed by the Data Owner. Strategic Materials employees are reviewing your request and will approve your request or contact you if something is incorrect.

11) You will receive email notifications as your role request moves through the approval process. Once it has been completed, you will receive an email stating that is has been "fully approved and provisioned." At this point you may log in to the Strategic Materials Sales. Instructions for logging in can be found in Section 3 of this document.

Section 3: Logging in to the DLA Strategic Materials Sales

1) Now that your account and role are provisioned for the updated DLA Strategic Materials Sales, you may log in to either view your previously created company account/registrations or setup a new company (user guides can be found here).

2) Prior to attempting to login to the Sales Portal, please download the OKTA Verify App from the App Store (iPhone or iPad) or Google Play (Android devices). This app will be utilized for two-factor authentication.

3) Point your browser to the Okta Dashboard (https://dla-lg.okta.mil/).

4) You will be directed to the Okta logon page. Username is the email address associated with your AMPS account. *Enter* your **email address** in the Username field and *select* **Next**.
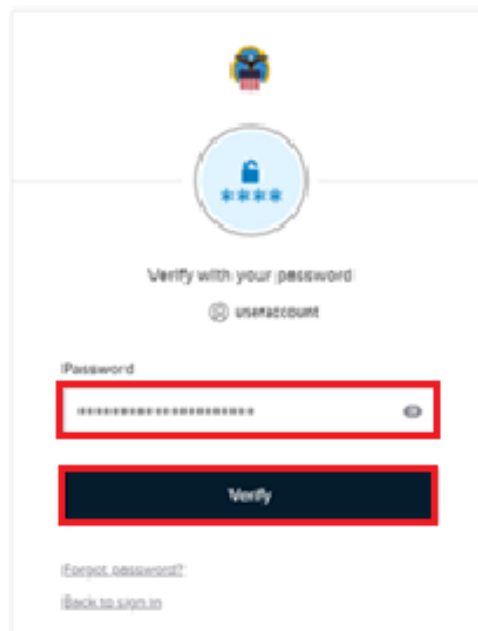
5) On the Okta password screen. Your AMPS password will serve as your Okta password. *Enter* your **AMPS password** and *select* **Verify**.

6) **This step is only done once to setup Okta Verify. After the one-time setup when you verify your password in step 4 you will be redirected to step 6.**

- Setting up Okta Verify. *Select* the **Set Up**
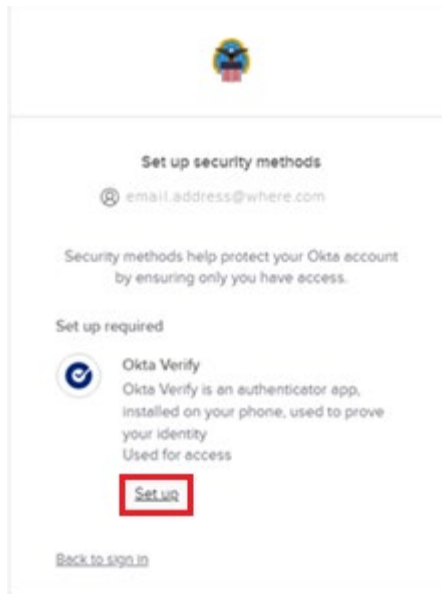
- Follow the directions on the Set up Okta Verify screen.

Set up Okta Verify

email.address@where.com

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).

2. Open the app and follow the instructions to add your account

3. When prompted, tap Scan a QR code, then scan the QR code below:

Can't scan?
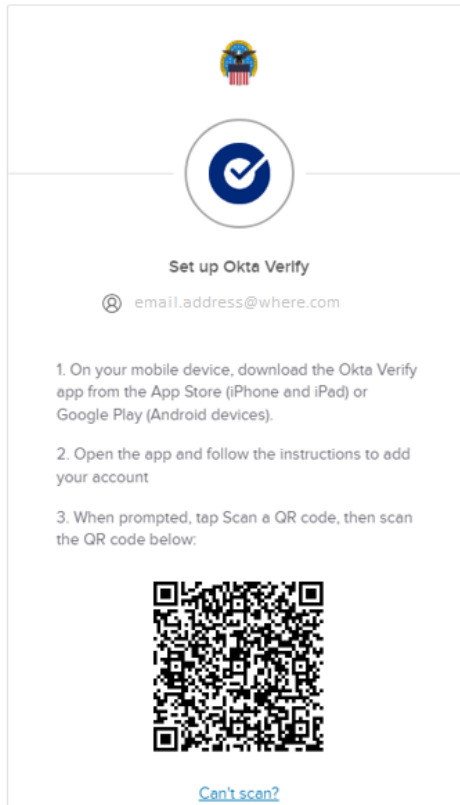
- From a mobile device, download the Okta Verify app from the App Store (iPhone or iPad) or Google Play (Android devices)

- Open the app and follow the instructions to add your account

- When you first log in, select Add account

- On the Choose account type screen, select Organization
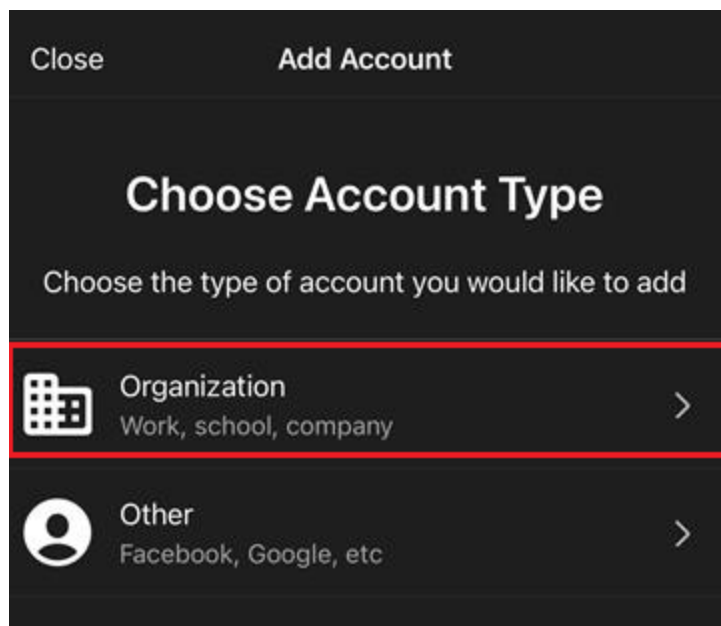
- On the Add account from another device, *Select* **Skip**
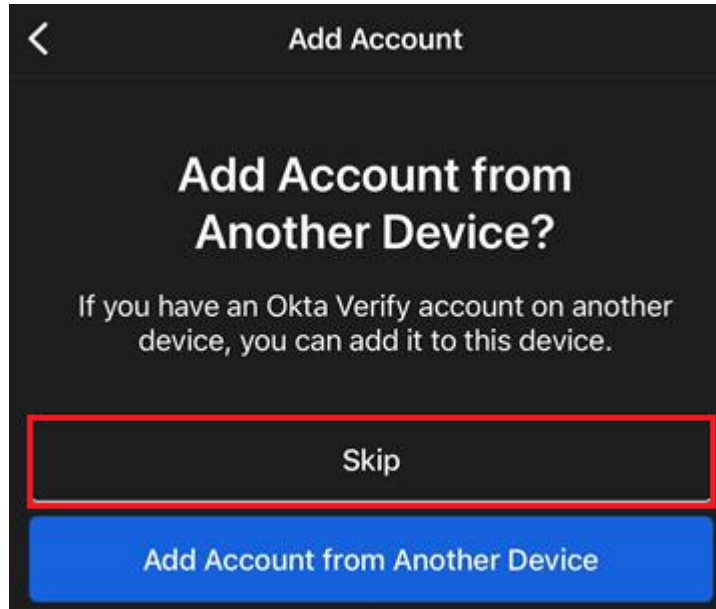
- Do you have your QR code screen, *select* **Yes, ready to scan**
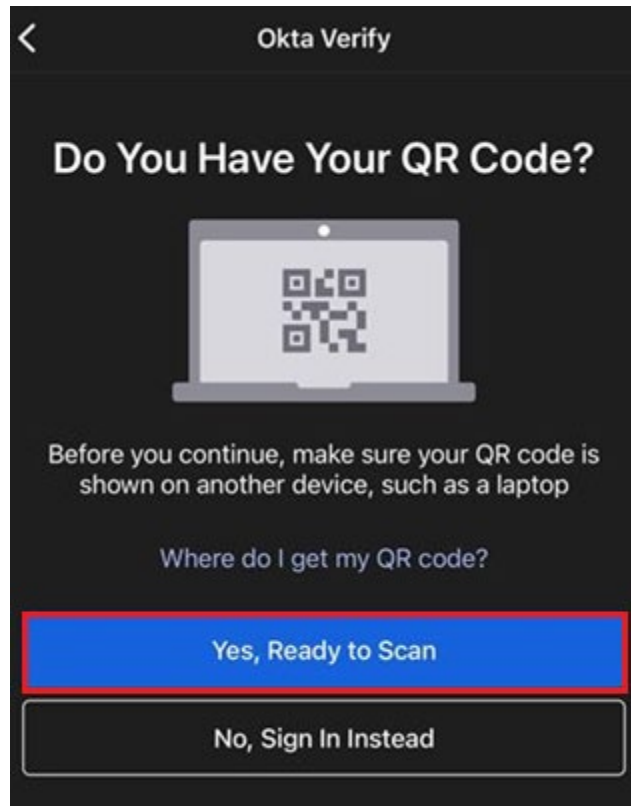
- Follow the prompts on your mobile device and scan the QR code Set up Okta Verify screen. (your choice)

- *Select* **Skip**, on the FastPass account option. This is not currently offered at DLA.
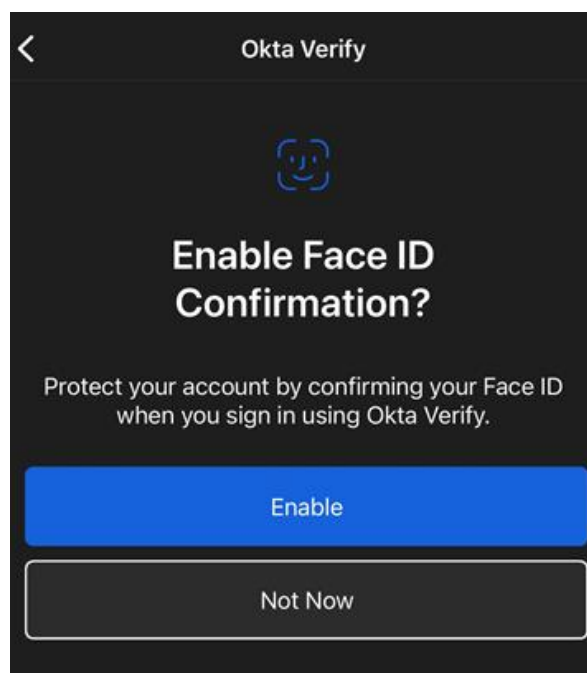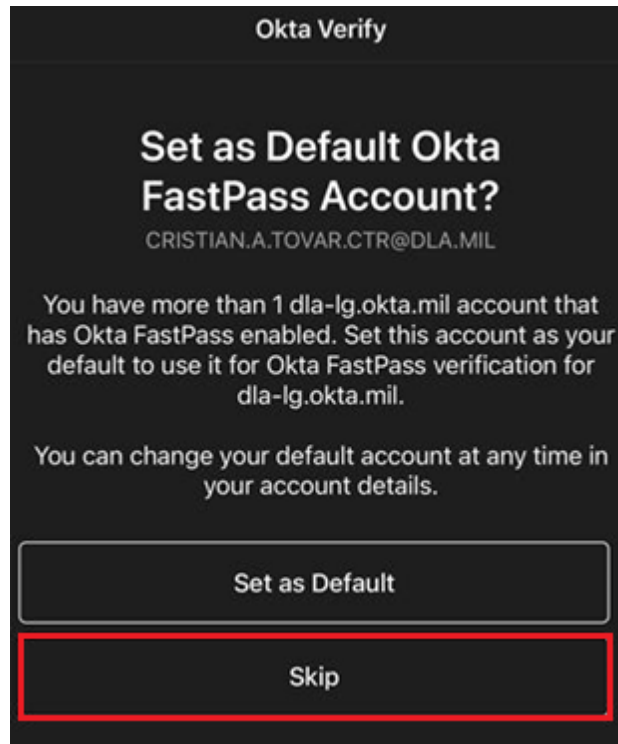

- Setup is complete, *read* and *select* **Done**
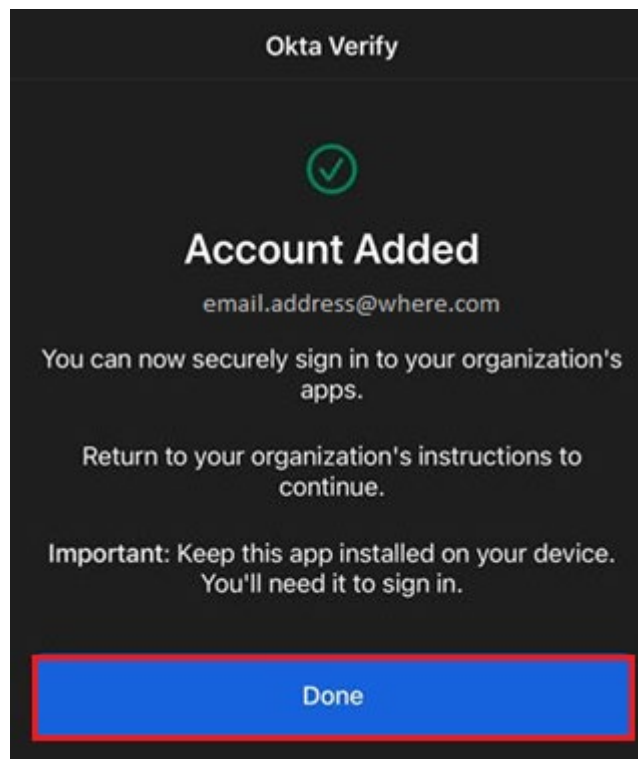
7) After the first time setup in step 5) and thereafter this is the dashboard page where **https://dla-lg.okta.mil/** will direct you. *Select* the **Strategic Materials Sales** tile.
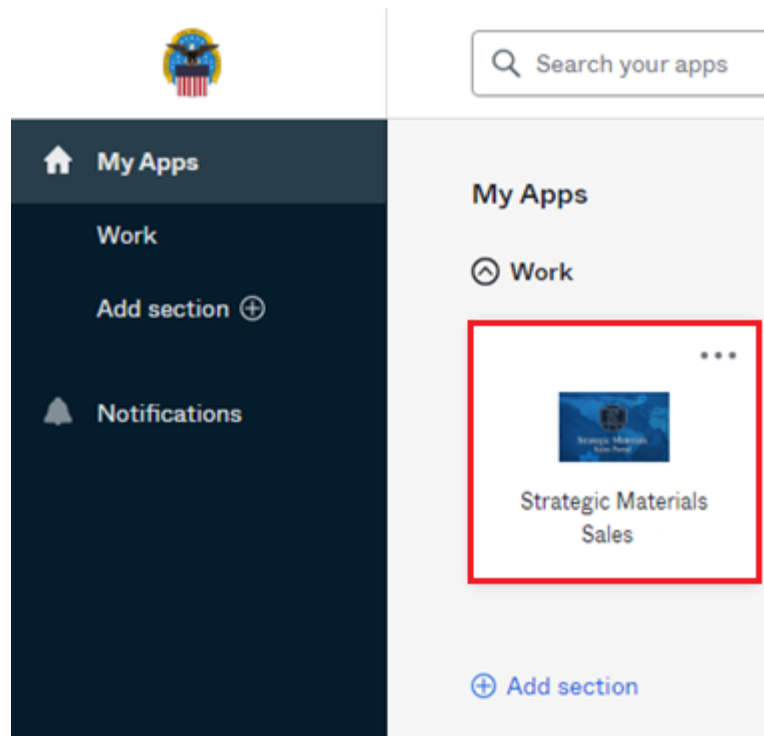
8) When you select the Strategic Materials Sales tile, a code will be delivered to the Okta Verify on your mobile device, *enter* **code** here and *select* **Verify**

9) Once logged in, you will land on the DLA Strategic Materials Sales site. Functionality within Strategic Materials Sales has not been changed. You may notice some slight differences in appearance and presentation. These are documented in the corresponding user documentation.
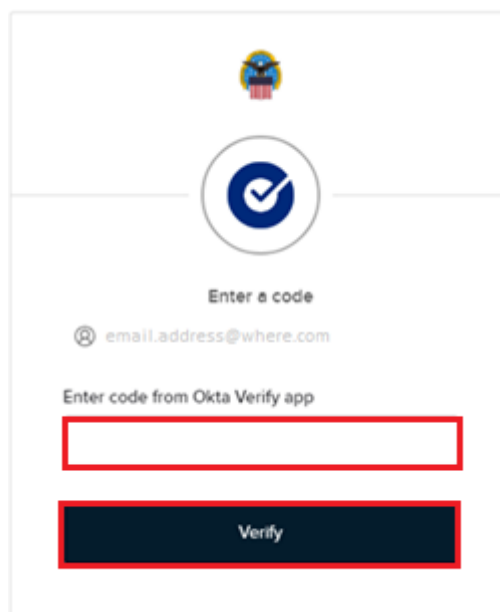
ANY QUESTIONS CAN BE DIRECTED TO DLA STRATEGIC MATERIALS STAFF

Brian Beruete - brian.beruete@dla.mil 571-767-6735
Bryan Athey - bryan.athey@dla.mil 571-767-3986

Section 4: Manually Reset your Password

NOTE: you may ONLY manually reset your password if you KNOW your current password. If you forgot your password, the best option will be to click the "Forgot Your Passsword" link at the login page for AMPs and follow the prompts. If your account has been locked, you must call the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457), press 5, then speak or enter D-L-A and have the attendant reset your password for you.

You will be asked to provide your username

1) Point your browser to **https://amps.dla.mil**
2) If prompted to *select* a **certificate**, *select* **cancel**.

   If you are using Chrome, you may receive a security prompt that the site is not trusted. You may advance through the notice. We promise, its safe! ☺

3) On the AMPs Splash Screen (below), *click* the link "**Click HERE for access to AMPS**."

4) Enter your username and password.

5) Once logged in, *click* the "**My Information**" link on the left side of the screen.

6) *Click* **Accept** on the DLA Privacy Statement to proceed.

7) *Select* "**Change Password**" on the next screen:

8) *Enter* your **old password** and a **new password** and a **second time** to confirm the entry. Then *click* "**OK**" and you will receive a message stating your password has been changed. Wait 5-10 minutes to allow for the systems to sync your new password before logging back into https://dla-lg.okta.mil/

Change Password

Old Password	
New Password	
Confirm Password	

Your new password must contain the following:
1) Minimum length of 15 Characters
2) Maximum length of 30 Characters
3) Minimum of 4 Alphabetic Characters
4) Minimum of 2 Numeric Characters
5) Minimum of 2 Lowercase Characters
6) Minimum of 2 Uppercase Characters
7) Minimum of 2 Special Characters
8) Must begin with an Alphabetic Character
9) Must not use any of your previous 10 passwords
10) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
11) Must not contain your login name, first name, last name or email address

OK   Cancel