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)

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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! ⁽²⁾

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

AMPS Bews: 8/4/2017: Please call 0 meeded with AMPS or A	le 150 © 855-551 605Liennel DABriterprisethelj/Desk@dla.nd for any help 6495 related questions. Thankst -gb
k HERE for access to AMPS	User Guides and Job Aids
This link equations across through CAC in therefore for CAC enabled users. Other events userface, and members of the public will be recented with a loss errors.	Right-click a title and click "Save Target As" to save the POF file to a preferred location and open the document.
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	The way to Register for an AMPS Account - External Users Only (11/19/2015)
	Transvord Policies and Security Questions Enternal Users
	Ti Complete and Submit a Role Request - External User
	🕵 Ddernel Approver Guide, Release 16.2.0, ver. 1.0
	🕵 Approving an AMPS Role Request - Supervisor (External)
	🕵 Approving an AMPS Role Request - External Authorizing Official
	🕵 Approving an AMPS Role Request - Security Officer (External)
	Ti Inbex User Guide, Release 16.2.0, ver. 1.0
	C AMPS Traublenbooting Gude, Ver. 3.6

- 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)

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				

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.

PS User Registration - User Inform	nation Ca	ncel Back
se fill out the information below to create your a 'S has not detected a user certificate for you. If y contact the DLA Enterprise Help Desk for further registration process is complete, regardless of w	ccount in AMPS. you have a certificate, and were not prompted to provide it when ac r assistance. All users will have the ability to log in using a username whether you have a certificate or not.	cessing AMPS, y and password
er Information		
* First Name	User Type Vendor	
Middle Name	* Country of Citizenship US	\sim
* Last Name	CAGE Code	
* Email		
* Title		
contact Information		
Contact Information • Official Telephone	Office/Cube	
* Official Telephone Official Fax	Office/Cube * Street	
* Official Telephone Official Fax DSN Phone	Office/Cube * Street PO Box	
Official Telephone Official Fax DSN Phone DSN Fax	Office/Cube Street PO Box City	
* Official Telephone Official Fax DSN Phone DSN Fax Mobile	Office/Cube Street PO Box City State	v
Contact Information * Official Telephone Official Fax DSN Phone DSN Fax Mobile Site	Office/Cube Street PO Box City State Postal Code	V

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.

ase enter your security questions and	a password which will be used	to access AMPS, following the guidelines listed below for each.
Question 1 Answer 1 Question 2 Answer 2 Question 3 Answer 3	× ×	Please set your security questions, using the following rules: 1) You must choose 3 different questions 2) The answers to each question are not case senstive 3) Spaces and other punctuation are allowed 4) Each answer must be between atleast 3 and 40 characters long 5) Each answer cannot be a word contained in the question
t Password Enter New Password Confirm Password		Please set your password, using the following rules: 1) Minimum length of 15 Characters 2) Maximum length of 32 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)** *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. <u>Please note your new username and password.</u> 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

 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)

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- 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.



- 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 <u>here</u>)

User Information Select Roles Justification Summary	Cancel Back N
 Browse Roles by Application DLA Aviation Applications DLA Enterprise Applications DLA Enterprise Business System (EBS) DLA Logistics Information Services Applications DLA Warehouse Management System (WMS) Energy Applications 	Search Roles Role Name SMS-200 Role Description Enterprise Application Environment Primary Role Search Reset
Select a Role Display Admin Roles (for Supervisor and Approval Acco	255)
Role Name	Selected Roles
SMS Prod - External Sales User SMS-200	No data to display

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.

 DLA Aviation Applications DLA Enterprise Applications DLA Enterprise Business System (EBS) DLA Logistics Information Services Applications DLA Warehouse Management System (WMS) Energy Applications 	Role Name SMS-200 Role Description Enterprise Application Application Environment Primary Role Search Reset
elect a Role	ress)

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.

iser Information	Select Roles Justification Summary		Cancel Back Next
equest Justific	ation & Supporting Details	7	
 Justification 	Participate in sales offering on behalf of company	Optional Information	
3			- 1.
A DOMESTIC AND A DOME	Choose File No file chosen		
Attachment 1			
Attachment 1 Attachment 2	Choose File No file chosen		

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.

User Information Select Roles 3	Justification Summary		Cance	Back	Submit
Role Request Summary					
Please review the information Use the Back button to chang	below before submitting this request. e any information, and use the Submit button to complet	e this request.			
User	User Name	User Type	Vendor		
User ID	User ID				
Organization	DLA External				
Requested Role(s)	SMS-200				
Justification Attachments	access	Comments			

- 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

- 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 <u>here</u>).
- 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 (<u>https://login-legacy.dla.mil</u>).
- **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.



NOTE: If at this point, you receive an error that states "Unable to sign in", please utilize the troubleshooting steps below to resolve prior to contacting Strategic Materials Staff for assistance.

- 1. Completely shut-down your browser.
- Access AMPS (<u>https://amps.dla.mil</u>) and reset your password on the My Information tab. Please wait 5-10 minutes before attempting to login to the Sales Portal.
- 3. Please use the Chrome Browser to access the Sales Portal: https://login-legacy.dla.mil

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.



- 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 <u>https://login-legacy.dla.mil</u> 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

Enter a code (2) email.address@where.com
Enter code from Okta Verify app
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

DLAStrategicMaterials@dla.mil

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."

AMPS Rever- 8/4/2017: Please call H	ne Diff. (8) 855-352-0003 (annall D) Afrikarariaatiak-Dask/@dla mil for any bain	
needed with AMPS or A	MPS related questions. Thanks! -gb	
lick HERE for access to AMPS	User Guides and Job Aids	
This link provides access through CAC at thentication for CAC enabled users.	Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.	
 Other users, vendors, and members of the public will be presented with a login screen. 	AMPS User Guide, Release 17.1.2, ver. 4.1.3	
	How to Register for an AMPS Account - External Users Only (11/19/2015)	
	2 Password Policies and Security Questions-External Users	
	1 Complete and Submit a Role Request - External User	
	T External Approver Guide, Release 16.2.0, ver. 1.0	
	Approving an AMPS Role Request - Supervisor (External)	
	Approving an AMPS Role Request - External Authorizing Official	
	1 Approving an AMPS Role Request - Security Officer (External)	
	Ti Inbox User Guide, Release 16.2.0, ver. 1.0	
	Troubleshooting Guide, Ver. 3.0	

4) Enter your username and password.

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			

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:

none Myinformation ×						
Display Name						
User Information Appl	ications & Rales			Set Security Questions	Dange Password	Cancel Save
User Account Information		Account Status	Artica.			
* First Name	FirstName	User Type	Vendor			
Middle Name		CAGE Code				
* Last Name	LastName	* Citizenship	Critzenship ¥			
EDDP1/UPN Email						

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://login-legacy.dla.mil.

Change Password	8				
Old Password	Your new password must contain the following: 1) Minimum length of 15 Characters				
New Password	2) Maximum length of 30 Characters				
Confirm Password	3) Minimum of 4 Alphabetic Characters				
	4) Minimum of 2 Numeric Characters				
	5) Minimum of 2 Lowercase Characters				
	Minimum of 2 Uppercase Characters				
	 Minimum of 2 Special Characters 				
	8) Must begin with an Alphabetic Character				
	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				