READ ME TO ACCESS HMMS-HWD, 1348 ONLINE

1. Apply for External EBS Portal Role. Instructions start on page four of this document.

2. After EBS Portal Role is requested, use AMPS again and request the following Role:
   - HMMS-HWD Prod - 1348 Online HWD - 010

3. Once both Roles are approved and provisioned, email HMMSSupport2@dla.mil the following:

"Request DLA Disposition Services site [insert name] to be added to [First and Last Name] account"

NOTE: If DLA Disposition Service site name is unknown, please contact your nearest servicing DLA Disposition Services location. This can be found by going to:

https://www.dla.mil/Disposition-Services/Find-Location/

User Guide

Application URL: https://amps.dla.mil

Version 6.2.1 ● 15 April 2020

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AMPS Overview

AMPS is an account management and provisioning system that collects data about your identity, job, and location, and sets up your access to the computer application resources you need to complete your job tasks. AMPS either sets up this access automatically or provides information to a provisioner for manual setup.

AMPS supports the practice of Role Based Access Control (RBAC), which is a methodology for controlling user access to computer applications, increasing security, and reducing costs.[1] Using this methodology, the AMPS team works with its customers to create collections of data based on users' access requirements and responsibilities. This data is assembled to create sets of permissions that are identified as "roles." Access to computer systems is controlled through the assignment of roles to users based on their job requirements and authorization.

As a user, your access to a computer system is based on the approval of your request for one or more application roles. Each role is a predefined set of permissions for an application. Application users, both internal (civilians, military, and contractors) and external (vendors, members of the public, and others), can have AMPS accounts that enable them to submit requests for these roles. When a user's role is approved and provisioned, the user has access to the application resource. AMPS automates the processes of requesting and approving roles, along with the automation of related processes, such as role removal, role expiration, and yearly account revalidation.

AMPS has been supporting a wide variety of applications in the Defense Logistics Agency (DLA) for the past several years. In early 2014, the AMPS team implemented support of AMPS for the Defense Finance and Accounting Service (DFAS) organization. Sample procedures and screen images may reflect either DLA or DFAS users. However, AMPS is a single product, and procedures are adaptable for any organization.

AMPS Documentation and Training

The **AMPS User Guide** furnishes you with the procedures and instructions for completing AMPS tasks to get your access rights started:

- End users can find instructions for creating and submitting role requests, as well as removing roles and maintaining their user information.
- Approvers—including Segregation of Duties (SOD) Reviewers, Supervisors, Security Officers, Data Owners, and Information Assurance Officers—can find instructions for handling request approvals and other tasks.
- A short section on Total AMPS provisioning is also included.

The user guide also includes procedures for supporting tasks, such as changing one's Organization or Supervisor assignment, modifying the My Information data under My Profile, and checking the status of SAARs.

The AMPS team provides this user guide, along with other user documentation tools, to acquaint users with AMPS procedures. Additional references, called "Snapshots," provide simplified guides to individual procedures. When a user wants to engage in self-training before using AMPS, the AMPS e-Learning modules for users and approvers furnish instruction and interactive Guided Practice to explain and simulate procedural actions, providing onscreen practice for users before they log in and attempt to request roles or approve role requests.

AMPS user documentation and training materials are updated with fresh screen images, new and revised procedures, and new functions periodically as AMPS is enhanced. Check the version number and date on any document's title page or footer to ensure you have the latest copy. The latest versions of the **User Guide** and other user documentation and training materials will be available through the AMPS Documentation screen.

Note:

Sample images of emails and user interface screens are provided throughout this guide. The specific information presented in these samples represents exemplary data and formatting for reference only, and should not be interpreted as definitive of these user emails or screens.

AMPS URL

Getting access to AMPS is easy. Open either Internet Explorer or Firefox and navigate to this URL: **https://amps.dla.mil**. CAC-enabled, internal and external users can gain immediate access to AMPS after their Cyber Awareness Training requirement is met and recorded. Non-CAC-enabled users are redirected to a registration and login screen, enabling them to register for an account, manage their passwords, and log in with a user ID and current password. **Please note that the system may require CAC-enabled users to select a CAC certificate twice.**

AMPS Date/Time Stamps

Please note that all AMPS specifies all date and time stamps on screens and in reports using **Eastern Time**: Eastern Standard Time or Eastern Daylight Time, depending on the time of year.

UTC: Coordinated Universal Time.

As of mid-January 2018, AMPS underwent software patches that changed the denotation of time throughout the application. User interface screens—including decision screens for approvers—as well as email notifications now express time as UTC times. Times in reports issued since the implementation date are also expressed as UTC times.

You can fine more information on converting UTC time to local time at the following URL:

http://earthsky.org/astronomy-essentials/universal-time

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[1] http://csrc.nist.gov/groups/SNS/rbac/

IMPORTANT NOTES: About Oracle Identity Manager (OIM)

AMPS is a standalone application built on the framework of a Commercial Off-the-Shelf (COTS) application called *Oracle Identity Manager* (OIM). This application contains a number of features and functions that are not used by AMPS but that nevertheless may be displayed as part of AMPS. Check the **AMPS Inbox Guide** and the **AMPS User Guide** for instructions on how to complete tasks, rather than attempting to learn AMPS strictly from what you see on the screen. Although AMPS has been enhanced to offer many of these features, not all features have meaningful, corresponding actions in AMPS. These features and functions are labelled "Not used by AMPS" within this guide.

About Web Browsers . . .

DLA has tested AMPS in current versions of Internet Explorer and Firefox browsers; users have the best viewing experience in one of these browsers. Use of Web browsers other than IE or Firefox is not supported by DLA.

Enterprise Service Desk

Users who need assistance with AMPS should contact the Enterprise Service Desk:

Telephone:	**1-855-352-0001** (CONUS)
DSN:	**94-855-352-0001** (OCONUS)
Email Address:	**EnterpriseITHelpDesk@dla.mil** (external users only)
ESD Online:	**ESD portal**
	https://spoe.dla.mil (Single Point of Entry)

How to Launch AMPS: External Users

External Users who do not have a CAC or other smart card credential must log in with a user name and password.

- The user name is issued to the user during the registration procedure.

- The user creates a password during the registration procedure.

1. In the URL address field, enter the following URL:

   https://amps.dla.mil/

2. Click the appropriate icon in the browser to launch the URL search, or press your keyboard's Enter key.

   *AMPS displays the splash screen: **Welcome to the AMPS Gateway** (see Figure 22).*
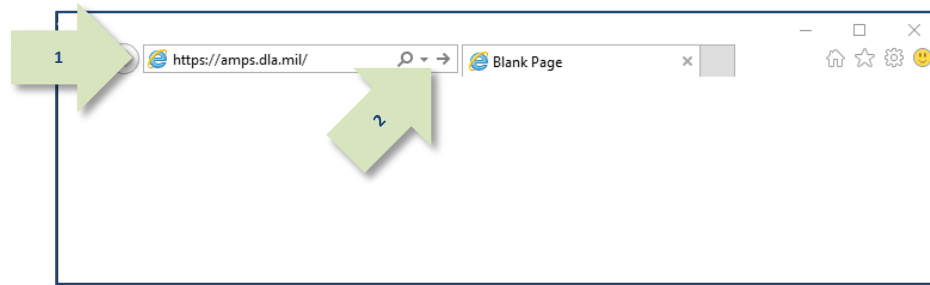

Figure 21: Sample Browser Screen – AMPS URL

3. Locate and click the link that reads **Click HERE for access to AMPS**.

   AMPS takes the following actions, depending on the user's authentication credentials:

   - *To CAC-enabled users and users of ECA or Federal Bridge certificates, AMPS displays a Single **Sign-on Authentication** page from which users can proceed to the AMPS Home page (see Figure 20).*

   - *To External users, Vendors, and members of the Public, AMPS displays a login screen (see Figure 23).*

Figure 22: Welcome to the AMPS Gateway

How to Request a Role: External User

DLA and DFAS offer application access to various types of external users. These user types are provided to identify users who are not employed by DLA or DFAS but who require some kind of limited access to computer applications offered and maintained by these organizations. External users include the following user types, which are subject to the specified requirements and characteristics:

- **Military:** An external user who is required to supply contact information for an External Security Officer and an External Supervisor. Persons with this user type are assigned to an external organization.

- **Civilian:** An external user who is required to supply contact information for an External Security Officer and an External Supervisor. Persons with this user type are assigned to an external organization.

- **Contractor:** An external user who is required to supply contact information for an External Security Officer and an External Supervisor. Persons with this user type are assigned to an external organization.

- **Vendor:** An external user who is a DLA or DFAS vendor. Persons with this user type are assigned to an external organization. This user type is not modifiable in the user's profile. Vendors do not have to supply name and contact information for an External Security Officer or External Supervisor.

- **Public:** An external user who is a member of the public interested in information about goods available to the public. This user type is not modifiable in the user's profile. Members of the public do not have to supply name and contact information for an External Security Officer or External Supervisor.

Note:

Your external approvers must be three separate and distinct individuals with different email addresses.

1. Log in to AMPS.

   *AMPS displays the **Home** screen. Your ID is displayed to indicate you are the currently logged-in user.*

2. In the **Requests** menu on the **Home** screen, click **Request Role**.

   *The first time you request a role in the current session, AMPS displays the **Privacy Act Statement** appropriate for your organization (see Appendix A). Click the **Accept** button to proceed.*

   *AMPS opens the **Request Role** tab, beginning with the **User Information** screen (see Figure 123).*
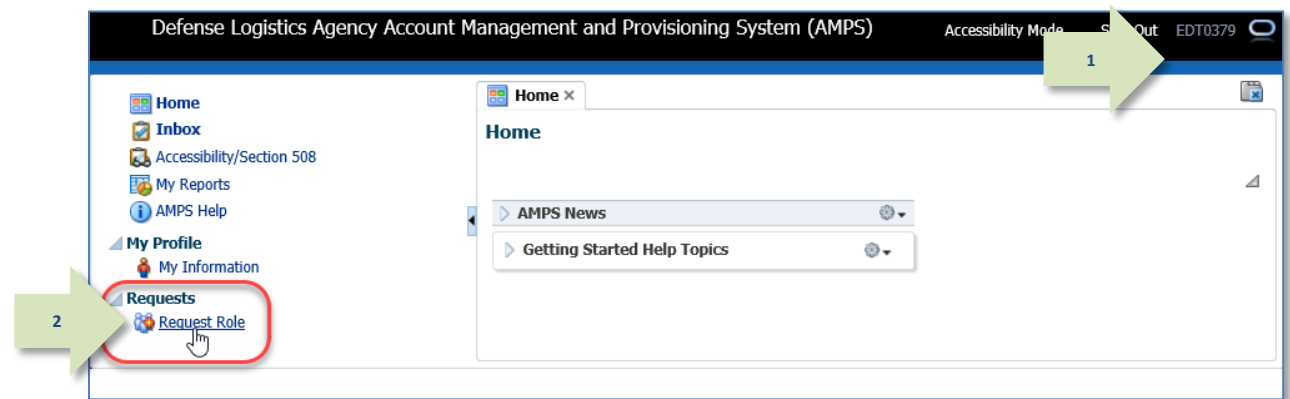

Figure 122: AMPS Home Screen

How to Browse for a Role

What you can do:	Follow this procedure if you are browsing for a role name, rather than using the **Search** function.
	Follow this procedure if you are a **Supervisor** submitting a new role request for a subordinate and you want to browse for a role, rather than use the **Search** function.
Where to start:	Begin the process of creating a role, starting on the **User Information** screen, and navigate to the **Select Roles** screen.

1. Type 0840 in the role name field, then click the 'Search' button.

2. Select the role named EBS Prod with JD-00840 and click the arrow button to move the role to the 'Selected Roles' box.

3. Click the next button.

If you Receive the following error message click 'OK' and follow the directions on the next page.

DLA Logistics Information Services Applications

DLA Managed Applications

ℹ️ Information ❌

' EBS Prod External - EBS Portal HMMS-HWD User JD-00840 ' is a primary role. You already have a primary role for this EBS Production (████████████). Adding this role will result in a primary role change, replacing your current primary role.

OK

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name		Selected Roles
▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840	→ ←	▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840
EBS Prod External Additional - EBS Portal HMMS-HWD User JD-0840B		

How to Browse for a Role

What you can do:	Follow this procedure if you are browsing for a role name, rather than using the **Search** function.
	Follow this procedure if you are a **Supervisor** submitting a new role request for a subordinate and you want to browse for a role, rather than use the **Search** function.
Where to start:	Begin the process of creating a role, starting on the **User Information** screen, and navigate to the **Select Roles** screen.

1. Click the role in the 'Selected Roles' box.

2. Click the left facing arrow to remove the role from the 'Selected Roles' box

Home ✕　　Request Role ✕　　My Information ✕

User Information　**Select Roles**　Justification　Summary

Cancel | Back | Next

Browse Roles by Application

▷ AMPS Administrative
▷ DACS Applications
▷ DFAS Applications
▷ DLA Aviation Applications
▷ DLA Enterprise Applications
▷ DLA Enterprise Business System (EBS)
▷ DLA Logistics Information Services Applications
▷ DLA Managed Applications
▷ DLA Warehouse Management System (WMS)
▷ EAGLE Enterprise Applications
▷ Energy Applications
▷ Information Operations

Search Roles

Role Name	0840
Role Description	
Enterprise Application	
Application	
Environment	▼
Primary Role	▼

Search | Reset

STEP 1

STEP 2

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name		Selected Roles
▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840	→ ←	▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840
▷ EBS Prod External Additional - EBS Portal HMMS-HWD User JD-0840B		

How to Browse for a Role

What you can do:	Follow this procedure if you are browsing for a role name, rather than using the **Search** function.
	Follow this procedure if you are a **Supervisor** submitting a new role request for a subordinate and you want to browse for a role, rather than use the **Search** function.
Where to start:	Begin the process of creating a role, starting on the **User Information** screen, and navigate to the **Select Roles** screen.

1. Select the EBS Prod role JD-0840B and click the right facing arrow to move the role into the 'Selected Roles' box.

2. Click the 'Next' button.

📺 Home ✕　　🎯 **Request Role** ✕　　👤 My Information ✕

Cancel | Back | **Next**

User Information　**Select Roles**　Justification　Summary

Browse Roles by Application

▷ AMPS Administrative
▷ DACS Applications
▷ DFAS Applications
▷ DLA Aviation Applications
▷ DLA Enterprise Applications
▷ DLA Enterprise Business System (EBS)
▷ DLA Logistics Information Services Applications
▷ DLA Managed Applications
▷ DLA Warehouse Management System (WMS)
▷ EAGLE Enterprise Applications
▷ Energy Applications
▷ Information Operations

Search Roles

Role Name	0840
Role Description	
Enterprise Application	
Application	
Environment	▼
Primary Role	▼

Search | Reset

STEP 1

STEP 2

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name	→	Selected Roles
▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840	←	▷ EBS Prod External - EBS Portal HMMS-HWD User JD-00840
▷ EBS Prod External Additional - EBS Portal HMMS-HWD User JD-0840B		

User Information — Select Roles — **Justification** — Summary

Cancel | Back | **Next**

Request Justification & Supporting Details

* Justification
```
Need portal role for HWD access.
```

Optional Information

Attachment 1 [   ] Browse...
Attachment 2 [   ] Browse...
Attachment 3 [   ] Browse...

Attachments must be PDF files, smaller than 2MB each.
Files containing Personally Identifiable Information (PII) shall not be uploaded (i.e. SSN, DOB, etc).