



Effective June 2012





AMPS External Approver Job Aid

TABLE OF CONTENTS

Introduction	3
Supervisor Approval	4
I. Approving a SAAR	
Security Officer Approval	
· · · · · · · · · · · · · · · · · · ·	
I. Approving a SAAR	





Introduction

Purpose:

DLA's **Account Management and Provisioning System** (**AMPS**) has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required. AMPS provides:

- An automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Security Officers, and Data Owners
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

Business Scenario:

This job aid provides instructions on how to review and approve System Authorization Access Requests (SAARs) via AMPS to gain access to DLA Disposition Services applications and reports within the DLA Enterprise External Business Portal (EEBP).

Audience:

This job aid is intended for **Supervisors** and **Security Officers** of DLA Disposition Services external users who need to gain access to the EEBP.





Supervisor Approval

During the AMPS account creation and role request process, external users of DLA Disposition Services are required to provide the name, e-mail address, and phone number of their Supervisor. Once a role request has been submitted, AMPS will automatically send an e-mail notification to the Supervisor detailing the pending access request.

I. Approving a SAAR

- a. Open e-mail with Subject: Supervisor Approval Approval Request for << Name of user >>
- b. Click on the link next to Recommended Resolution

The following request was submitted for your approval:

Request Detail

Request Number (SAAR) 000000

Requestor UserID lanid Requestor Generic, User

Requestor Email generic.user@dla.mil

Requestor Organization Top:Users:DLA:DLA Land and Maritime

Action Requested add

Requested Application Group SAP-SUPPORT

Requested Roles [A ROLE]

Date Submitted Wed Oct 2614:17:37 EDT 2011

Recommended Resolution Please visit https://amps.dla.mil/idm/user/login.jsp to provision the account action for land

Approval Request E-mail to Supervisor

c. A page containing a list of pending AMPS approvals for the Supervisor will open



AMPS External Approver Job Aid



AMPS Pending Approvals List

- d. Review the list of pending approvals as shown above
- e. Click 'Request Access' next to the SAAR up for review
- f. The External User Application Access Approval Form will load (This form informs the supervisor of the user's request for access, including the application and requested role. The user/requestor's personal information is listed as well.)



AMPS External Approver Job Aid

External User Application Access Approval				
Please affirm the requestor's need for access to the referenced application and indicate your approval or denial of the request.				
SAAR#:	50344			
i Application Access Request For	BSM			
Requested Roles	BSM Prod - Accounts Receivable Processor - DFAS JD-18			
Type of Access Required:	Authorized			
Data Classification	Unclassified			
Requestor's Justification For Access	TEST TEST TEST			
i Pending Role Request(s):				
Requestor Inform	nation			
issn	TAXABLE T			
Last Name	Williams			
First Name	YVilliam			
i MI	yy .			
i Official Email Address	gid@erme.tom			
i Official Telephone Number	804.279.3333			
Request Decision	ning			
Supervisor Decision	<please select=""> 💌 * Page will refresh after an item is selected.</please>			
Comments	A			
Approver Information				
Approver Last	Lott			
Name i Approver First				
Name i Approver Email	Lance			
Address	george.dombroski.dr@dla.mil			
i Approver Phone Number	804.223.6689			
DLA Policy D	isclaimer			
Lagree	□ *			
DLA Policy Disclaimer	It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.			
	Wednesday, August 6, 2008 9:31:07 AM EDT * indicates a required field			
Complete Cancel				
	Home FAQ Privacy/Security 508 Compliance Contact Us			
I				

External User Application Access Approval Form

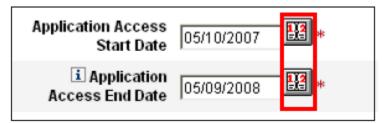
- g. Under **Request Decisioning**, click the dropdown arrow next to **Supervisor Decision** as shown below
- h. Select 'Approved' OR 'Denied'
- i. Enter notes in the **Comments** box (Ex: Approved OR Denied because user information is incorrect)



External User Application Access Approval Form

- j. Selecting 'Approved' will open a form with new fields
- k. The **Application Access Start Date** box will be pre-populated with **08/27/2012** and cannot be changed
- I. Next to the **Application Access End Date** box, click on the calendar icon and select a date that does not exceed **08/27/2013** (1 year from the start date)

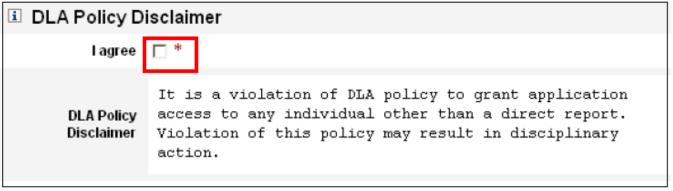
NOTE: Renewals: Upon role approval, the user/requestor's user ID, the job role requested and the expiration date are added to an expiry record which is tracked by AMPS. An expiry task begins 30 days prior to the Application Access End Date in which a SAAR # is assigned and an e-mail notification to "Extend" or "Expire" the role is sent to the user.



External User Application Access Approval Form

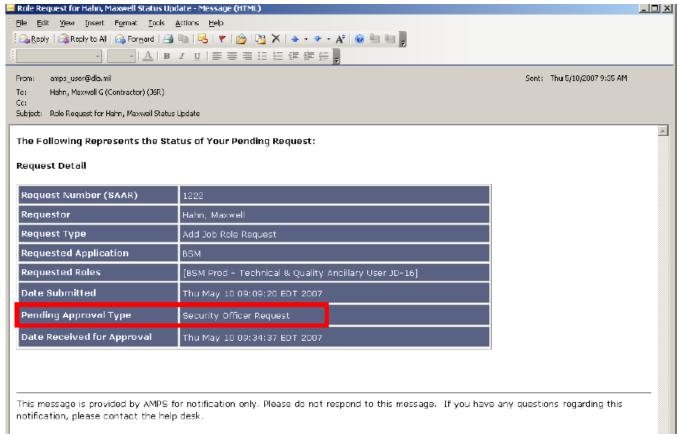
m. Under *DLA Policy Disclaimer*, Supervisor must indicate agreement by checking the box next to **I agree** as shown below





DLA Policy Disclaimer

- AMPS will automatically send a Role Request for << Name of user >> Status Update
 e-mail to the user/requestor indicating the status of the request and any pending
 approval requirements
- In this case, the user/requestor is notified that Security Officer Request is pending approval



Role Request Status E-mail to Requestor





Security Officer Approval

During the AMPS account creation and role request process, external users of DLA Disposition Services are required to provide the name, e-mail address, and phone number of their Security Officer. Once a role request has been submitted, AMPS will automatically send an e-mail notification to the Supervisor detailing the pending access request. After the Supervisor has approved the request, AMPS will send an e-mail notification to the Security Officer indicating that an approval request is pending.

I. Approving a SAAR

- a. Open e-mail with Subject: Security Officer Approval Request for << Name of user>>
- b. Click on the link next to Recommended Resolution

The following request was submitted for your approval:

Request Detail

Request Number (SAAR) 000000

Requestor UserID lanid Requestor Generic, User

Requestor Email generic.user@dla.mil

Requestor Organization Top:Users:DLA:DLA Land and Maritime

Action Requested add

Requested Application Group SAP-SUPPORT

Requested Roles [A ROLE]

Date Submitted Wed Oct 2614:17:37 EDT 2011

Recommended Resolution Please visit https://amps.dla.mil/idm/user/login.jsp to provision the account action for lanid

Approval Request E-mail to Security Officer

c. A page containing a list of pending AMPS approvals for the Security Officer will open





AMPS Pending Approvals List

- d. Review the list of pending approvals as shown above
- e. Click 'Request Access' next to the SAAR up for review
- f. The Application Approval Form Security Officer External will load (This form informs the security officer of the user's request for access, including the application and requested role. The user/requestor's personal information is listed as well.)



Application Approval Form - Security Officer External			
Please submit approval or denial of application access based upon the outcome of the requestor's background investigation			
SAAR#:	50311		
i Application Access Request For:	Collaboration		
Requested Roles	BSM Prod External - Levels Collaborator - Update JD-543		
Type of Access Required:	Authorized		
Data Classification	Unclassified		
Requestor's Justification For Access	TEST TEST Collaboration Role. Scheduled to go to the DSCC IAO Approver. No user assigned to this role. Should go to the Configurator		
i Pending Role Request(s):			
Application Access Requires IT Level Designation	IT2		
Requestor Information			
issn	4444444		
Last Name	VVilliams First Name VVilliam 🗓 MI VV		
1 Official Email Address	gid@acme.com		
i Official Telephone Number	804.279.3333		
CRizenship	US		
Security Officer	Application Access Decisioning		
Type of Investigation	is is		
Date of Investigation	1 +		
Clearance Level	*		
Requestor IT Level Designation:	💌 * Page will refresh after an item is selected.		
Security Officer Decision	Please Select- Page will refresh after an item is selected.		
Comments			
Please Confirm th	ne Information Below:		
Security Officer Last Name	Morris		
Security Officer First Name	Mark		
Email Address	george.dombroski.ctr@dia.mili		
Telephone Number	804.224.8325		
Decision Date			
	* indicates a required field		
Complete Cancel			

Application Approval Form - Security Officer External



- g. Under **Security Officer Application Access Decisioning**, complete the following fields:
 - i. Type of Investigation
 - ii. Date of Investigation
 - iii. Clearance Level
 - iv. Requestor IT Level Designation
 - v. Security Officer Decision Select 'Approved' OR 'Denied'
 - vi. Enter notes in the Comments box (Ex: Approved OR Denied because user information is incorrect)
- h. Click 'Complete'

After the Security Officer has approved a request, the user/requestor receives another status e-mail detailing the **Pending Approval Type**. AMPS continues the approval process by automatically sending an e-mail requesting approval from the Data Owner and IA Officer respectively.

Upon the completion of all required approvals (Supervisor, Security Officer, Data Owner, IA Officer) the user is notified of their access via an e-mail with the subject: **Application Access Request Approved** for <<**Name of user>>**