Requesting Access to DLA Disposition Services Reports

January 2013

What is AMPS

- AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems
- The goal of the system is to improve efficiency in the account management process, improve system security and eventually eliminate manual access requests.
- Users will request a specific Job Definition Number (JD #) which will grant them access to the appropriate EBS systems
- In order to be granted access users must submit an AMPS request.
- AMPS includes an automated approval process (supervisors, Security, Data Owners, Verification IA Trg Completed)
- Users are notified of the status of their requests
- Security Officers can adjust user access to coincide with changes in user IT Levels

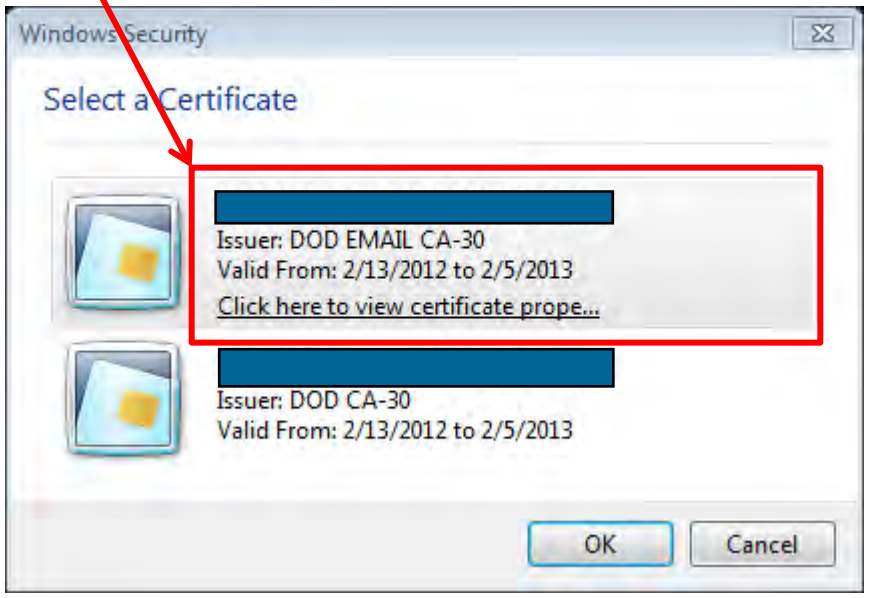
Important AMPS Application Notes

Before you begin the AMPS Request Process, note the following important details of the AMPS Application:

1. Only select roles for ONE system in a single request.
2. After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.
3. **Do NOT** use the **Back** button on your browser. If you need to correct something on a previous page, click the '**Back**' button on the bottom of the page.
4. Make sure to fill out all of the required fields marked with an asterisk (*). The application will not notify you of errors until last page.
5. When entering dates, use the calendar button to ensure the correct format.
6. If the desired radio button is already selected, click it again before clicking the '**Next**' button
7. If you experience problems or have questions, contact the AMPS Helpdesk at DSN 695-4357 or at the toll free # 1-866-335-4357.

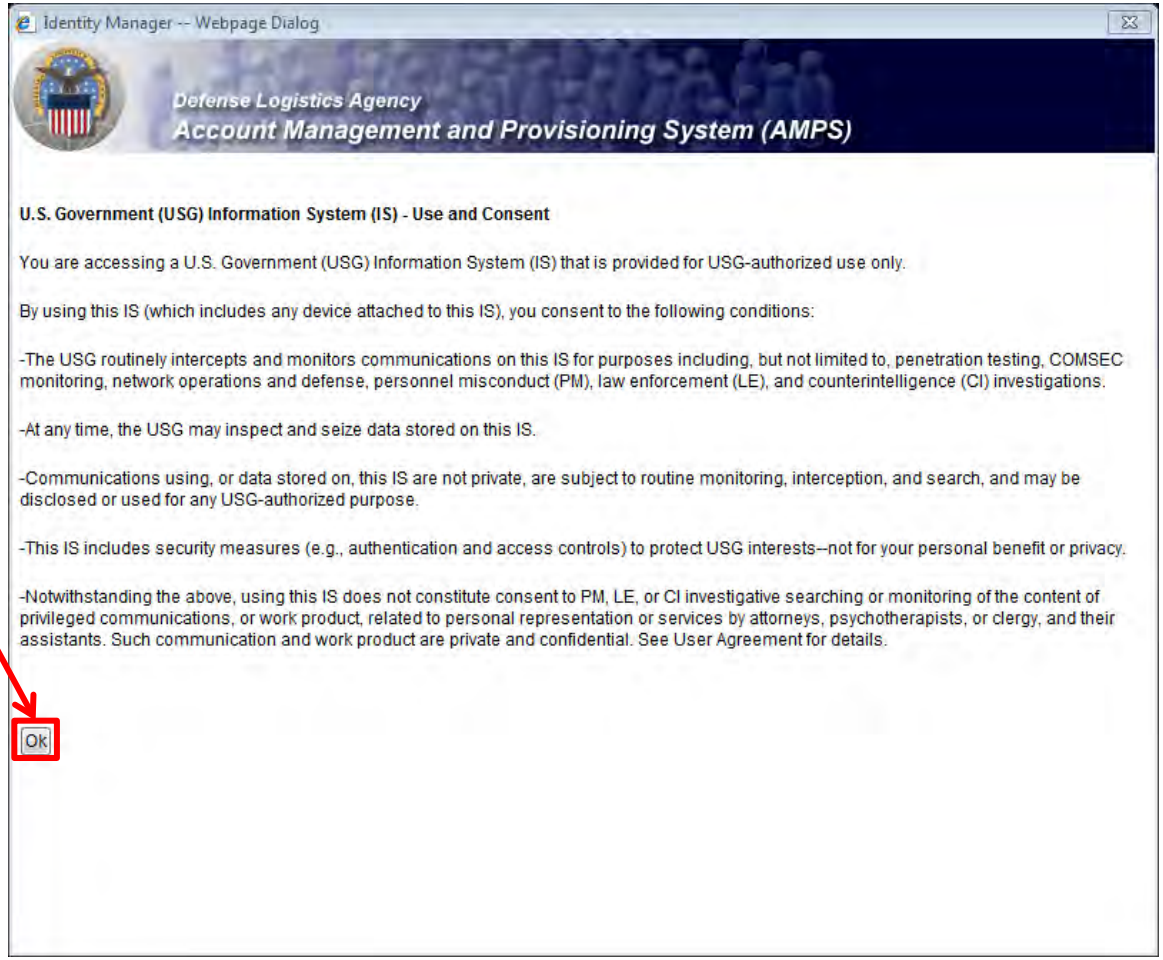
AMPS Request - Login

1. Go to the AMPS URL: **https://amps.dla.mil**
2. Select your DOD Email certificate, click '**OK**' and enter your PIN if prompted



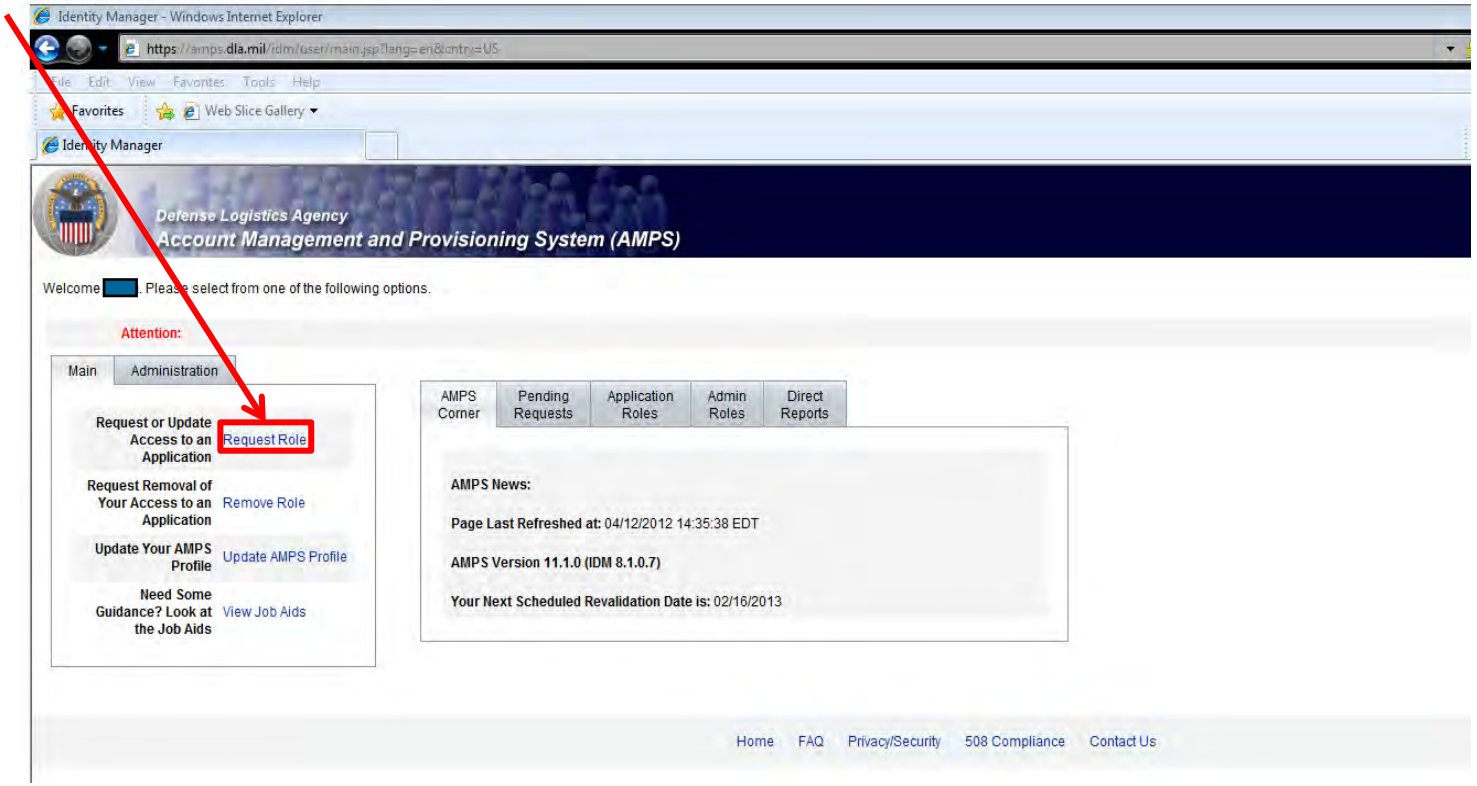
Government Information Use and Consent

1. Click '**OK**' to accept the Use and Consent terms for the U.S. Government Information System



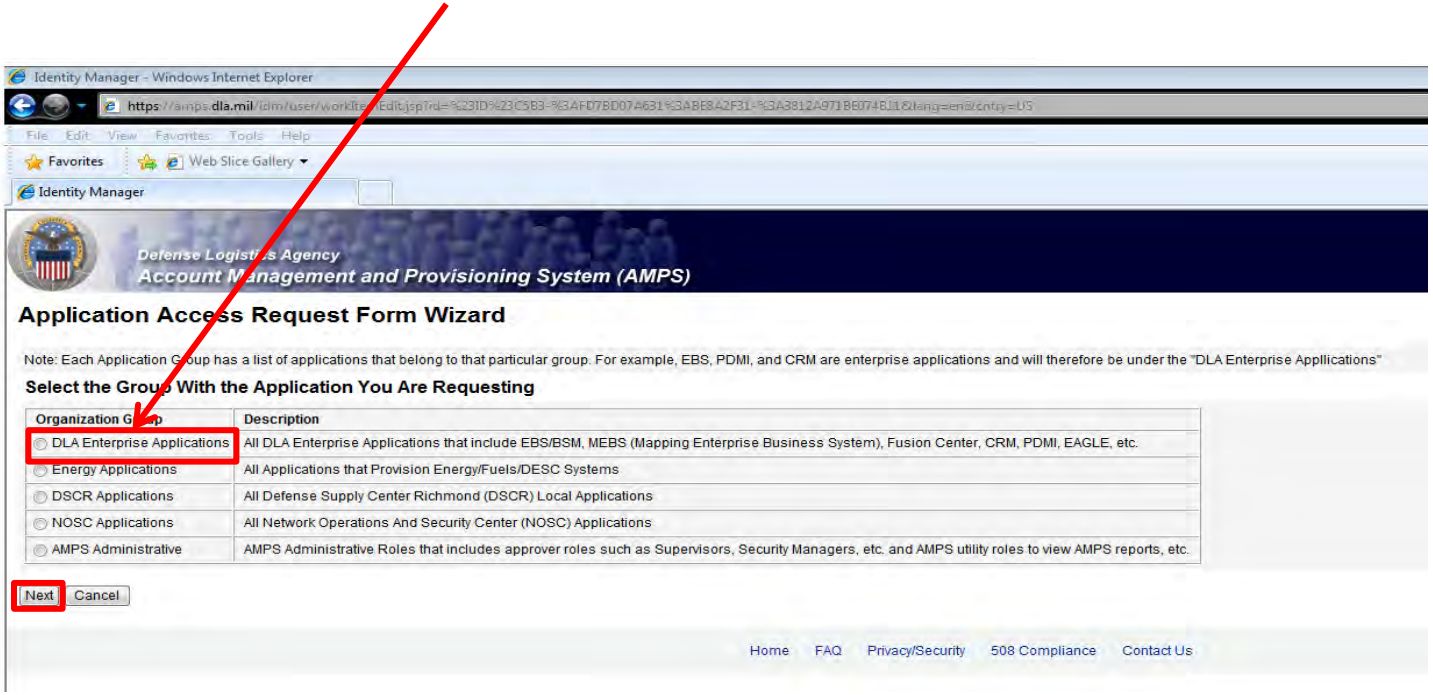
AMPS Main Menu

1. Click '**Request Role**' to begin your AMPS Request



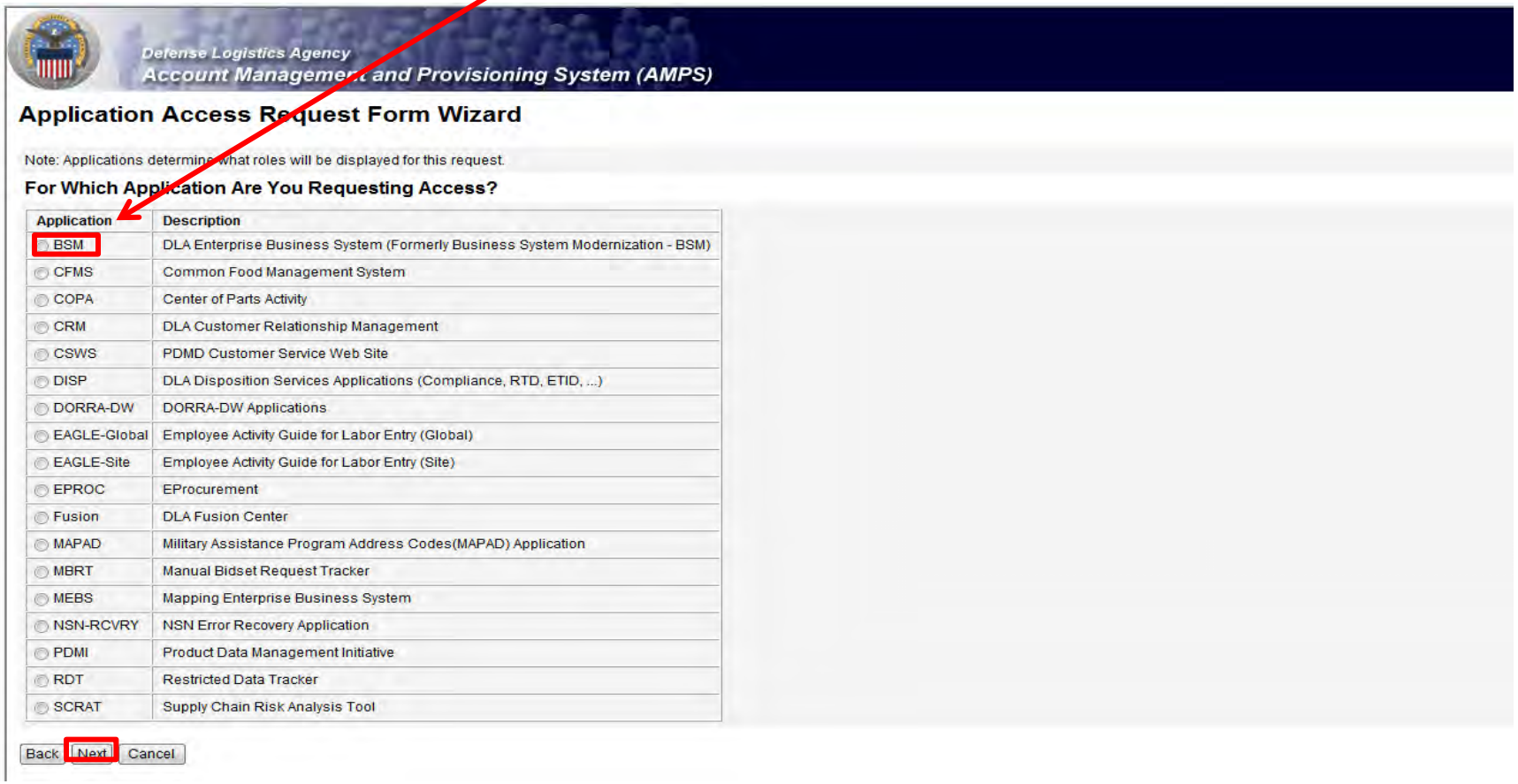
Application Access – Group Selection

1. Select the button labeled '**DLA Enterprise Applications**'
2. Click '**Next**' to continue



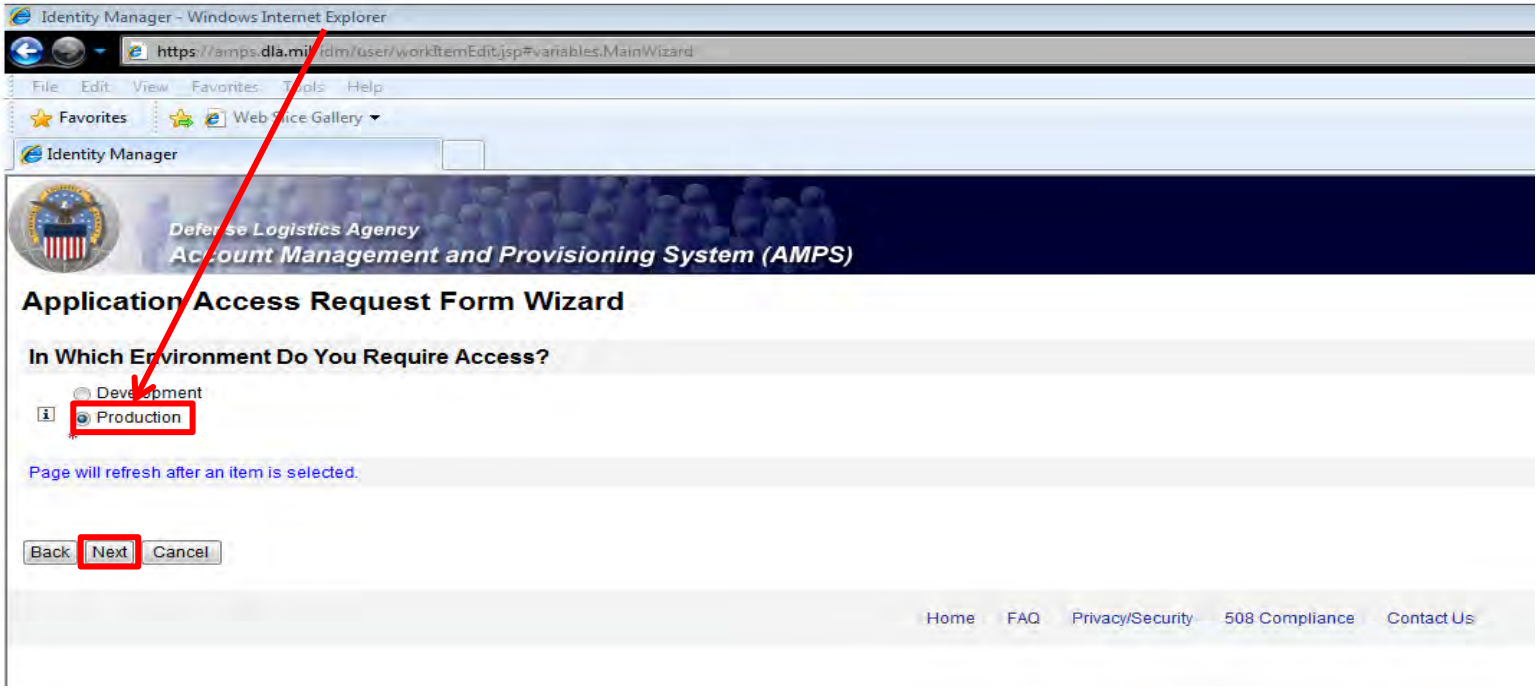
Application Access – Application Selection

1. Select the radio button labeled '**BSM**'.
2. Click '**Next**' to continue



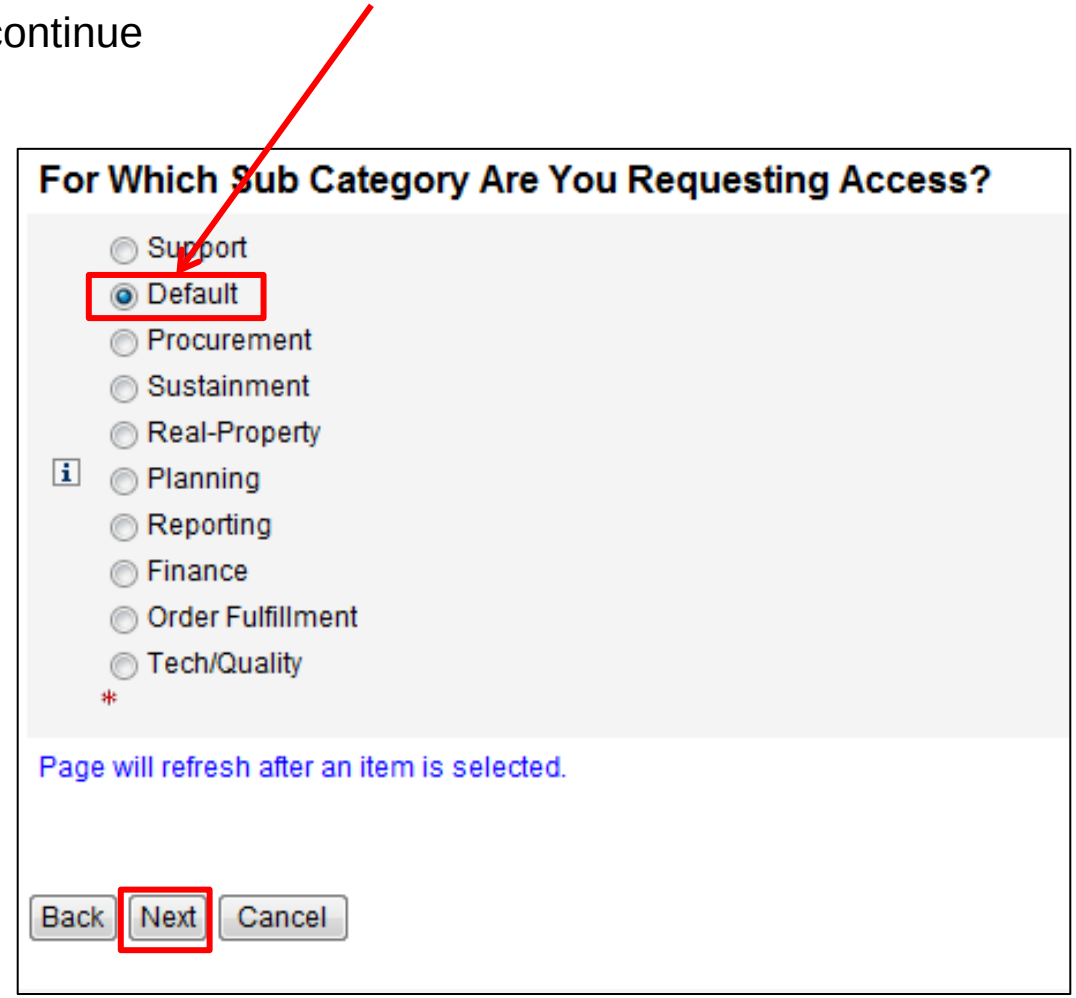
Application Access – Environment Selection

1. Select the radio button labeled '**Production**'
2. Click '**Next**' to continue



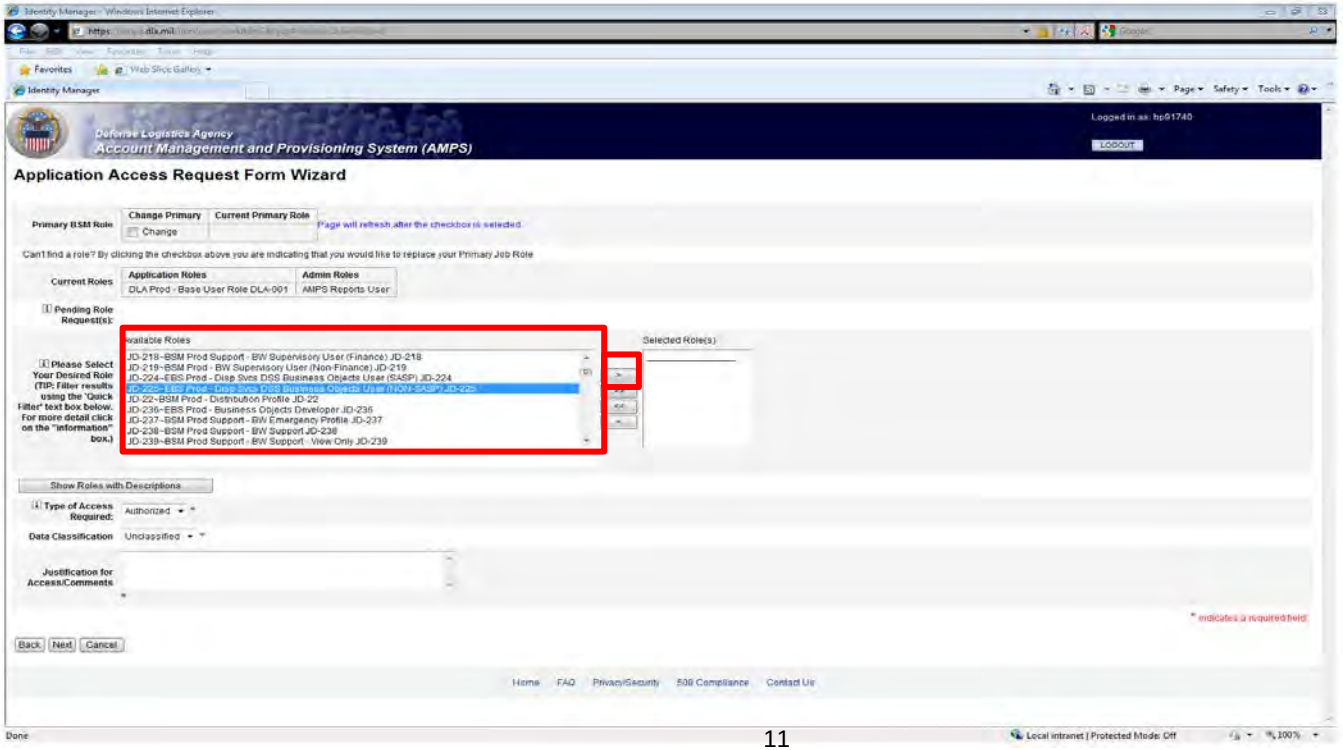
Application Access – Sub Category Selection

1. Select the radio button labeled '**Default**'
2. Click '**Next**' to continue



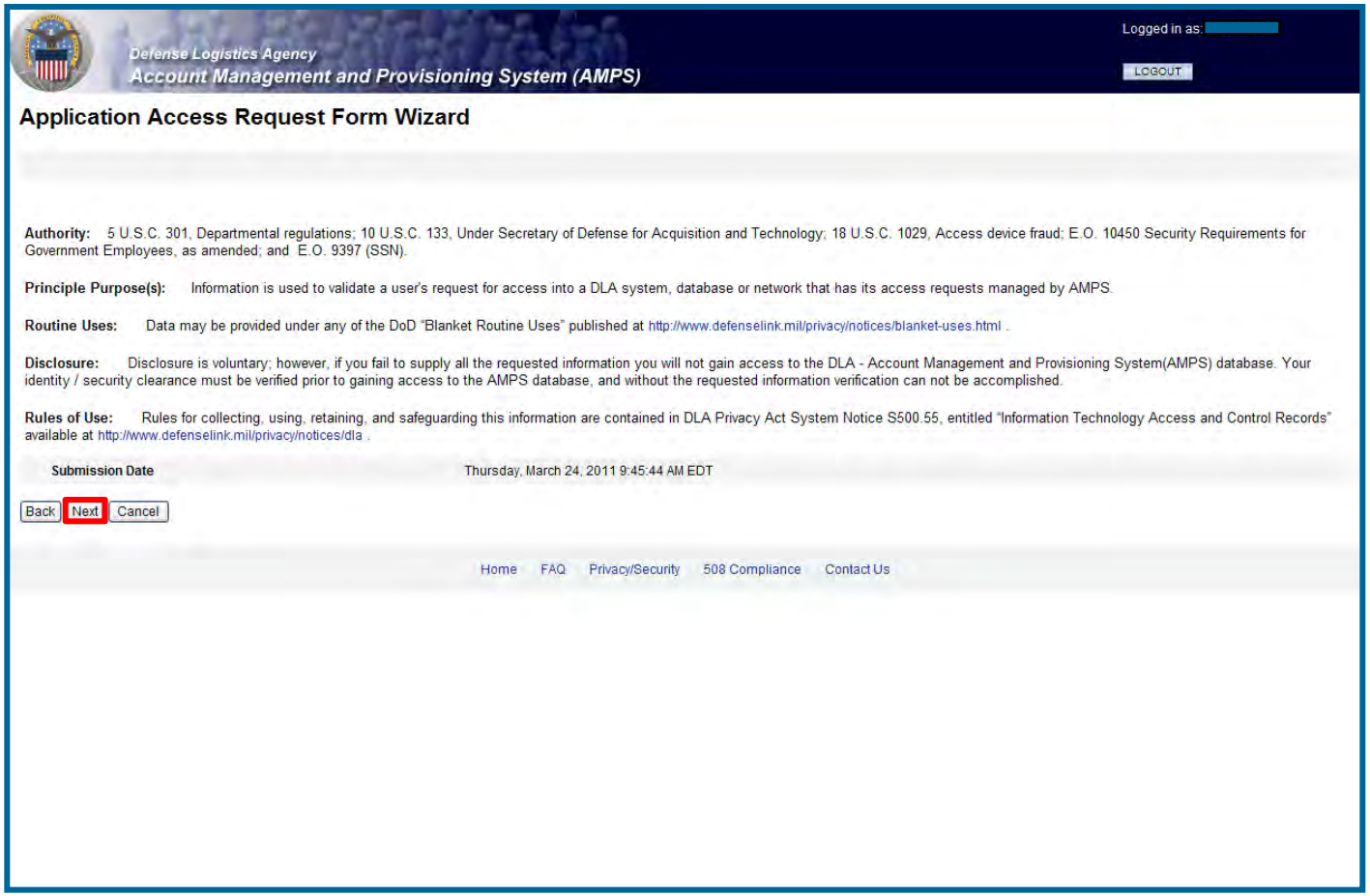
Application Access – EBS Role Selection

1. You will select EITHER JD-225 (Disp Svcs DSS Business Objects User (Non-SASP) or JD-224 (Disp Svcs DSS Business Objects User (SASP). NOTE: You will only need **ONE** of these 2 roles. Most employees will need JD-225.
2. Select your role in the list of '**Available Roles**'
3. Click the button marked '**>**' to move the role to the list of '**Selected Roles**'
4. Ensure 'Authorized' and 'Unclassified' are selected
5. Enter a brief explanation of why you are requesting the role in the '**Justification for Access/ Comments**' box
6. Click '**Next**' to continue



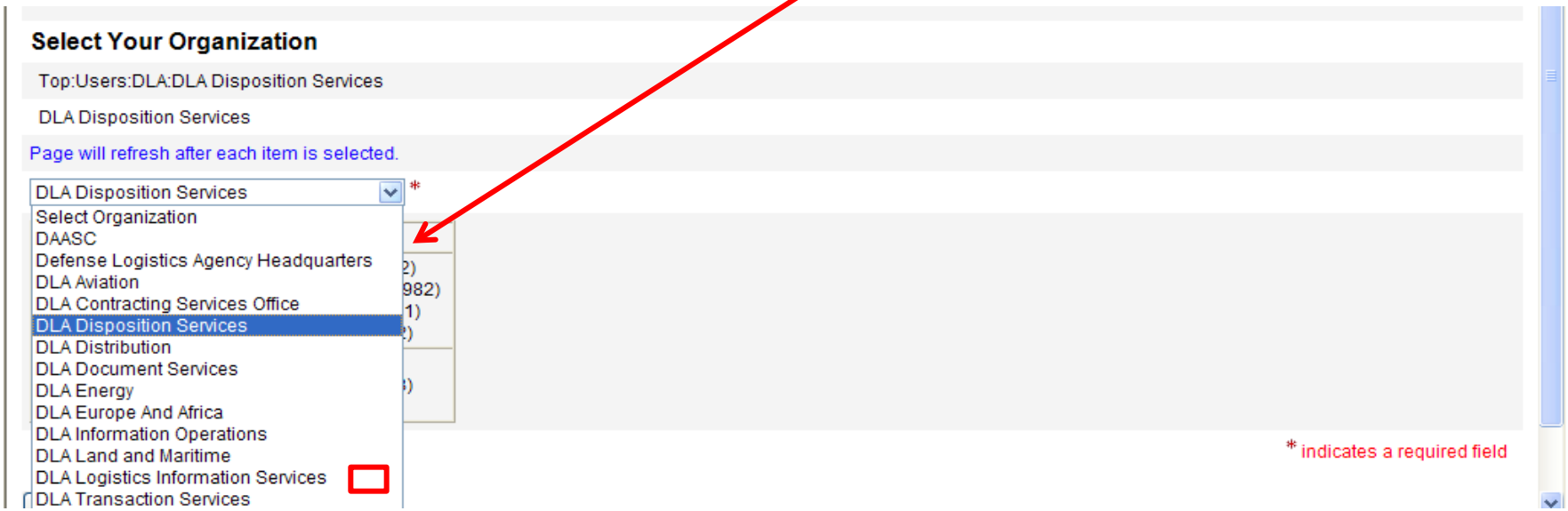
Information Disclosure Agreement

1. Select '**Next**' to agree to the Information Disclosure Agreement



Application Access – Organization Selection

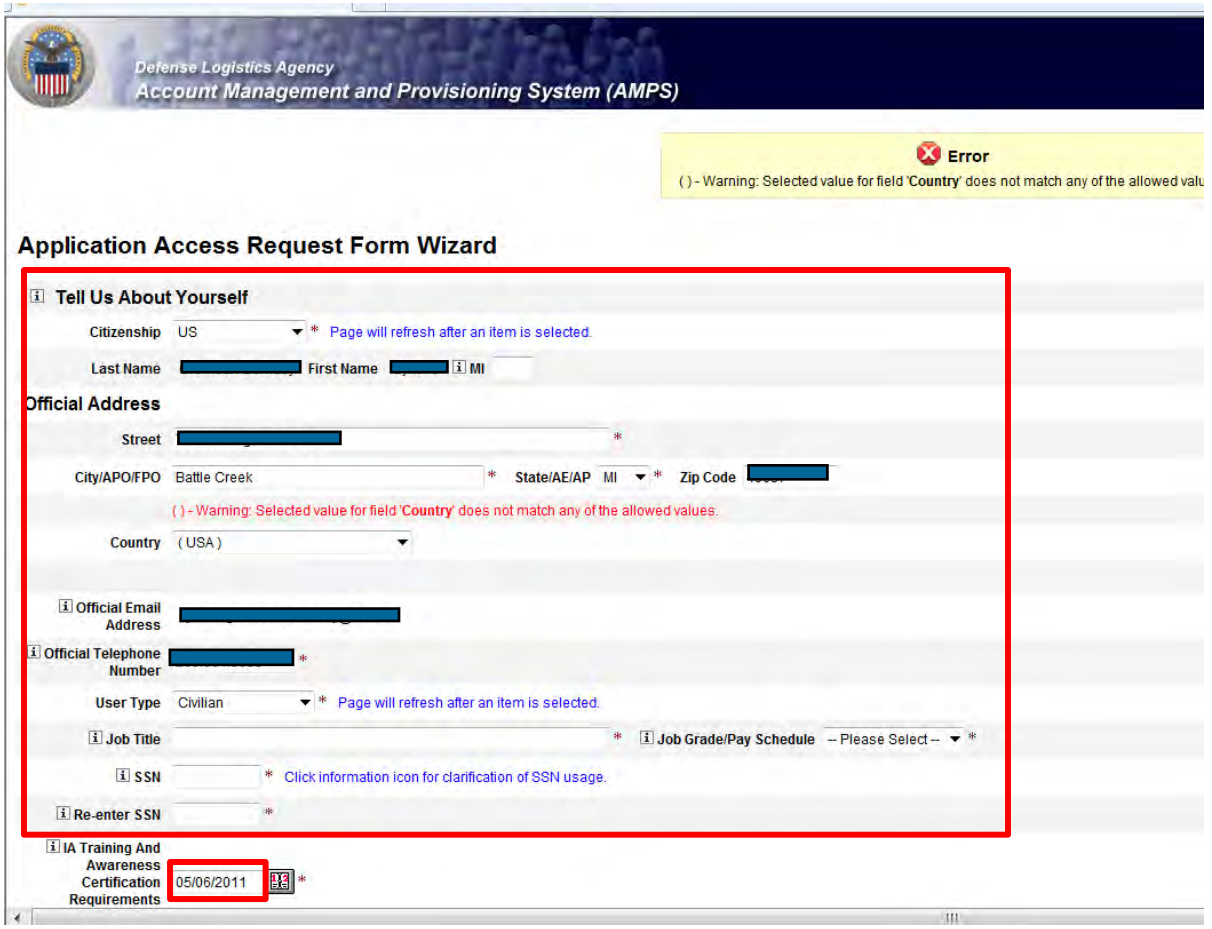
1. Select your organization, '**DLA Disposition Services**', from the drop down list and wait for the page to refresh
2. Note: If you are in CONUS, select "DLA Disposition Services". If you are in OCONUS select either "DLA Europe & Africa" OR "DLA Pacific".
3. Click '**Next**' to continue



Application Access – User Information

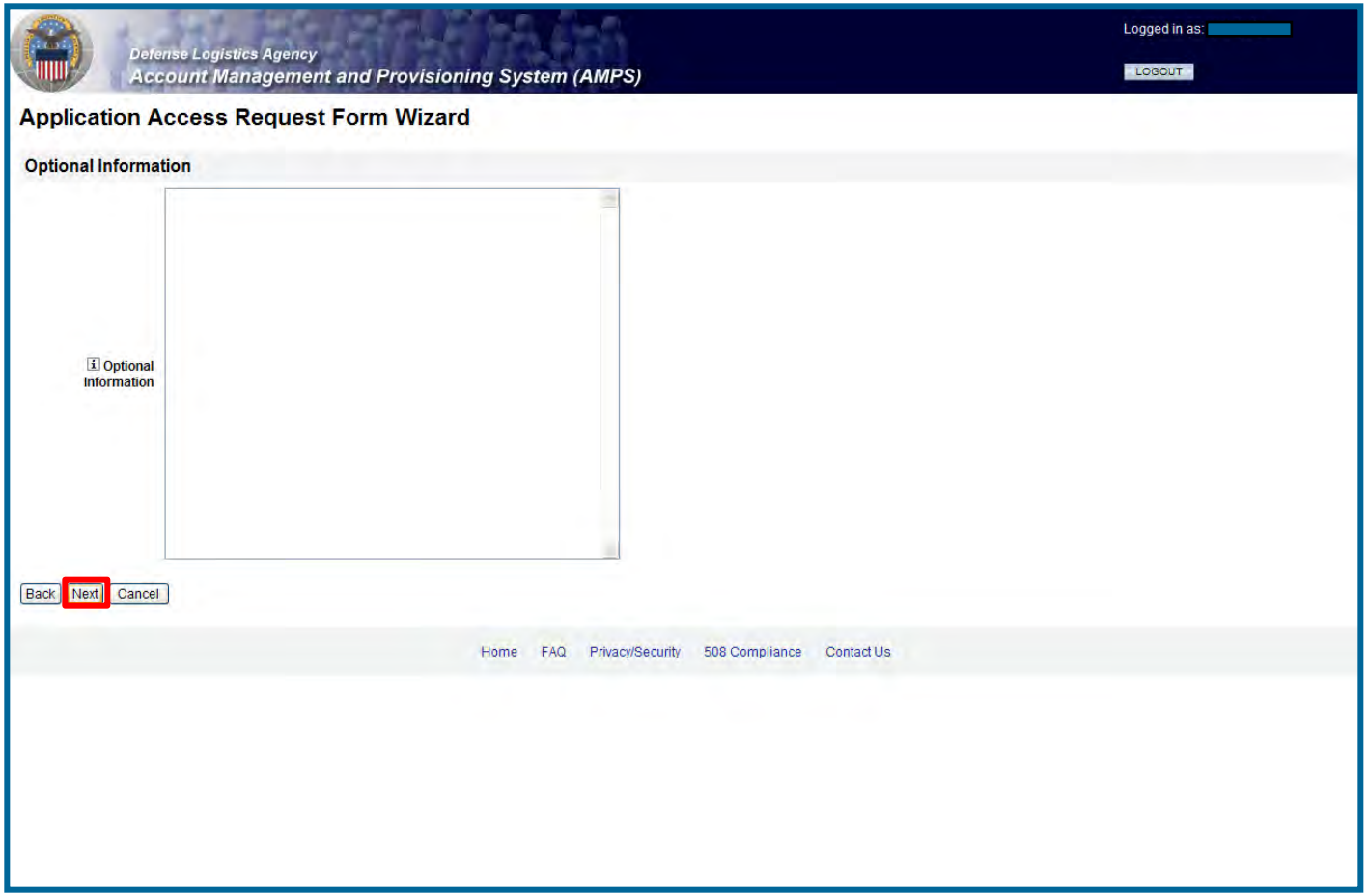
1. Enter or Confirm the pre-populated information.
2. Complete **ALL** items identified with a red *. These are mandatory fields and must be completed. An error message will appear if all fields with a red * are not filled out. Make sure that the country field identifies “United States of America” if you are in CONUS.
3. Click ‘**Next**’ to continue

If you don’t know your IA Completion date, you can look it up in LMS →



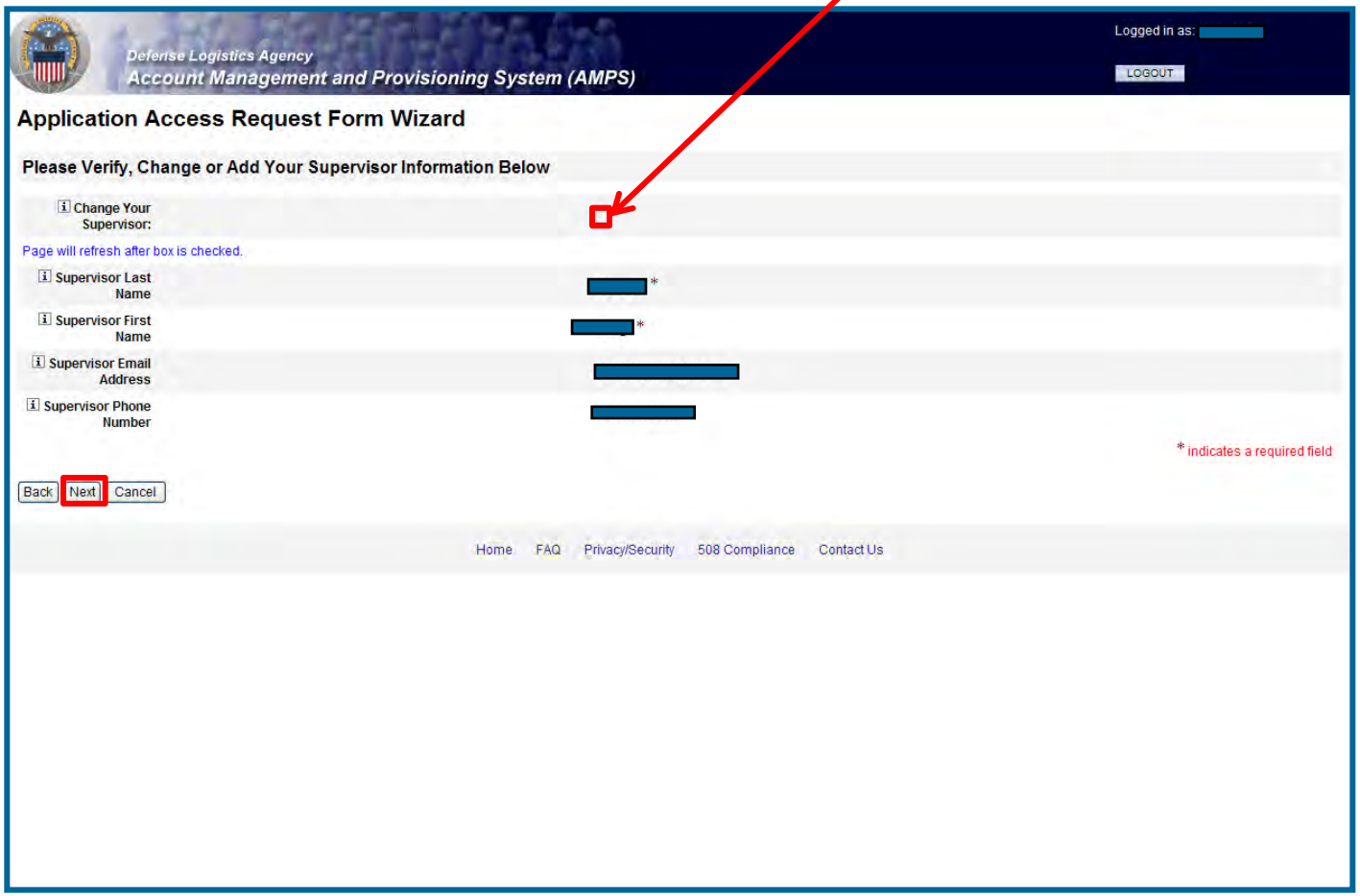
Optional Information

1. Click '**Next**' to continue



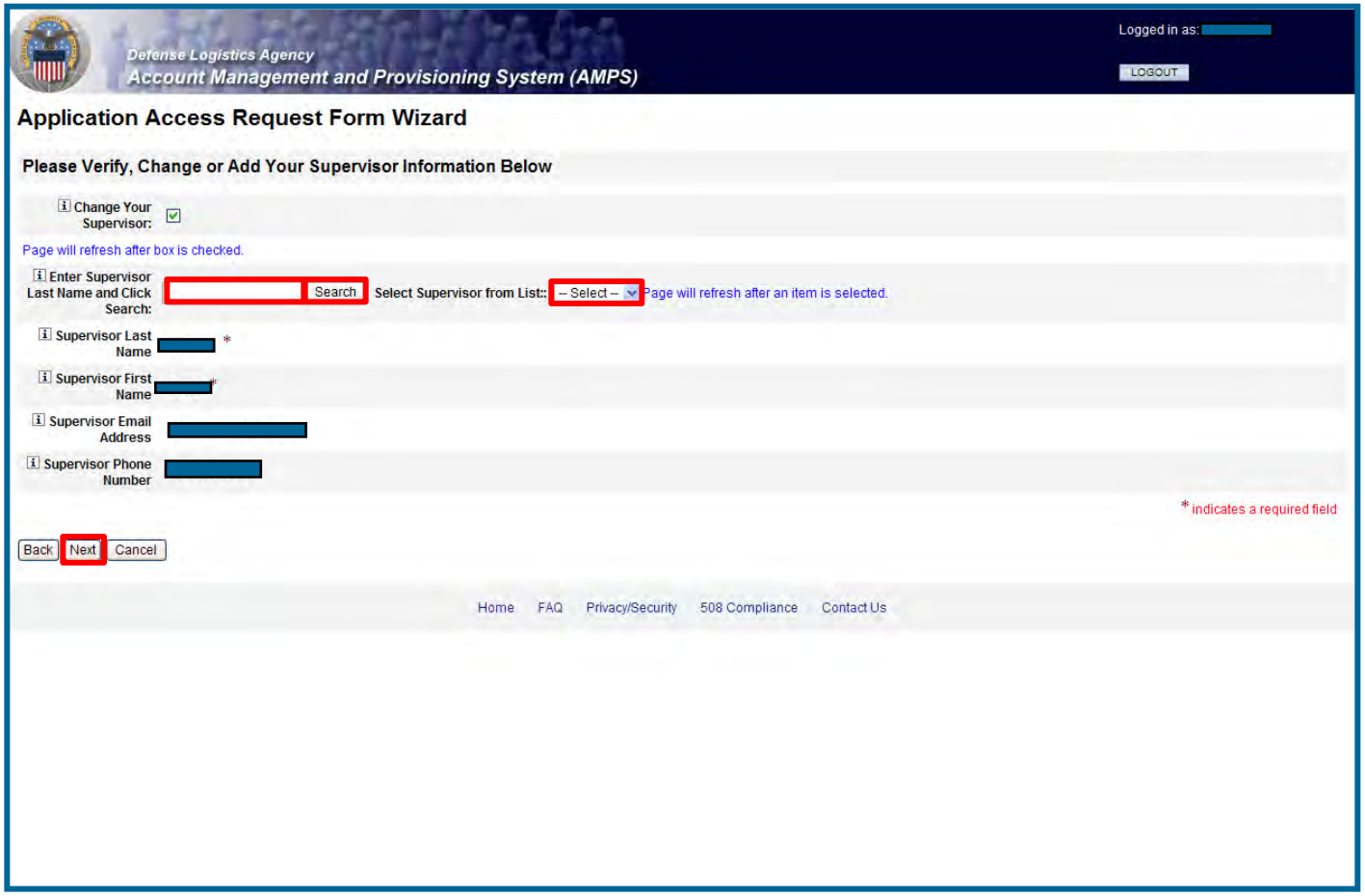
Application Request – Supervisor Information

1. Review the supervisor listed to make sure that your CURRENT supervisor is identified.
2. If the listed supervisor is not your current supervisor, check the box labeled '**Change Your Supervisor**' and wait for the page to refresh, and proceed to the next slide
3. If the information is correct, click '**Next**' to continue



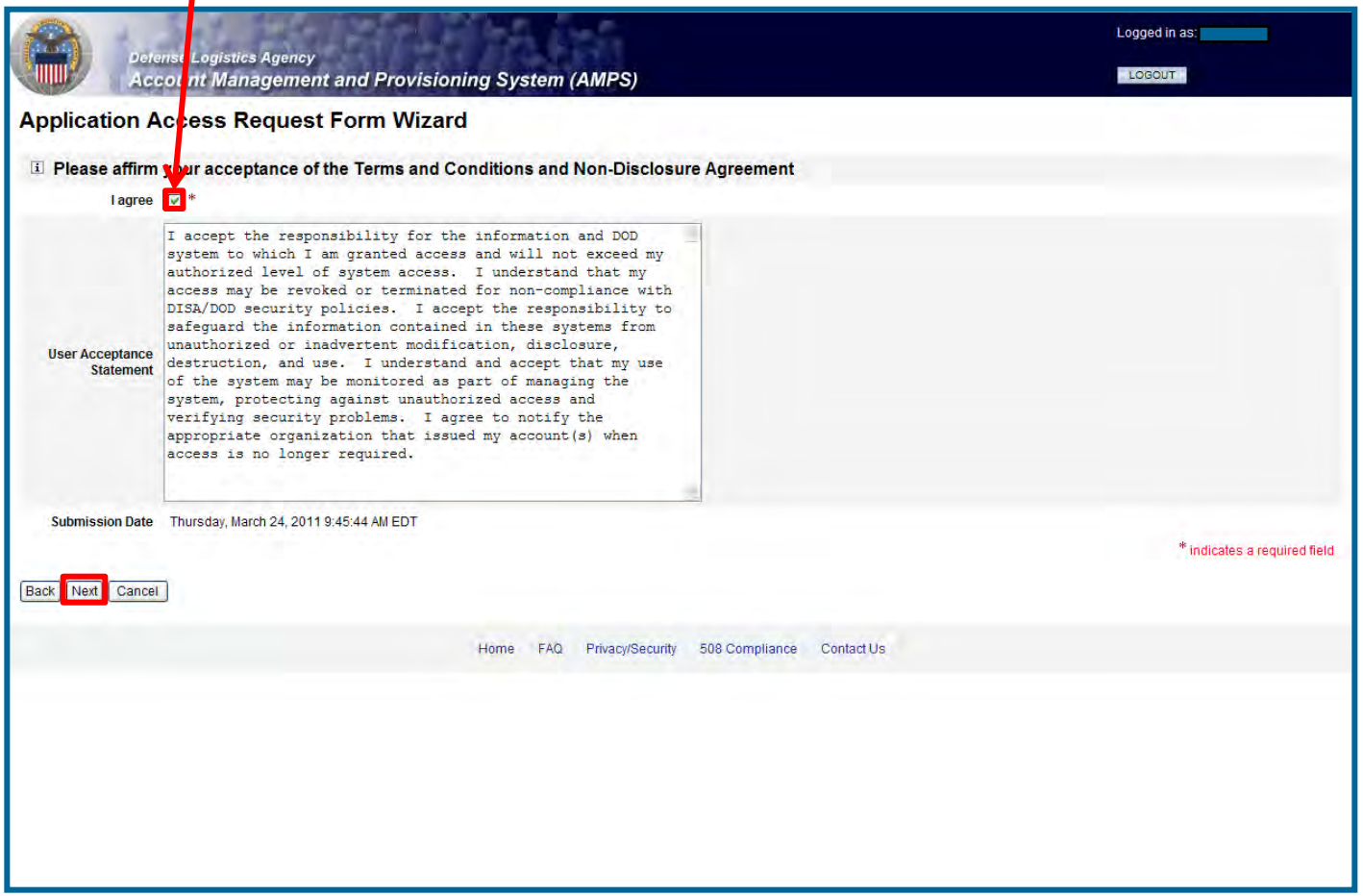
Application Request – Supervisor Information

1. Enter supervisor's Last name and click '**Search**'
2. Select your supervisor from the drop down list and wait for the page to refresh
3. Confirm that your CURRENT supervisor is now listed and click '**Next**' to continue



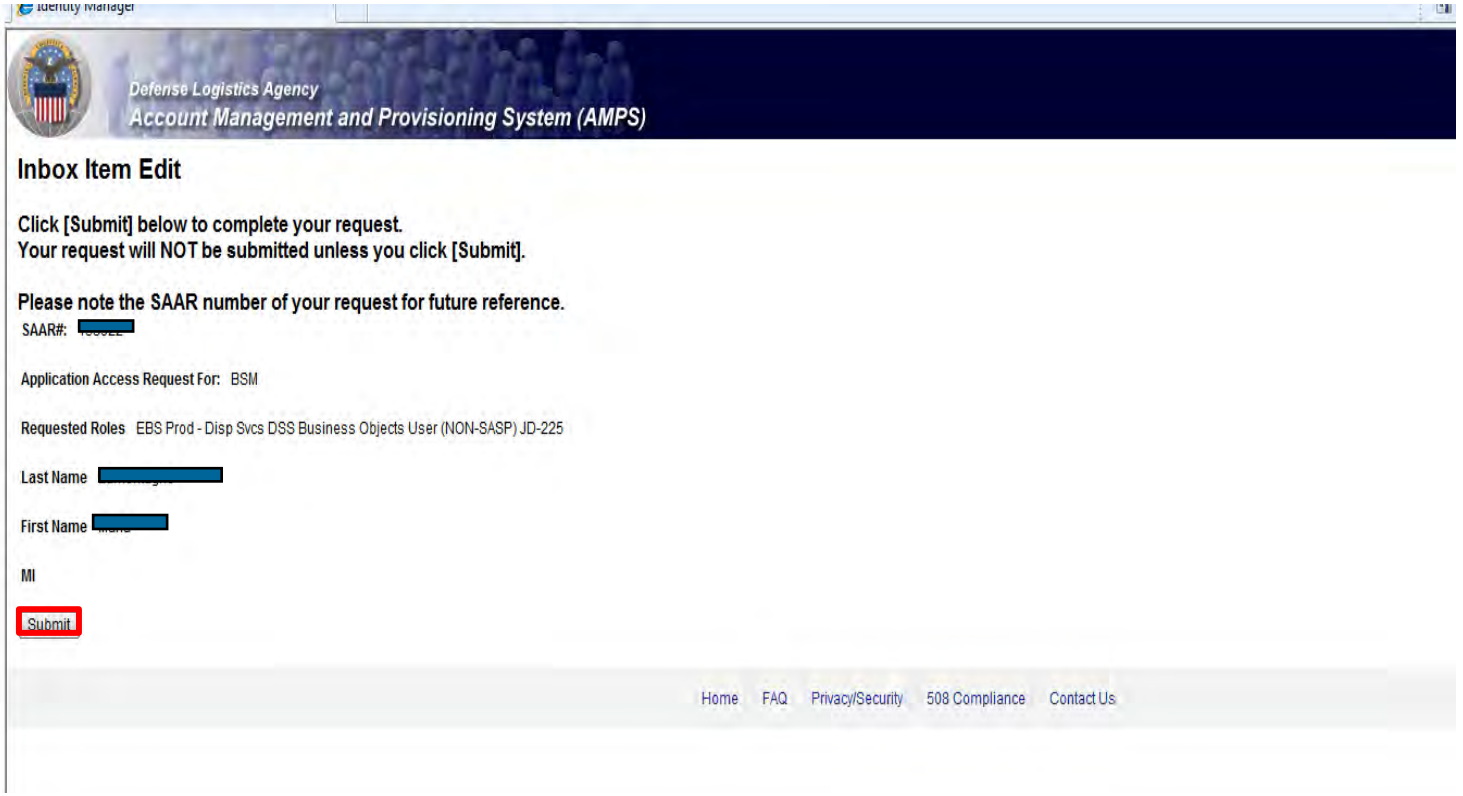
Terms and Non-Disclosure Agreement

1. Review the Terms, Conditions and Non-Disclosure Agreement
2. Check the box next to '**I Agree**' if you agree with the terms
3. Click '**Next**' to continue

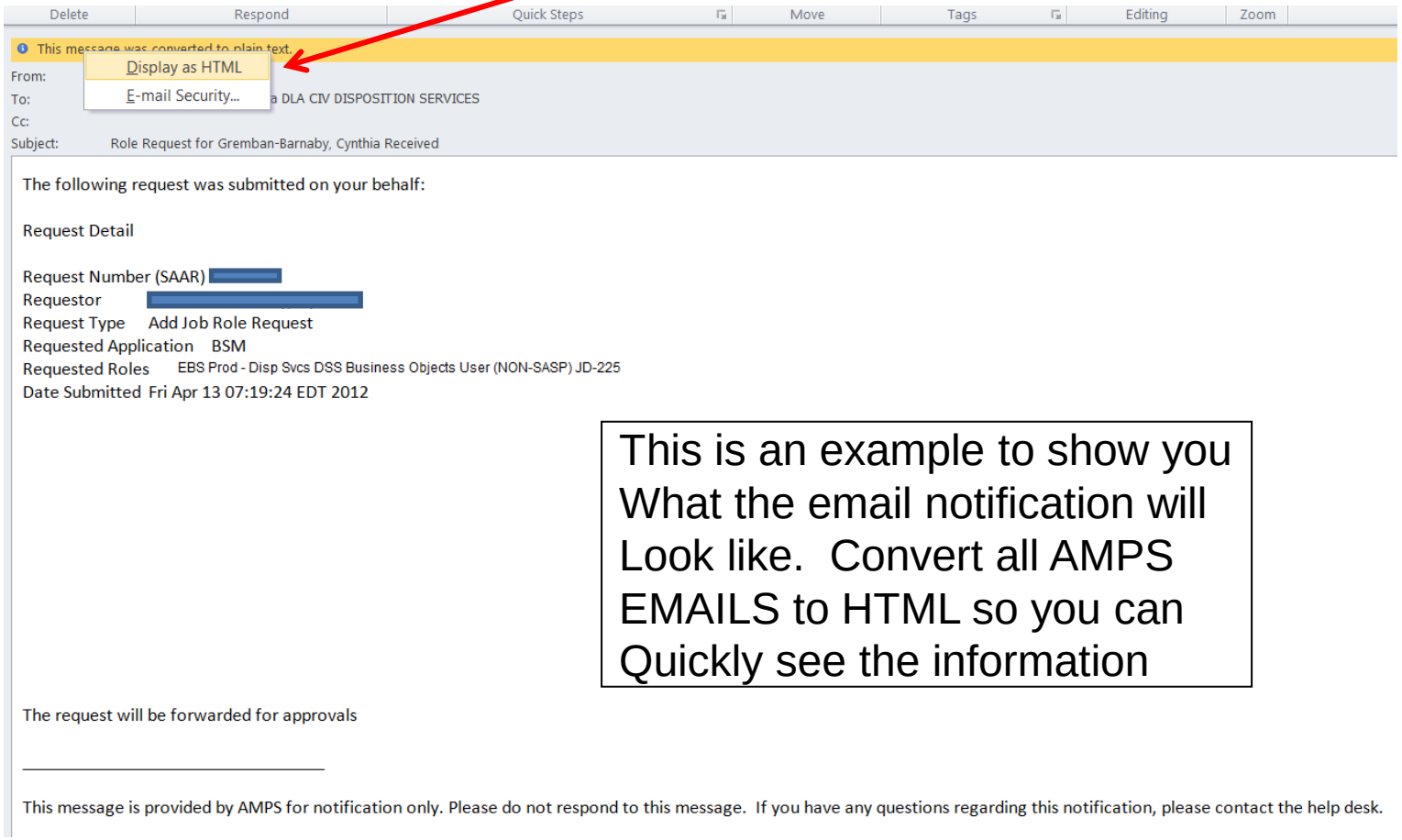


Impacted Role Changes – Degree of Change

1. Note your SAAR number for future reference
2. Click '**Submit**' to submit your AMPS Request
3. An email confirmation will be sent to you
4. Congratulations! You submitted your AMPS Request!



EMAIL Confirmation



This is an example to show you What the email notification will Look like. Convert all AMPS EMAILS to HTML so you can Quickly see the information

AMPS EMAIL Notification

This shows the same AMPS EMAIL notification converted to HTML

The following request was submitted on your behalf:

Request Detail

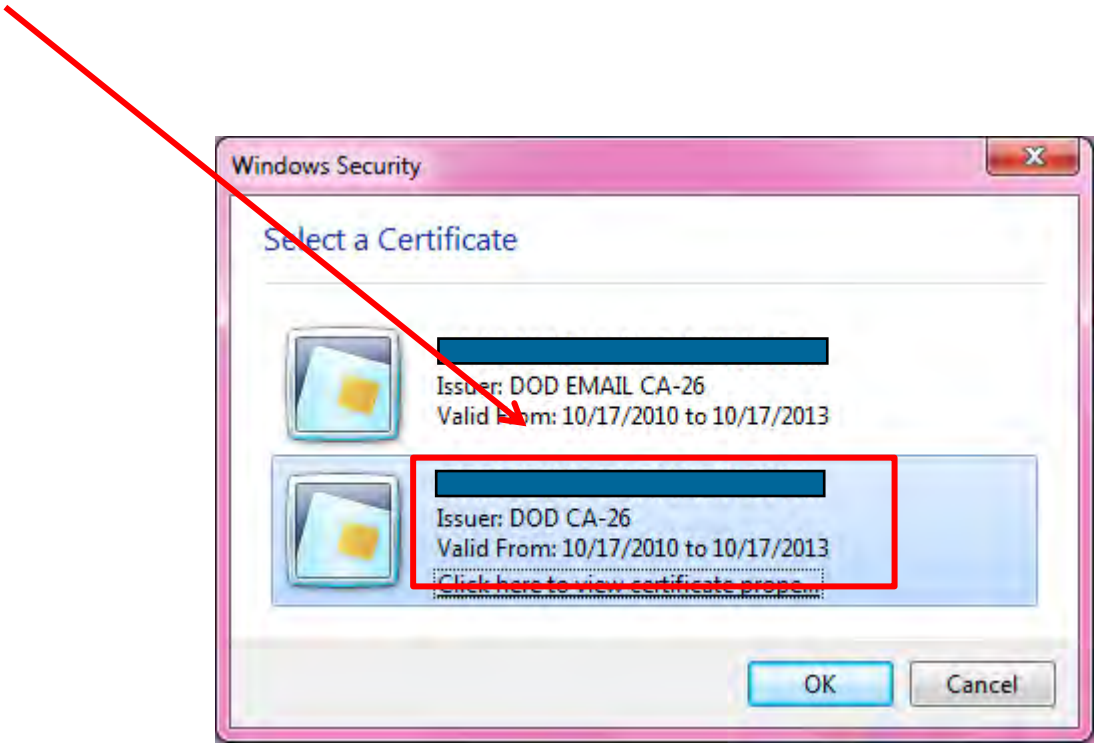
Request Number (SAAR)	[redacted]
Requestor	[redacted]
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	EBS Prod – Disp Svcs DSS Business Objects User (NON-SASP) JD-225
Date Submitted	Fri Apr 13 07:19:24 EDT 2012

The request will be forwarded for approvals

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

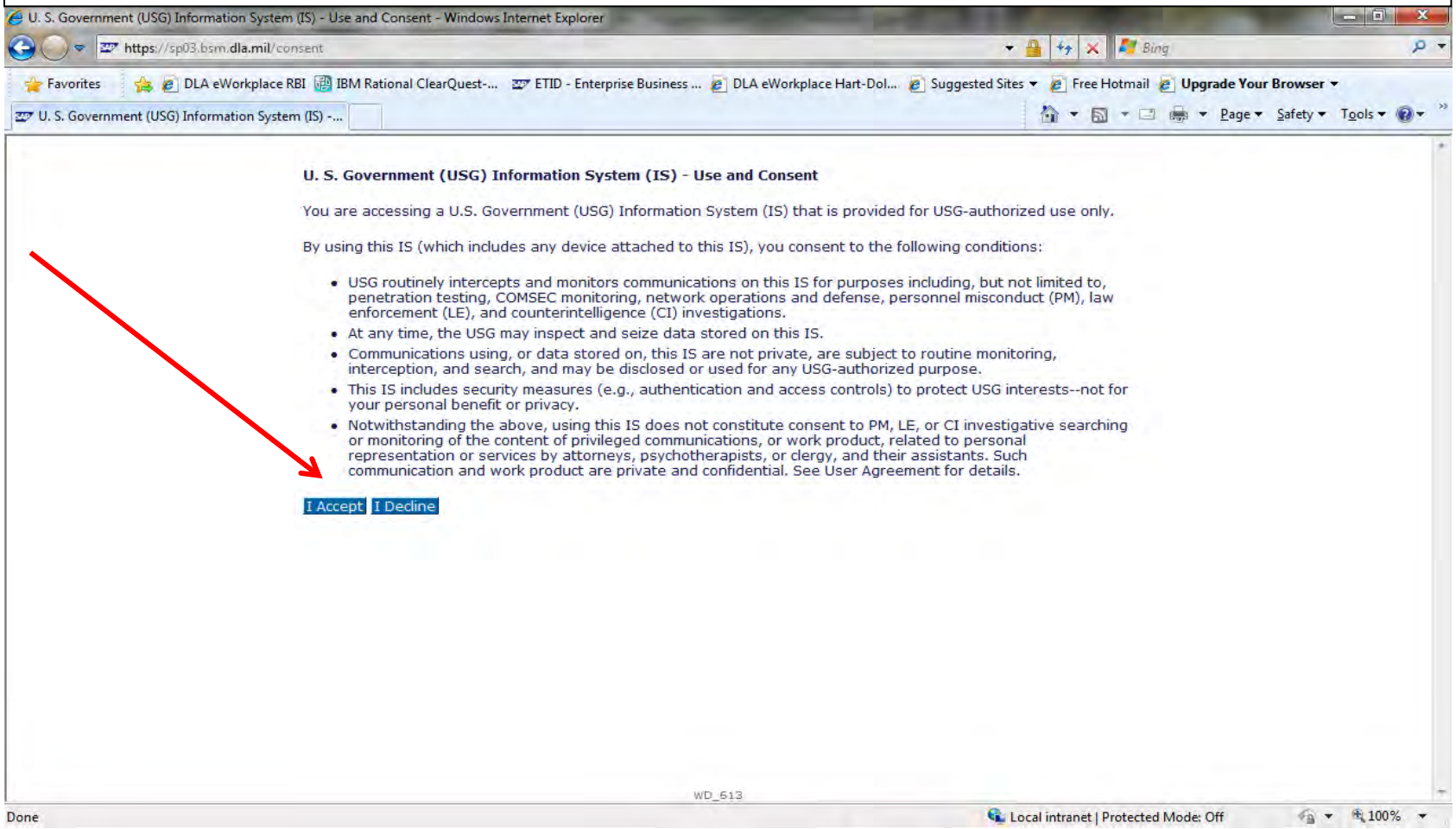
Accessing the EBS Internal Portal

1. Go to the EBS Internal Portal URL: https://pep1.bsm.dla.mil/irj
2. Select your DOD certificate, click '**OK**' and enter your PIN if prompted



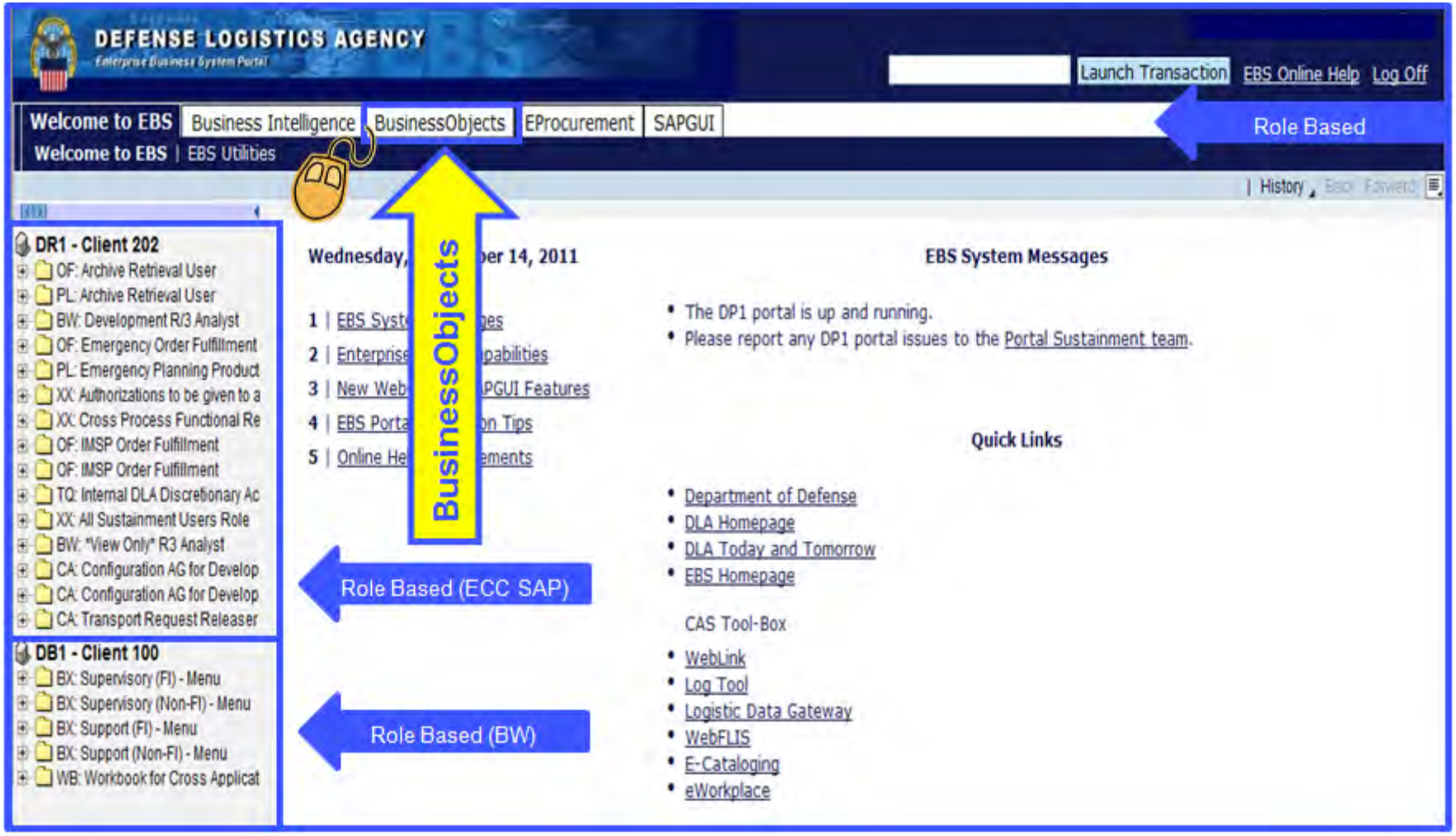
View of the EBS Internal Portal

You will select “Accept” for the Use and Consent Agreement



View of the Internal Portal

You will select Business Objects



Sources of Info

- **DLA Customer Interaction Center: If you have a question about navigation, policy or procedure, call 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil. Accessible 24 hours a day, 7 days a week.**
- **Enterprise Help Desk: If you have an access problem or a technical issue call 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil. Accessible 24 hours a day, 7 days a week.**
- **DLA Enterprise External Business Portal (https://business.dla.mil) will have a link to a job aid**
- **DLA Disposition Services Web Page (http://www.dispositionservices.dla.mil) will have a link on the home page that will include job aids and additional customer information**