

DLA Information Operations "How To" Guide

OPR: J62

How to Register in the Account Management and Provisioning System (AMPS) for WebFLIS Access

The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the Federal Logistics Information System web system (WebFLIS).

NOTE: "Enable Editing" in this document for hyperlinks to work.

To request access to WebFLIS access through AMPS follow these instructions:

- 1) Log into <u>AMPS</u>.
- 2) Select **DOD EMAIL Certificate** when Windows Security window appears.



Windows Security Screen

3) Click Ok.

| Select a Ce | ertificate |
|-------------|---|
| | LAST, FIRST.MIDDLE Issuer: DOD Valid From: 6.4.2014 to 6.4.2017 |
| | LAST, FIRST.MIDDLE Issuer: DOD EMAIL Valid From: 6.4.2014 to 6.4.2017 Click here to view certificate prope |

Windows Security Screen

4) Click on **Click Here for Access to AMPS** link.

| Defense Legistics Agency Account Management and Provisioning Sy | rstem (AMPS) | | |
|--|--|--|--|
| | Welcome to the | AMPS Gateway | |
| | AMPS News: To enter New AMPS, click the link below. To enter Legacy AMPS, exit this browser a | ind go to https://amps.dla.mil | |
| | Click HERE for access to AMPS, • This link provides access through CAC authentication for CAC-enabled users. • Other users, vendors, and members of the public will be presented with a login screen. | User Guides and Job Aids Right-totks tills and click "Stars Target As" to save the PDF file to a preferred location and open the document. © Complete and Submit a Role Request – External User © Approving an AMPS Role Request – Supervisor (External) © Approving an AMPS Role Request – Security Officer (External) © Job Aid AMPS IE11 Emulation Mode, Ver1.2 © AMPS User Guide: Procedures for Users and Administrators Ver2.0.0 (1/9/15) © AMPS: General Information Guide ver, 2.2 | |
| | See the AMPS Documentation screen—available from the main m | enu—for a complete list of user documentation, links, and tutorials. | |
| | | | |

AMPS Gateway Home Screen

5) Select the **DOD EMAIL Certificate** when Windows Security window appears.

| Windows Securi | ty | |
|----------------|---|---|
| Select a C | ertificate | |
| | LAST, FIRST.MIDDLE Issuer: DOD Valid From: 6.4.2014 to 6.4.2017 | |
| | LAST, FIRST.MIDDLE Issuer: DOD EMAIL Valid From: 6.4.2014 to 6.4.2017 Click here to view certificate prope | - |
| | OK Cancel | |

Windows Security Screen

6) Click Ok.

| Select a Ce | runcate | |
|-------------|---|--|
| | LAST, FIRST.MIDDLE Issuer: DOD Valid From: 6.4.2014 to 6.4.2017 | |
| | LAST, FIRST.MIDDLE Issuer: DOD EMAIL Valid From: 6.4.2014 to 6.4.2017 Click here to view certificate prope | |

Windows Security Screen

7) Click **OK** when the Single Sign-On Authentication window appears.



Single Sign-on Authentication Screen

8) Click Request Role located under the Requests heading.



9) Click Accept button when the DLA Privacy Act Statement screen appears.



10) Update User Information.

NOTE: All mandatory fields are marked with an asterisk (*) and must be completed. NOTE: The new DLA Enterprise Organizations have not been updated in AMPS. **DO NOT change the organization code listed in your AMPS Profile at this time.** Be sure the Cyber Awareness Certification Date is current and correct.

| ser Information Select F | toles Justificatio | on Summary | | | Cancel Next |
|--------------------------|--|---|-----|---|-------------|
| ser Information | | | | | |
| * Cyber Awareness Cert | User ID First Name Middle Name Last Name EDIPI/UPN Email * Title ification Date | ABC1234 1234567890 Program Analyst 11/6/2013 | Eð. | • User Type • Grade 65-99 • Country of Citizenship | |
| Annual Rev | alidation Date | 1/28/2014 | | | |
| * Official Telephone | | | | Office (Cube | |
| oricial relephone | | | | once/cube | |
| Official Fax | | | | - Street | |
| DSN Phone | | | | PO Box | |
| DSN Fax | | | | * City | |
| Mobile | | | | * State | |
| Site | le l | - | | * Postal Code | |
| | | | | 1 Country | |

11) Click Next when updates and mandatory fields are completed.

| er Information Selec | t Roles Justification | on Summary | | | Cancel Next |
|--|-----------------------|-----------------|---|--|-------------|
| r Information | | | | | |
| | User ID | ABC1234 | | * User Civilian | |
| | First Name | | | Туре | |
| | Middle Name | | | • Grade GS-99 | |
| | Last Name | 1234567800 | | • Country US | |
| | EDIPI/OPN | 125450/050 | | Citizenship | |
| | * Title | Program Analyst | | | |
| Cyber Awareness C | ertification Date | 11/6/2013 | 8 | | |
| Annual R | evalidation Date | 1/28/2014 | ~ | | |
| Official Telephone Official Fax DSN Phone DSN Fax Mobile | | | | Office/Cube Street PO Box City State | |
| PIODIC | | 7 | | State | |
| Cha | 10 | | | Postal Code | |
| Site | | | | | |

12) Click on the **arrow** next to the DLA Logistics Information Services Applications to expand the hidden list of specific systems.

| My Reports | User Information Select Roles Justification Summary |
|---|---|
| My Profile | Browse Roles by Application Search Roles |
| Requests Pequest Role Pending Approvals | > AMPS Administrative > DLA Aviation Applications > DLA Enterprise Applications > DLA Enterprise Business System (EBS) ■ DLA Logistics Information Services Applications FFW WebFLIS TEST WebFLIS TEST WebFLIS PROD > EAGLE Enterprise Applications > Environment > Primary Role > Search Reset |
| | Select a Role Image: Select a Role Image: Selected Roles Image: Role Name Image: Selected Roles No data to display. Image: Selected Roles |

Role Request by Application screen

13) Click on WebFLIS PROD

| My Reports | User Information Select Roles Justification Summ | nary | | Cancel | Back Next |
|---|--|------|---|-------------------|-----------|
| My Profile | Browse Roles by Application | | Search Roles | | |
| Requests & Request Role & Pending Approvals | AMPS Administrative DLA Aviation Applications DLA Enterprise Applications DLA Enterprise Business System (EBS) DLA Logistics Information Services Applications FPW WebFLIS WebFLIS WebFLIS EAGLE Enterprise Applications | . m | Role Name Role Description Enterprise Application Application Environment Primary Role | ▼ Search Reset | |



14) Select a Role window will appear.

| Display Admin Roles (for Supervisor and Approval Access) | | | |
|--|---|----------------|--|
| Role Name | > | Selected Roles | |
| WebFLIS Prod - Basic User FPDW-WF002 | < | | |
| WebFLIS Prod - Standard User FPDW-WF001 | _ | | |
| WebFLIS Prod - System Management Office User FPDW-WF006 | | | |
| | 4 | | |
| | | | |
| | | | |
| | | | |
| | | | |

WebFLIS Prod Role Request

15) Select role required for your position.

NOTE: See table below for listing of WebFLIS roles and description.

| Role | Role Name in AMPS | Who Can Apply | Role Description & Available |
|------------|--------------------------|------------------------------|-------------------------------------|
| | | | Tabs |
| Basic | WebFLIS Prod – Basic | Users with External | Restricted end-user access to |
| | User FPDW-WF002 | Certificate Authority (ECA), | WebFLIS queries. No Weapon |
| | | or Common Access Cards | System or proprietary data. Tab |
| | | (CAC) | displayed: Queries. |
| Standard | WebFLIS Prod – | Users with Common Access | Unrestricted end-user access to all |
| | Standard User FPDW- | Cards (CAC) | WebFLIS queries and data. No |
| | WF001 | | access to statistics reports. Tabs |
| | | | displayed: Queries and Bill of |
| | | | Materials. |
| System | WebFLIS Prod – | Users working within the | WebFLIS Standard User, plus |
| Management | System Management | WebFLIS System | access to statistic reports. Tabs |
| Office | Office User FPDW- | Management Office | displayed: Queries, Bill of |
| (SMO) | WF006 | | Materials, and Reports. |

WebFLIS Roles and Descriptions Table



Select a Role Screen

16) Click on **Move arrow.** Ensure that the role selected is placed in the **Selected Roles** box.

| | < • | Gen (il work) | |
|----------------------|---|---------------|--|
| - | Select a Role | | |
| Н | Display Admin Roles (for Supervisor and Approval Access) Role Name WebFLIS Prod - Basic User FPDW-WF002 WebFLIS Prod - Standard User FPDW-WF001 WebFLIS Prod - System Management Office User FPDW-WF006 | es | |
| Select a Role - Move | Arrow Screen | | |

| > WebFLIS Prod - Basic User FPDW-WF002 > WebFLIS Prod - Standard User FPDW-WF001 > WebFLIS Prod - System Management Office User FPDW-WF006 | | Selected Roles WebFLIS Prod - Basic User FPDW-WF002 |
|--|--|--|
|--|--|--|

Role Moved to Selected Window

17) Click Next

| owse Roles by Application | Search Roles |
|--|---|
| AMPS Administrative DLA Aviation Applications DLA Enterprise Applications DLA Enterprise Business System (EBS) 7 DLA Logistics Information Services Applications FPMA FPST FPW WobELTE DPOD III | Role Name Role Description Enterprise Application Application Environment Primary Role Search Reset |
| lect a Role Display Admin Roles (for Supervisor and Approval Access) Role Name WebFLIS Prod - Basic User FPDW-WF002 WebFLIS Prod - Standard User FPDW-WF001 WebFLIS Prod - System Management Office User FPDW- | Selected Roles |

18) Complete Justification box. Type summary indicating why access to WebFLIS is required.

| User Information | Select Roles Justification Summary | | Cancel Back Next |
|---------------------|---|-------------------------|------------------|
| Request Justificati | on & Supporting Details | | |
| * Justification | Please describe why you require access to WEBFLIS. You can indicate what your job title is, how you plan to use the data in the system, and/or the impact of not receiving access. | Optional Information | |
| Attachment 1 | Browse | | |
| Attachment 2 | Browse | | |
| Attachment 3 | Browse | | |
| | Attachments must be PDF files, smaller than 2MB each | | |

Justification Screen

19) Click Next

| User Information Select Roles Justification Summary | Cancel Back Next |
|---|---|
| Request Justification & Supporting Details | |
| Justification Please describe why you require access to WEBFL You can indicate what your job title is, how you p use the data in the system, and/or the impact of receiving access. | Optional S. Information an to loot |
| Attachment 1 Browse. | |
| Attachment 2 Browse. | |
| Attachment 3 Browse. | JR each |
| Attachments must be FDF mes, smaller than 20 | |

Justification Window - Next button

20) Click Submit

| User Information Select Roles | Justification Summary | Cancel 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 comp | lete this request. |
| User | Stephen Myers | User Type Civilian |
| User ID | ABC1234 | Grade GS-99 |
| Supervisor | Walter Gooch | |
| Organization | DLA Logistics Information Services | |
| Cyber Awareness Certification Date | 12/29/2013 | |
| Requested Role(s) | WebFLIS Prod - Basic User FPDW- WF002 | |
| Justification | Please describe why you require access to WebFLIS. You can indicate what your job title is, how you plan to use the data in the system, and/or the impact of not receiving access. | Comments |
| Attachments | impact of not receiving access. | |
| ummary Window - Su | bmit button | |

21) Click **OK** when the Role Request Confirmation window appears.

| leateu. | | |
|-----------------------|--|-------------------------------|
| SAAR | Role | Status |
| 445589 | WebFLIS Prod - Basic User FPDW-WF002 | SUBMITTED |
| AMPS wil | I notify you by email message regarding the | status of each SAAR. |
| f you hav | ve questions about this request, please cont | act the Enterprise Help Desk: |
| Email: DL Phone: 8 | AEnterpriseHelpDesk@dla.mil 55.352.0001 | |
| | ОК | |
| | | |

NOTE: You have now submitted your request for a WebFLIS Production Role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)

You will receive an email confirmation at each step in the approval process.

NOTE: DLA employees will not receive an email confirmation at the Security Officer (SO) step or Information Assurance Officer (IAO) step. Each authorizing point of contact (POC) listed above has 20 days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned. You should now be able to access the <u>WebFLIS application</u>.

Additional Questions?

Contact the Enterprise Help Desk:

Call: 855-352-0001 Email: <u>Enterprise Help Desk</u> Website: <u>Enterprise Help Desk Portal</u>

How to Request Access to WebFLIS