



AMPS Snapshot: Approving an AMPS Role Request — External Supervisor

How to Complete an External Supervisor Approval

- From the AMPS email notification, copy and paste the AMPS link into a browser.
 - ▶ *AMPS opens the Supervisor's AMPS Approval Work Queue.*
- In the **Work Queue** table, under **Approval Actions**, click the SAAR number for the SAAR you want to work on.
 - ▶ *AMPS opens the Application External Supervisor Approval screen.*
- In the **Role Request—External Supervisor Decision** screen, review the **Start Date** and **End Date** for accuracy. You can adjust these dates, as needed.
- Review the **Role Request Details** tab.
 - ➡ **Role Information:** name and details of the role requested, along with the user's justification for requesting the role.
 - ➡ **User Summary:** User ID, name, and contact information regarding the requesting user.
 - ➡ **Requestor Information:** User ID, name, and other information about the requestor. In an ordinary role request, the requestor is the user. However, if a Supervisor submits a role request on the user's behalf, this section contains information about the Supervisor.
 - ➡ **Additional Role Attributes:** Some roles may have additional attributes, such as an access code or a DoDAAC, supplied by the requestor during the role request process. Those attributes are displayed in this table.
- Click the **Additional Information** tab.
 - ▶ *AMPS displays the Additional Information tab page.*

Application Access Decision Options:

- **Cancel:** AMPS closes the decision screen without action on the SAAR. AMPS leaves the current task assigned to the current approver.
- **Reject:** If the approver has added text to the **Comments** field, AMPS enables the **Reject** button. After an approver rejects an approval request, AMPS closes the decision screen and notifies the requestor by email message that the role request is rejected.
- **Approve:** AMPS closes the decision screen and moves the SAAR to the next step in the approval process. All Status indicators in AMPS for the SAAR will reflect the advancement of the SAAR to the next approval step. AMPS also sends email notifications to the user and to the next approver regarding the change in SAAR status.



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- In the **Additional Information** tab page, review the **Additional Supporting Documentation** section and download any relevant documents, if they have been made available.
- Note the **SAAR Approval History**. Comments are not recorded until the review is completed.
- Click the **User Information** tab.

▶ *AMPS displays the User Information tab page.* ◀

Special Features

The **Additional Information** tab page contains the following sections and features:

- ◆ **User-submitted Additional Supporting Documentation:** This section provides a listing of the documents in PDF format, which the user attached to the role request. Additional documentation is not required for a role request. However, if a user attaches documentation, it is available to any approver for download and review.
- ◆ **SAAR Approval History:** This table contains a list of each approver and any corresponding comments the approver may have added to the approval form. Comments are not added to this table until the reviewer or approver submits their completed task to the approval workflow. An external approver can view comments made by previous approvers only.

Account Management and Provisioning System (AMPS) AMPSEXTERNALSERVICE

Role Request - External Supervisor Decision Cancel Reject Approve

* Start Date 12/06/2015 * End Date 11/26/2016

Comments

You must enter a comment to reject this request.

SAAR Information

SAAR ID 15564 Task Creation Date 11/27/2015 02:32 PM Approval Outcome Assigned
 SAAR Type Role Request Date Task Expires 12/17/2015 02:32 PM
 Request Date 11/27/2015 Last Updated 11/27/2015 02:32 PM
 Approver ID 1031:pAy1DhIGbyBSQLbHvPJQgA==
 Approver First Name Hertha Approver Email hertha.super@email.com
 Approver Last Name Super Approver Phone 888-555-1234

Role Request Details **Additional Information** User Information

User Submitted Additional Supporting Documentation

There are no attachments for this SAAR

SAAR Approval History

Approval Type	First Name	Last Name	Email	Phone Number	Activity Date	Outcome	Comments
ESU							



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9. In the **User Information** tab page, note the following two sections:
- a. **Current Roles:** Displays a list of roles the user already has been assigned. The user shown in the example at right currently has five roles.
 - b. **Pending Requests:** Displays a list of all SAARs for pending role requests, role removal requests, expiring roles, and annual revalidation requests.

10. After deciding whether or not to approve the role request, you can add text to the **Comments** field to explain the review decision.

Added comments are displayed in the SAAR History on the Additional Information tab page after the decision is submitted.

*Comments are required only when you need to activate the **Reject** button.*

11. Click the **Approve** button to finish the Supervisor decision.

▶ **AMPS closes the screen and sends the approval to the next approver.** ◀

NOTE: If you click the **Reject** button to reject the user's request, the user is notified through email of the rejection decision.

Account Management and Provisioning System (AMPS)

Role Request - External Supervisor Decision

* Start Date 12/06/2015 * End Date 11/26/2016

Comments: Approved by the Supervisor.

SAAR Information

SAAR ID 15564 Task Creation Date 11/27/2015 02:32 PM Approval Outcome Assigned

SAAR Type Role Request Date Task Expires 12/17/2015 02:32 PM

Request Date 11/27/2015 Last Updated 11/27/2015 02:32 PM

Approver ID 1031:pAy1DhGbyBSQLbHvPJQgA==

Approver First Name Hertha Approver Email hertha.super@email.com

Approver Last Name Super Approver Phone 888-555-1234

User Information

User Account Information

User ID ETEC_USER_251 User Type Military

First Name David Branch USAR

Middle Name Rank 1SGT

Last Name Eteck Citizenship US

EDIPI/UPN

Email david.eteck.ext@dfas.mil

Title Analyst

Cyber Awareness Certification Date 04/01/2015

User Contact Information

Official Telephone 855-555-7894 Office/Cube Office/42

Official Fax 855-555-7894 Street 456 Any Street

DSN Phone PO Box 651

DSN Fax City Columbus

Mobile 855-999-7894 State Ohio

Postal Code 40032

Country UNITED STATES

External Security Officer External Supervisor

Email helga.soff@gmail.com Email hertha.super@email.com

First Name Helga First Name Hertha

Last Name Soff Last Name Super

Phone 888-555-1234 Phone 888-555-1234

Current Roles

Current Roles

- DFAS SABRS Prod - ADHOC SABRS-005
- DFAS SABRS Prod - DFAS Schedulers SABRS-019
- DFAS SABRS Prod - MC General User SABRS-001
- DFAS SABRS Prod - TSO ADHOC Restricted SABRS-029
- DFAS SABRS Prod - Travel Authenticate SABRS-010

Pending Requests

SAAR ID	SAAR Type	Role Name	Status	Current Approver	Request Date	Expire Date	Last Activity Date
15564	Role Request	DFAS SABRS Prod - TSO SABRS-004	PENDING APPRO...	External Super...	11/27/2015	12/17/2015	11/27/2015



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12. After you approve or reject a role request SAAR, AMPS displays a small **Task Completed** window.

Click the link labeled **Return to the External Approval Worklist** to return to the **AMPS Approval Work Queue**.

13. In the AMPS Approval Work Queue, you can select other SAARs for approval work, if additional SAARs appear in the table.

If there are no other SAARS or you want to end the current session and return to the other SAARs later, click the **Logout** button.

AMPS closes the Work Queue window and displays a logout confirmation message window.

14. You can read the message in the browser for additional information on completing approvals.

Click the **Close** button for the browser when you have finished.

AMPS closes the current window.

