



*Defense Logistics Agency*  
*Account Management and Provisioning System (AMPS)*

# AMPS

**Addendum to External User Guide for Fusion Center  
Users**



# AMPS-FUSION CENTER USER GUIDE ADDENDUM

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# AMPS-FUSION CENTER USER GUIDE ADDENDUM

## Introduction

DLA's **Account Management and Provisioning System (AMPS)** has been designed to automate the processes involved in the creation and maintenance of user account. 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**

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the 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, Data Owners and Security Officers.
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level.

### **About the AMPS User Interface**

As you navigate through the **AMPS** pages, you will click various radio buttons and checkboxes and you will select items from list boxes. In most cases, these choices will cause the current **AMPS** page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see this error message:



Click the **OK** button in the error message box to close the error message and allow **AMPS** to continue to refresh the page.



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## Requesting a DLA Account ID for External (Non-DLA) Users Only (DLA Users Can Skip This section)

- 1) Point your browser to <https://amps.dla.mil>
- 2) The **AMPS** Log In page will be displayed. Click on the link to request a new account

**Log In (In Progress)**

Welcome to the DLA - Account Management and Provisioning System.

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized; for management of the system; to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

**Attention Non-DLA DESAM users:** You will need to contact the DSCR Help Desk at (804) 279-4357 or (866) 335-4357 and provide your DESAM Userid in order to initialize your access to AMPS. This process is being undertaken to enhance the security of your account. Click here for Collaboration Users Job Aid.

Enter your AMPS ID, password and click **Login**.  
If you are unable to login, contact your local help desk.

If you do not have an AMPS UserID, [click here to request a new account](#).

Forgot your AMPS UserID, click [here](#) to find it.

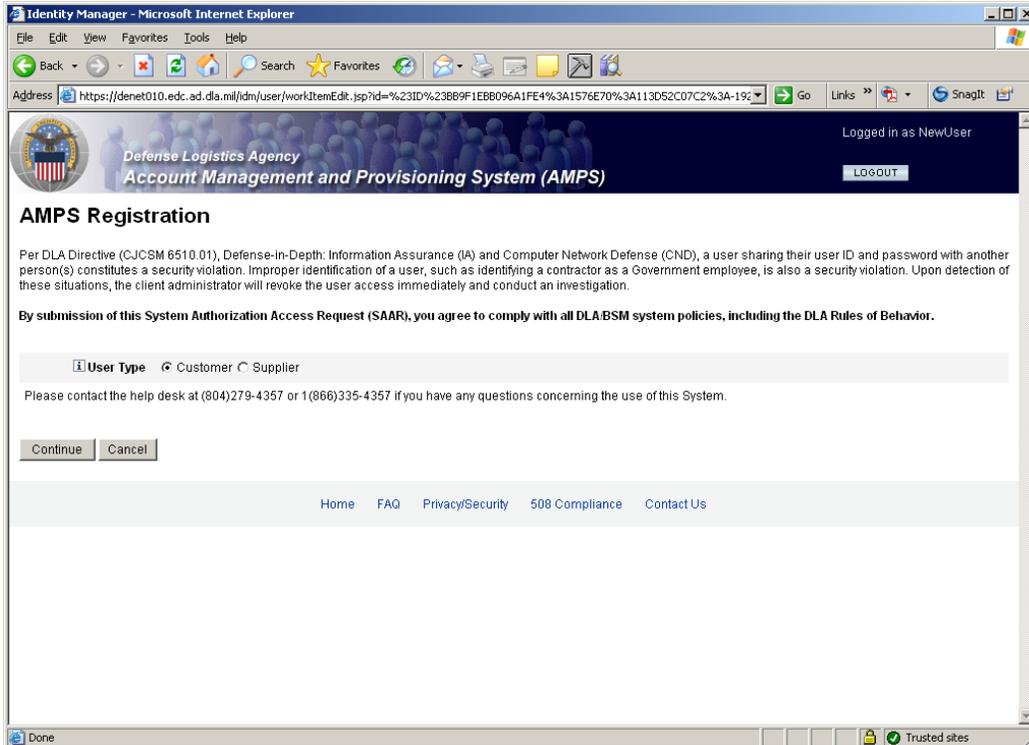
DLA LAN ID

Password

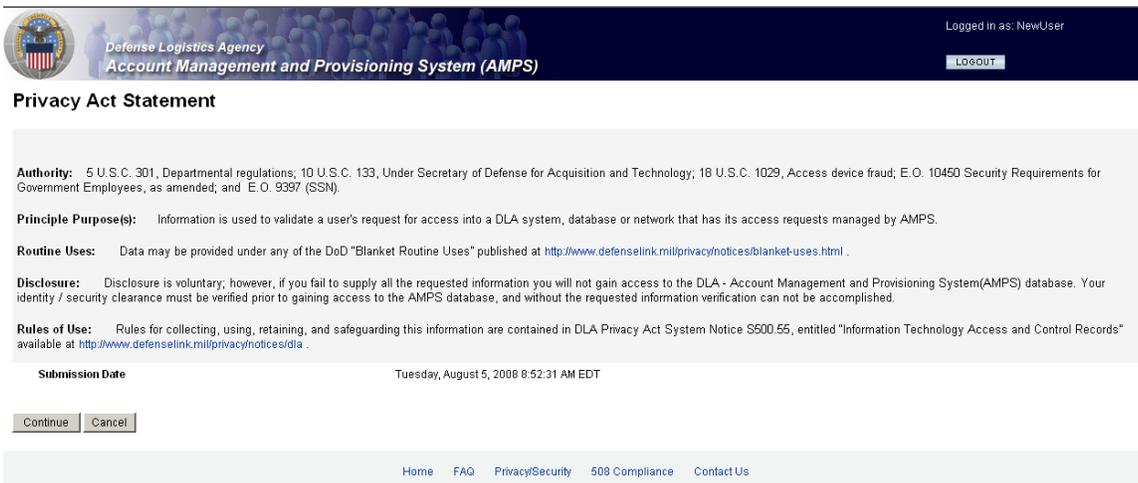


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## 3) Click the **Continue** button



## 4) **AMPS** will display a Privacy Act Statement. Click the **Continue** button





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5) Fill in all required fields and click **Continue**.

6) **AMPS** will open the next form in the registration process in which you will identify your Supervisor. Fill in the supervisor information and click **Continue**

7) If you selected your user type as **Contractor** in the registration form, **AMPS** will open a form in which you will identify your Contracting Officer. Enter the Contracting Officer's name, email address and telephone number and click **Continue**. **Important: make sure that the Security Officer email is correct. Failure to enter the correct email will result in the Supervisor not getting your request and the request will eventually time out.**



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The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar shows the URL: <https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%231D%23BB9F1EBB096A1FE4%3A1576E70%>. The page header includes the DLA logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as "NewUser".

### Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

#### External Contracting Officer Information

First Name:  \* Last Name:  \*

Email Address:  \*

Telephone:  \*

\* indicates a required field

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- 8) **AMPS** will open the next form in the registration process in which you will identify your Security Officer. Enter the Security Officer's name, email address and telephone number and click **Continue**. **Important: make sure that the Security Officer email is correct. Failure to enter the correct email will result in the Security Officer not getting your request and the request will eventually time out.**

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar shows the URL: <https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%231D%23BB9F1EBB096A1FE4%3A1576E70%>. The page header includes the DLA logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as "NewUser".

### Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

#### External Security Officer Information

First Name:  \* Last Name:  \*

Email Address:  \*

Telephone:  \*

\* indicates a required field

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- 9) Create your **AMPS** account password according to the password policy. Make sure to write this down, especially if you intend to register more than one simulated test account. **Note: If you have a DoD issued CAC, AMPS will capture your information and you will not need to use your password when you access AMPS in the future. However, you must enter a password for this registration.**

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%23BB9F1EBB096A1FE4%3A1576E70%3A113D52C07C2%3A-18FE&lang=en&cntry=US

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as NewUser  
LOGOUT

### Inbox Item Edit

#### Create a Password

Password  \*  
Confirm Password  \*

**Password Policy**  
Maximum Length: 32  
Maximum Occurrences: 3  
Maximum Repetitive: 3  
Maximum Sequential: 3  
Minimum Alpha: 2  
Minimum Length: 9  
Minimum Lowercase: 2  
Minimum Number of Character Type Rules That Must Pass: All  
Minimum Numeric: 2  
Minimum Special: 2  
Minimum Uppercase: 2  
Must Not Contain Attribute Values: email, firstname, fullname, lastname

\* indicates a required field

Continue Cancel

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- 10) Answer all the **Authentication Questions** and *click Continue*

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%23BB9F1EBB096A1FE4%3A1576E70%3A113D52C07C2%3A-18FE&lang=en&cntry=US

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as NewUser  
LOGOUT

### Inbox Item Edit

#### Authentication Questions

Please answer the following questions. Answers will be automatically converted to upper-case.

Question	Answer
What is your favorite color?	<input type="text"/>
What city where you born in?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

Continue Cancel

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- 11) The Final Registration page will display. **WRITE DOWN THE ASSIGNED USER ID.** This will be your DLA user ID. Also, make sure to remember the password for this account.

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Account Management and Provisioning System (AMPS)

Logged in as: NewUser  
LOGOUT

## Inbox Item Edit

### Thank you for registering

Last Name Moma

First Name Joe

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and the password that you provided during registration.

User ID EJM00008

Click here to leave registration pages and log into AMPS [Leave AMPS Registration](#)

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If you entered a valid email address you will receive a message indicating that your **AMPS** account has been created and your access has been granted.



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## Launching AMPS

You can launch **AMPS** by typing the url <https://amps.dla.mil> into your web browser.

Identity Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://denet010.edc.ad.dla.mil/idm/user/continueLogin.jsp?lang=en&cntry=US> Go Links SnagIt

Defense Logistics Agency  
Account Management and Provisioning System (AMPS) [LOGOUT](#)

### AMPS Login

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**Attention Non-DLA DESAM users: You will need to contact the DSCR Help Desk at (804) 279-4357 or (866) 335-4357 and provide your DESAM Userid in order to initialize your access to AMPS. This process is being undertaken to enhance the security of your account.** [Click here](#) for Collaboration Users Job Aid.

Enter your AMPS ID, password and click **Login**.  
If you are unable to login, contact your local help desk.

If you do not have an AMPS UserID, click [here](#) to request a new account.

Forgot your AMPS UserID, click [here](#) to find it.

User ID

Password

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Enter your User ID and Password and click **Login**. **Note: If you are a DLA Employee/Contractor or if you are not a DLA user but have a DoD issued CAC, you will not see this login screen. Instead, you will be taken directly to the AMPS main page.**



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When **AMPS** loads, the home page will be displayed.



Welcome **Joe**. Please select from one of the following options.

**Attention:** Test

Main

Change System Passwords	<a href="#">Change Password</a>
Update Challenge Questions	<a href="#">Change Answers to Authentication Questions</a>
Update Your Account Information	<a href="#">Update AMPS Profile</a>
Request or Update Access to an Application	<a href="#">Request Role</a>
Request Removal of a Job Role	<a href="#">Remove Role</a>
View and Download AMPS Job Aids	<a href="#">View Job Aids</a>

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From the **AMPS** home page, you can choose to:

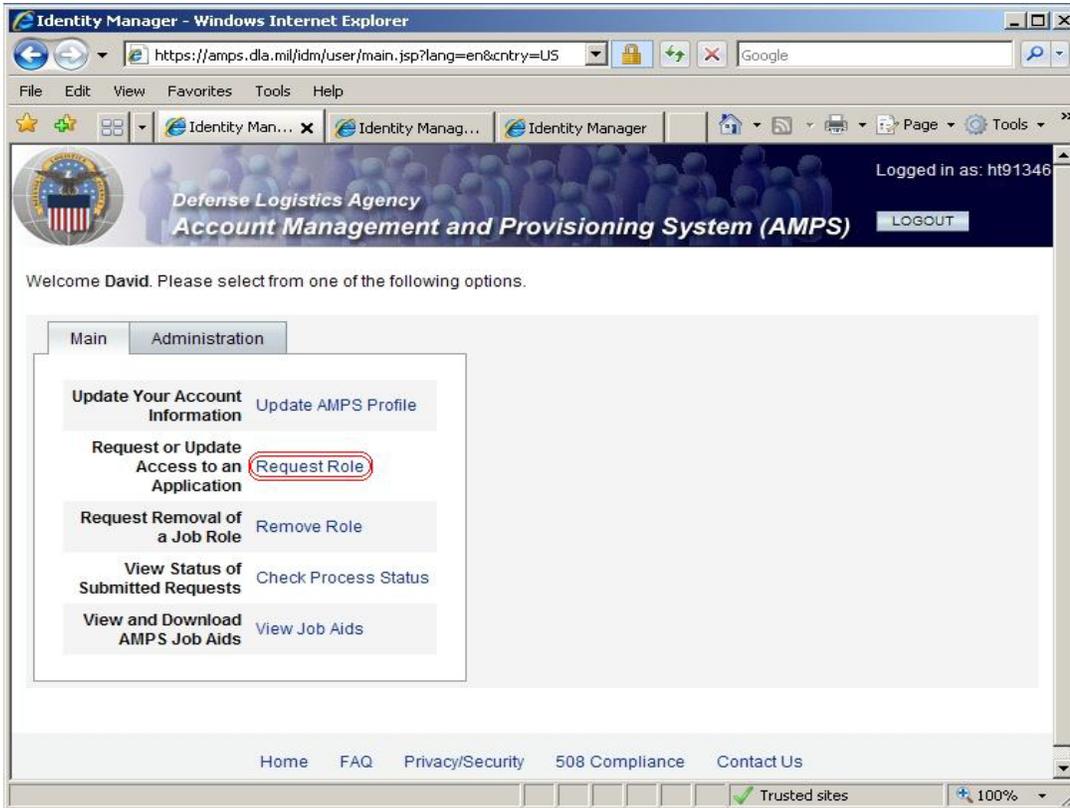
- **Change Password (Non-DLA Users Only)**  
Opens a form that allows you to change your password.
- **Change Answers to Authentication Questions (Non-DLA Users Only)**  
Opens a form that allows you to revise your answers to the questions that will be used to identify you if you forget your password.
- **Update AMPS Profile**  
Opens a form that allows you to update your account information.
- **Request Role.**  
Opens a form that allows you to select a desired level of access to applications managed by **AMPS**.
- **Remove Role**  
Opens a form that allows you to remove a previously assigned role.
- **View Job Aids**  
Opens a form that allows you to view and download **AMPS** user documentation.



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## Requesting a Fusion Center Role in AMPS

1) Click on the *Request Role* link



2) Click the radio button next to *DLA Enterprise Applications*



### Application Access Request Form Wizard

Note: Each Application Group has a list of applications that belong to that particular group. For example, EBS, PDMI, and C "DLA Enterprise Applications"

#### Select the Group With the Application You Are Requesting

Organization Group	Description
<input checked="" type="radio"/> DLA Enterprise Applications	All DLA Enterprise Applications that include EBS/BSM, CRM, PDMI, DADMS, etc.
<input type="radio"/> Energy Applications	All Applications that Provision Energy/Fuels/DESC Systems
<input type="radio"/> DSCR Applications	All Defense Supply Center Richmond (DSCR) Local Applications
<input type="radio"/> AMPS Administrative	AMPS Administrative Roles that includes approver roles such as Supervisors, Security M

Next Cancel

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- 3) Click the radio button next to *Fusion*, wait for the page to refresh, and then click the *Next* button

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Logged in as: ht913  
LOGOUT

### Application Access Request Form Wizard

Note: Applications determine what roles will be displayed for this request.

#### For Which Application Are You Requesting Access?

BSM  
 CRM  
 Fusion  
 PDMI

\* indicates a required field

Page will refresh after an item is selected.

Back Next Cancel

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- 4) Continue through the pages that follow until you get to the *Role Selection Page*. In this page highlight the fusion role in the *Available Roles* selection box and move it to the *Selected Role(s)* selection box by clicking on the “>” button. Note that there is only one fusion role that you can request. However, you should enter as much pertinent information as possible in the *Justification for Access/Comments* text area box. This information will be used by the Fusion Center Data Owner to assign access roles to your account.

Pending Role Request(s):

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' text box below. For more detail click on the "information" box.)

Available Roles

Selected Role(s)  
FUS-1-Fusion Prod - DLA User FUS-1

Show Roles with Descriptions

Type of Access Required: Authorized \*  
Data Classification: Unclassified \*

Justification for Access/Comments  
Please grant access to pages for PBA - Army

\* indicates a required field

Back Next Cancel



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- 5) Continue with the rest of the request. Make sure to submit the request in the last page. For further help on requesting a role please refer to the **Internal (DLA) or External (Non-DLA) User Job Aid** under the ***View Job Aids*** link in the AMPS main page.