



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



How To Enroll In AMPS / RTD Password Reset



AMPS Website

<https://amps.dla.mil/oim>

- If you have any questions while completing this guide please call LESO at 1-800-532-9946 or the AMPS helpdesk at 1-855-352-0001, select option number 2.

The screenshot shows the AMPS Gateway website. At the top left is the DLA logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main heading is "Welcome to the AMPS Gateway". Below this is an "AMPS News" section stating "AMPS Release 15.1.0 was installed on January 16, 2015. Release Notes are located on the Release Notes tab of AMPS Help." There are two main content areas: "Click HERE for access to AMPS" and "User Guides and Job Aids".

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-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request – External User
- Approving an AMPS Role Request – Supervisor (External)
- Approving an AMPS Role Request – Security Officer (External)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

Click "Click HERE for access to AMPS"





AMPS Website



Defense Logistics Agency

Single Sign-On Authentication

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See [User Agreement](#) for details.

OK

Click "OK"



AMPS Website



Defense Logistics Agency

Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

If this is your first time in AMPS, click "First Time User? Click Here to Register"

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



AMPS Website

AMPS User Registration

If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

Attention DLA Employees or Contractors: This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this button if you are a contractor or a Federal Agency user.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a supplier or vendor.
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Click "Public" user type. Even Federal Agencies will select "Public". If "Federal Agency" is selected then it will cause problems with access.

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.



AMPS Website

Account Management and Provisioning System (AMPS)

DLA Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

Principal Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Accept

Click "Accept"



AMPS Website

AMPS User Registration - User Information

Cancel Back Next

Please fill out the information below to create your account in AMPS. AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when access may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and the registration process is complete, regardless of whether you have a certificate or not.

User Information

* First Name
Middle Name
* Last Name
* Email
* Title

User Type Public

* Country of Citizenship

Enter all of your information next to the asterisks (required fields) and then click "Next".

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
* Street
PO Box
* City
* State
* Postal Code
* Country

Phone number will have "." in between numbers.
Example 555.555.5555



AMPS Website

AMPS User Registration - Security Information

Cancel Back Next

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

Set Security Questions

* Question 1

* Answer 1

* Question 2

* Answer 2

* Question 3

* Answer 3

Please set your security questions, using the following rules:

- 1) You must choose 3 different questions
- 2) The answers to each question are not case sensitive
- 3) Spaces and other punctuation are allowed
- 4) Each answer must be between at least 3 and 40 characters long
- 5) Each answer cannot be a word contained in the question

Set Password

Enter New Password

Confirm Password

Please set your password, using the following rules:

- 1) Minimum length of 15 Characters
- 2) Maximum length of 32 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Cannot use : & " / ' ` \ [] () % { } @ \$?
- 11) Must not contain your login name, first name, last name or email address

Select 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next".



AMPS Website

AMPS User Registration - Summary

[Cancel](#) [Back](#) [Create Account](#)

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

User Information

First Name	Test	User Type	Public
Middle Name		Country of Citizenship	US
Last Name	Account		
Email	test.account@test.com		
Title	Test		

Click "Create Account"

Contact Information

Official Telephone	555.555.5555	Office/ Cube	
Official Fax		Street	74 North Washington Ave
DSN Phone		PO Box	
DSN Fax		City	Battle Creek
Mobile		State	Michigan
Site		Postal Code	49037
		Country	UNITED STATES

Security Information

Question 1	What is the city of your birth?	Password	*****
Answer 1	*****		
Question 2	What is your mother's maiden name?		
Answer 2	*****		
Question 3	What is your favorite color?		
Answer 3	*****		



AMPS Website

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)

You will then receive your username. Make sure to save this.

Now click "Login to AMPS"



AMPS User Organization Issue

- Once a user has created their account in AMPS, they now need to request the one required Role to gain access to the RTD Web System (DLA Disposition Prod – RTD Customer DDS-413)
- There is occasionally an issue within AMPS that automatically generates the user's Organization as "DLA", as opposed to the "DLA External" that is required
- If this happens, AMPS will automatically correct this issue, but it will take time...we have seen it happen the same afternoon, while most users have had to wait overnight
- If the user's account is not corrected by the following day, please contact the **AMPS Help Desk at 855-352-0001, option number 2**



AMPS Website

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015.
Release Notes are located on the Release Notes tab of AMPS Help.

[Click HERE for access to AMPS.](#)

- This link provides access through CAC authentication for CAC-enabled users.
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Click “Click HERE for access to AMPS”

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

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- [AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 \(1/9/15\)](#)
- [AMPS: General Information Guide ver. 2.2](#)
- [Complete and Submit a Role Request - External User](#)
- [Approving an AMPS Role Request - Supervisor \(External\)](#)
- [Approving an AMPS Role Request - Security Officer \(External\)](#)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508



AMPS Website



Defense Logistics Agency

Single Sign-On Authentication

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Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

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User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Type in your User ID and Password and then click "Login".

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



AMPS

Requesting Roles

The screenshot displays the AMPS web application interface. At the top, the title reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The left sidebar contains a navigation menu with the following items: "Home", "My Reports", "AMPS Help", "My Profile" (with a sub-item "My Information"), and "Requests" (with sub-items "Request Role" and "Pending Approvals"). A red arrow points from a text box to the "Request Role" link. The main content area shows a "Home" header and a "Getting Started Help Topics" section with a link "How do I use AMPS?".

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

Home

Home

My Reports

AMPS Help

My Profile

My Information

Requests

Request Role

Pending Approvals

Getting Started Help Topics

How do I use AMPS?

Click "Request Role"



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out ETA0231

Home Request Role

DLA Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

Principal Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Click "Accept"



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

- Home
- My Reports
- AMPS Help
- My Profile
 - My Information
- Requests
 - Request Role
 - Pending Approvals

Request Role

User Information Select Roles Justification Summary

Cancel Next

User Information

User ID: ETA0231 User Type: Public

* First Name: Test * Country of Citizenship: US

Middle Name: * Last Name: Account

EDIPI/UPN

* Email: test.account@test.com * Title: Test

Contact Information

* Official Telephone: 555.555.5555 Office/Cube: * Street: 74 North Washing

Official Fax: * City: Battle Creek

DSN Phone: * State: Michigan

DSN Fax: * Postal Code: 49037

Mobile: * Country: UNITED STATES

Site:

Organization Information Update Organization

Organization Name: DLA External

Verify all your information is correct and click "Next". If your information is not correct please correct it and then click "Next".

This is where it will say DLA External.



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name
Role Description
Enterprise Application
Application
Environment
Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name
DLA Disposition Dev - BO NON_SASP Customer DDS-601
DLA Disposition Dev - BO SASP Customer DDS-600
DLA Disposition Dev - ETID Customer DDS-517
DLA Disposition Dev - RTD Customer DDS-410
DLA Disposition Func - BO NON_SASP Customer DDS-601
DLA Disposition Func - BO SASP Customer DDS-600
DLA Disposition Func - ETID Customer DDS-518
DLA Disposition Func - RTD Customer DDS-411

Selected Roles

Click "DLA Enterprise Applications" and the roles will show down below.



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EJC1633

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back **Next**

Browse Roles by Application

> DLA Enterprise Applications

Search Roles

Role Name
Role Description
Enterprise Application
Application
Environment
Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name
> DLA Disposition Prod - FTID Customer DDS-514
> DLA Disposition Prod - RTD Customer DDS-413

Selected Roles

> DLA Disposition Prod - RTD Customer DDS-413
--

Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

* Justification

Optional Information

Attachment 1 Browse...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each

Type in your justification. Example: Need for LESO Program. Then click "Next" in the upper right-hand corner.



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Back Submit

Role Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User	Test Account	User Type	Public
User ID	ETA0231		
Organization	DLA External		
Requested Role(s)	DLA Disposition Dev - BO NON_SASP Customer DDS-601 DLA Disposition Prod - RTD Customer DDS-413		
Justification	Need to requisition property	Comments	
Attachments			

Click "Submit"



Approval

- Two emails will be received.
 - The first will be a notification of the role submittal.
 - The second will be a notification that the role request has been approved.
- When the second email is received, wait about 1 hour before trying to sign into RTD, but not more than 8 hours. Otherwise, a password reset may be required.
- Also, if an error message, such as “User Authentication Failed” is received when trying to log into the RTD Web External Business Portal, a password reset in AMPS will be required.
- Follow the next slides for an AMPS password reset.



RTD Password Reset

<https://amps.dla.mil/oim>



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

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Accessibility/Section 508



RTD Password Reset



Defense Logistics Agency

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Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID

Password

Type in your User ID and Password, and then click "Login". If you're unable to login, call the AMPS Helpdesk at 855-352-0001, option number 2.

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



RTD Password Reset

Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_a

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- My Reports
- AMPS Help
- My Profile
 - My Information**
- Requests
 - Request Role
 - Pending Approvals

Click on "MY INFORMATION"

Home

AMPS News

AMPS News: AMPS version 15.1.4 is in test and we anticipate it will be available on March 13, 2015. AMPS will be intermittently unavailable during this time. Please avoid using the system during this time. Release notes will be published on March 13, 2015. > Release Notes.

Getting Started Help Topics

- How do I use AMPS?



RTD Password Reset

The screenshot shows a web browser window titled "Identity Self Service - Windows Internet Explorer". The address bar contains the URL: https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_adf.ctrl-state=eagiwutff_4. The browser's Favorites bar includes links for "LESO - One Stop", "LESO Home", "Demil Bulletins", "TULSA - Demil F", "HR Auto Tools", "Task Mgmt", "HDIFC Intranet", "Bleacher Report", "Deadspin", and "Detroit Lion".

The main content area is titled "Defense Logistics Agency Account Management and Provisioning System (AMPS)". It features a navigation menu on the left with sections for "Home", "My Reports", "AMPS Help", "My Profile" (containing "My Information"), and "Requests" (containing "Request Role" and "Pending Approvals").

The main content area is divided into two tabs: "Home" and "My Information". The "My Information" tab is active, showing the user's details:

- Display Name:** Collier, Jacob DLA CIV DISPOSITION SERVICES (S9DS061)
- User Information:**
 - User ID:** S9DS061
 - First Name:** Jacob
 - Middle Name:**
 - Last Name:** Collier
- Account Status:** Active
- User Type:** Civilian (dropdown menu)
- Grade:** (dropdown menu)

At the top right of the "My Information" section, there are four buttons: "Set Security Questions", "Change Password", "Cancel", and "Save". The "Change Password" button is circled in red. A red arrow points from this button to a text box below the screenshot.

Click on
"CHANGE PASSWORD"



RTD Password Reset

This box will appear with a grey background.

A screenshot of a 'Change Password' dialog box. The dialog box has a title bar with a close button. It contains three text input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red. Four red arrows point to the input fields and the 'OK' button, with corresponding numbered instructions:

1. Enter old password
2. Enter new password
3. Confirm new password
4. Click "OK"

After clicking "OK", a notification that the password was changed successfully will appear and an email notification of the password change will be sent.



AMPS Password Reset

- If the password reset in AMPS does not work, then call the AMPS Helpdesk for a password reset at 855-352-0001, option number 2.



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

