



DLA Information Operations “How To” Guide

OPR: J62

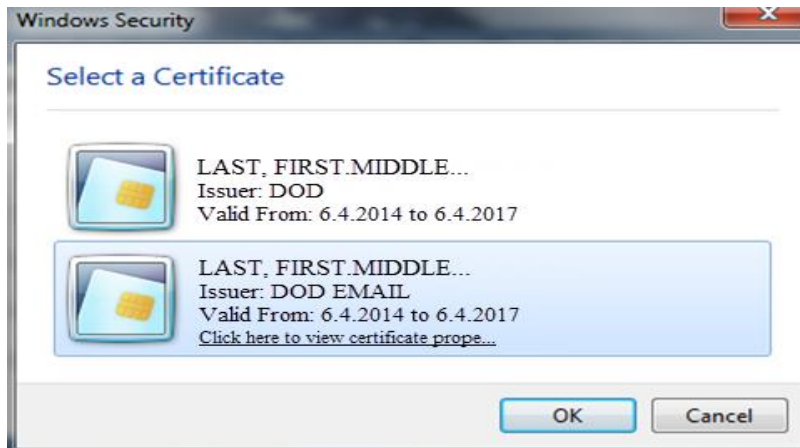
How to Register in the Account Management and Provisioning System (AMPS) for WebFLIS Access

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.

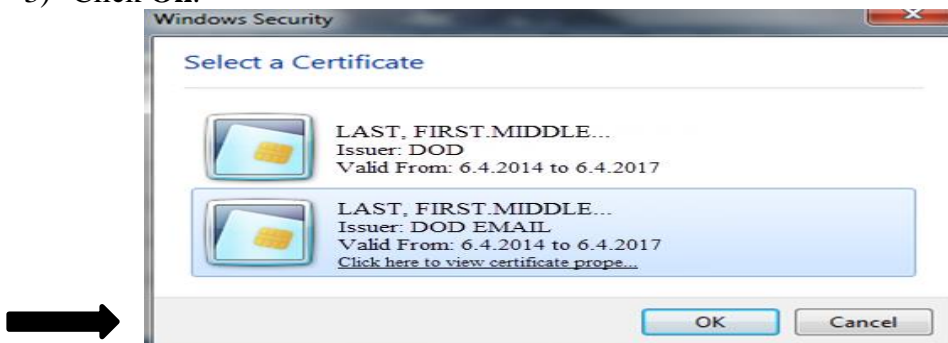
To request access to WebFLIS access through AMPS follow these instructions:

- 1) Log into [AMPS](#).
- 2) Select **DOD EMAIL Certificate** when Windows Security window appears.



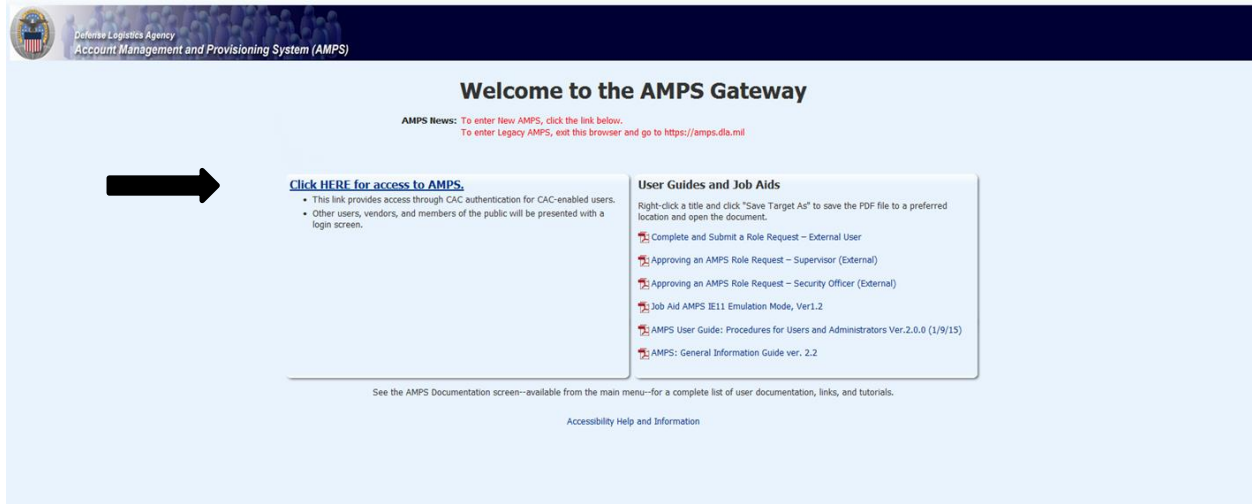
Windows Security Screen

- 3) Click **Ok**.



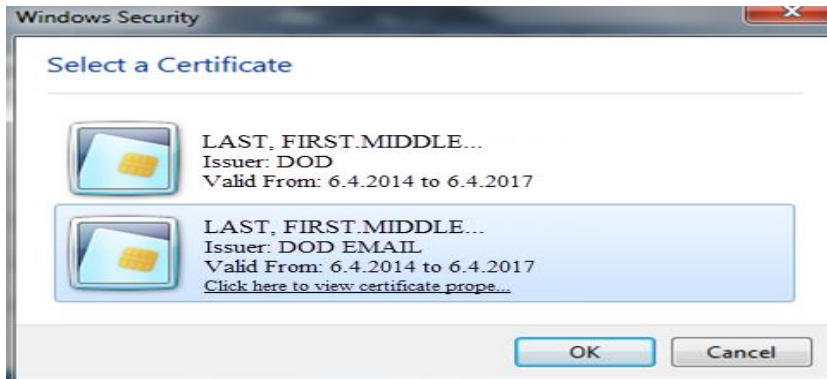
Windows Security Screen

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



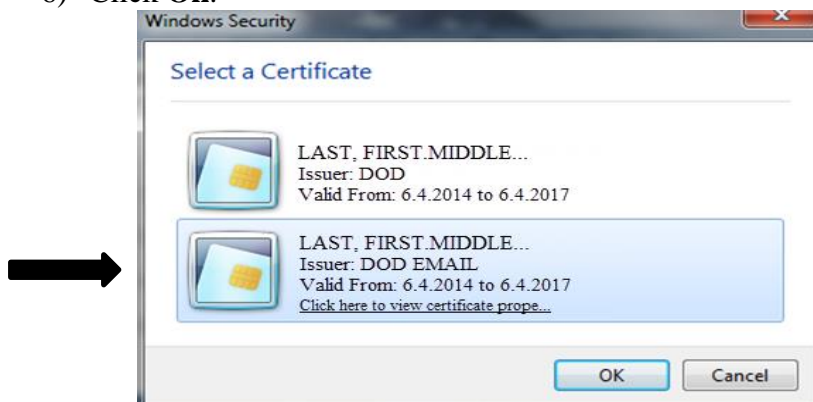
AMPS Gateway Home Screen

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



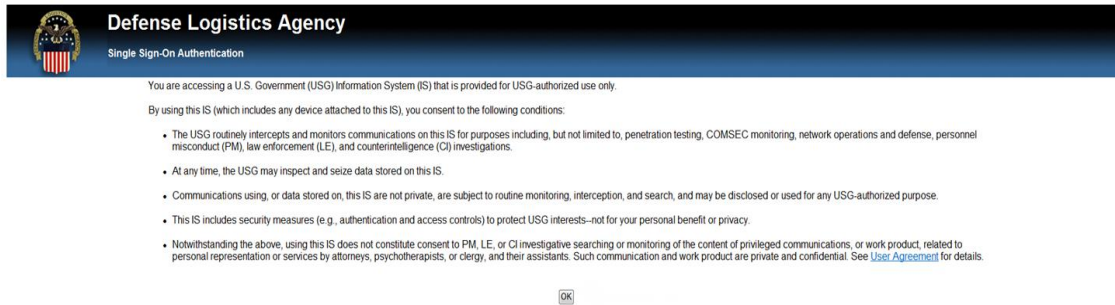
Windows Security Screen

6) Click **Ok**.



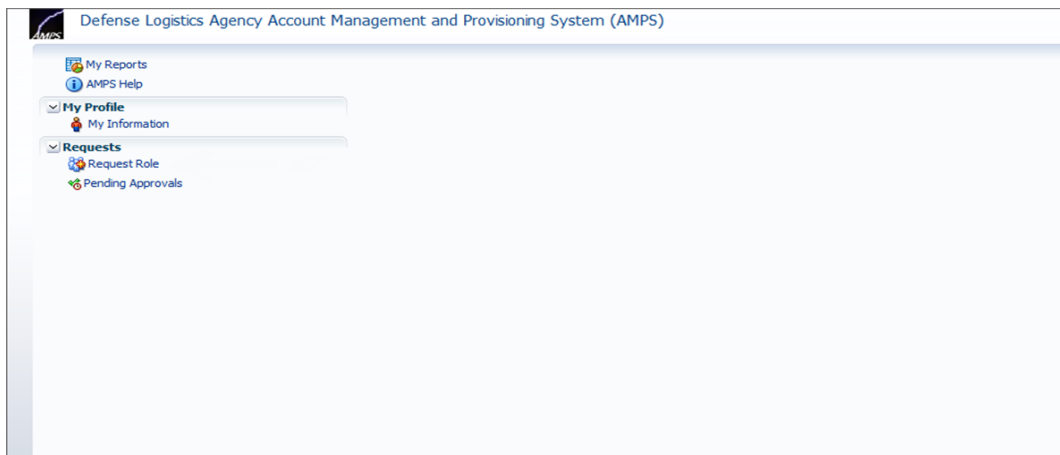
Windows Security Screen

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



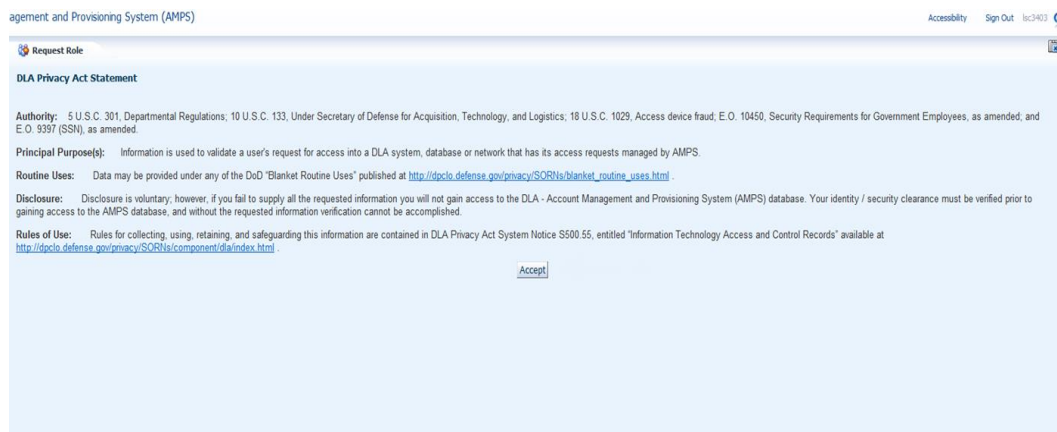
Single Sign-on Authentication Screen

8) Click **Request Role** located under the Requests heading.



Role Request Main Screen

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



DLA Privacy Act Statement Screen

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.

Request Role

User Information Select Roles Justification Summary Cancel Next

User Information

User ID ABC1234

First Name

Middle Name

Last Name

EDIPI/UPN 1234567890

Email

* Title Program Analyst

* Cyber Awareness Certification Date 11/6/2013

Annual Revalidation Date 1/28/2014

* User Type Civillian

* Grade GS-99

* Country of Citizenship US

Contact Information

* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

* Street

PO Box

* City

* State

* Postal Code

* Country

User Information Screen

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

Request Role

User Information Select Roles Justification Summary Cancel Next

User Information

User ID ABC1234

First Name

Middle Name

Last Name

EDIPI/UPN 1234567890

Email

* Title Program Analyst

* Cyber Awareness Certification Date 11/6/2013

Annual Revalidation Date 1/28/2014

* User Type Civillian

* Grade GS-99

* Country of Citizenship US

Contact Information

* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

* Street

PO Box

* City

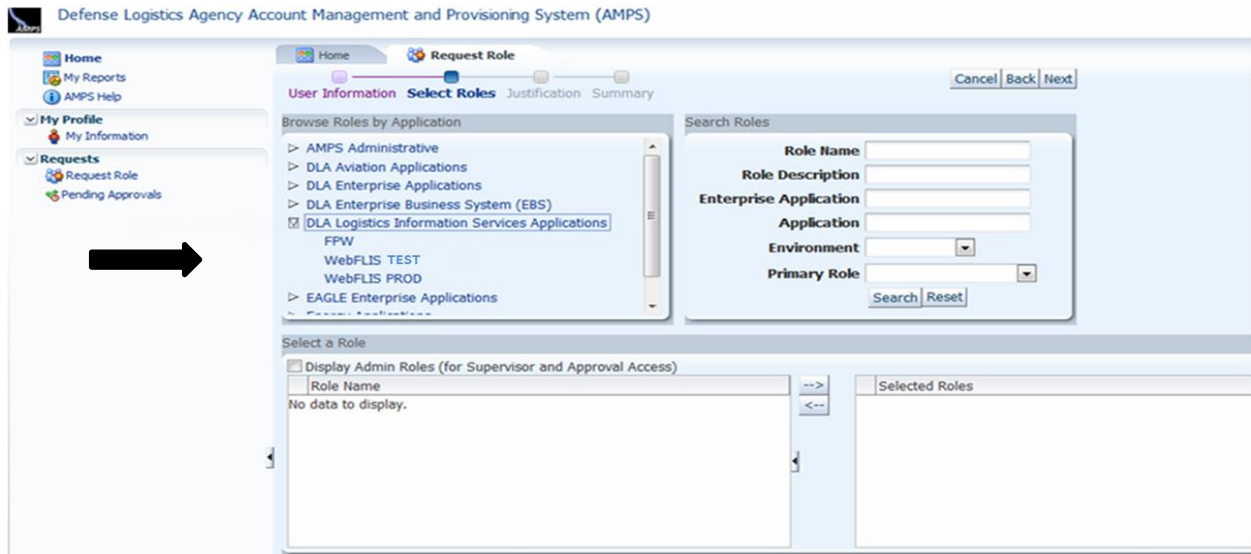
* State

* Postal Code

* Country

User Information Screen

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



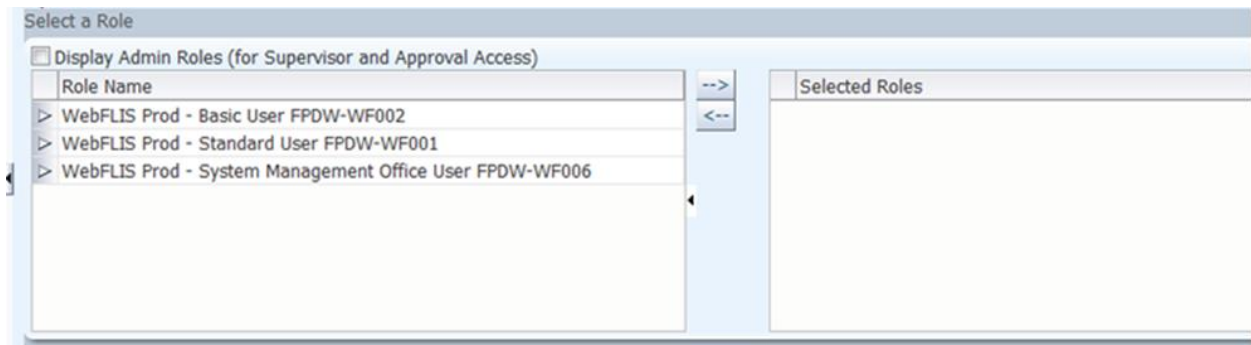
Role Request by Application screen

- 13) Click on **WebFLIS PROD**



WebFLIS Role Request

- 14) Select a Role window will appear.



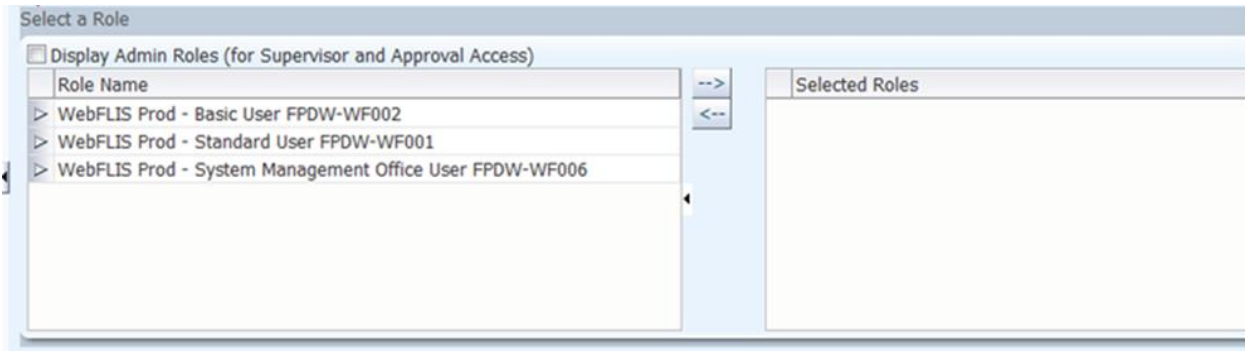
WebFLIS Prod Role Request

15) Select role required for your position.

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

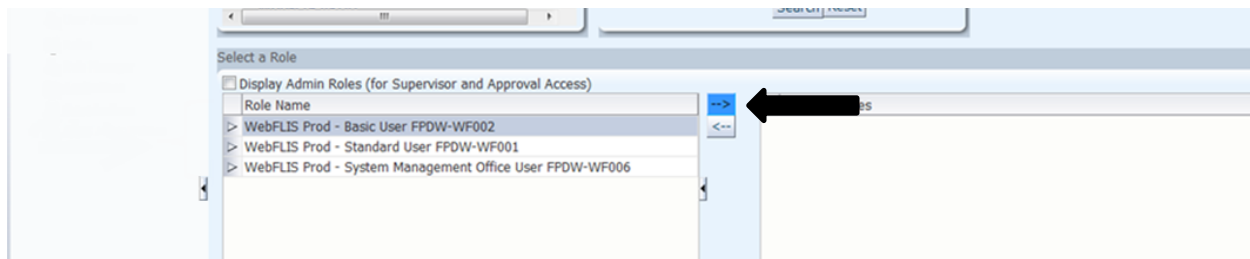
<u>Role</u>	<u>Role Name in AMPS</u>	<u>Who Can Apply</u>	<u>Role Description & Available Tabs</u>
Basic	WebFLIS Prod – Basic User FPDW-WF002	Users with External Certificate Authority (ECA), or Common Access Cards (CAC)	Restricted end-user access to WebFLIS queries. No Weapon System or proprietary data.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

WebFLIS Roles and Descriptions Table

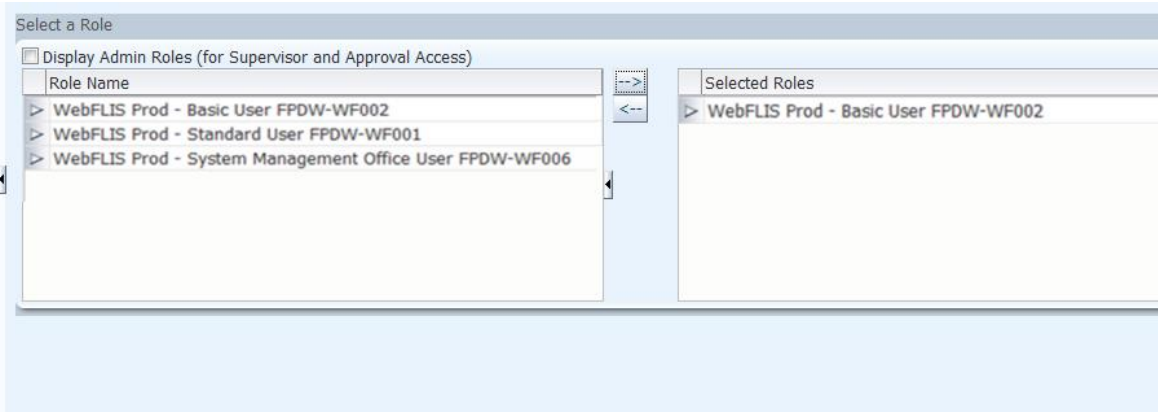


Select a Role Screen

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

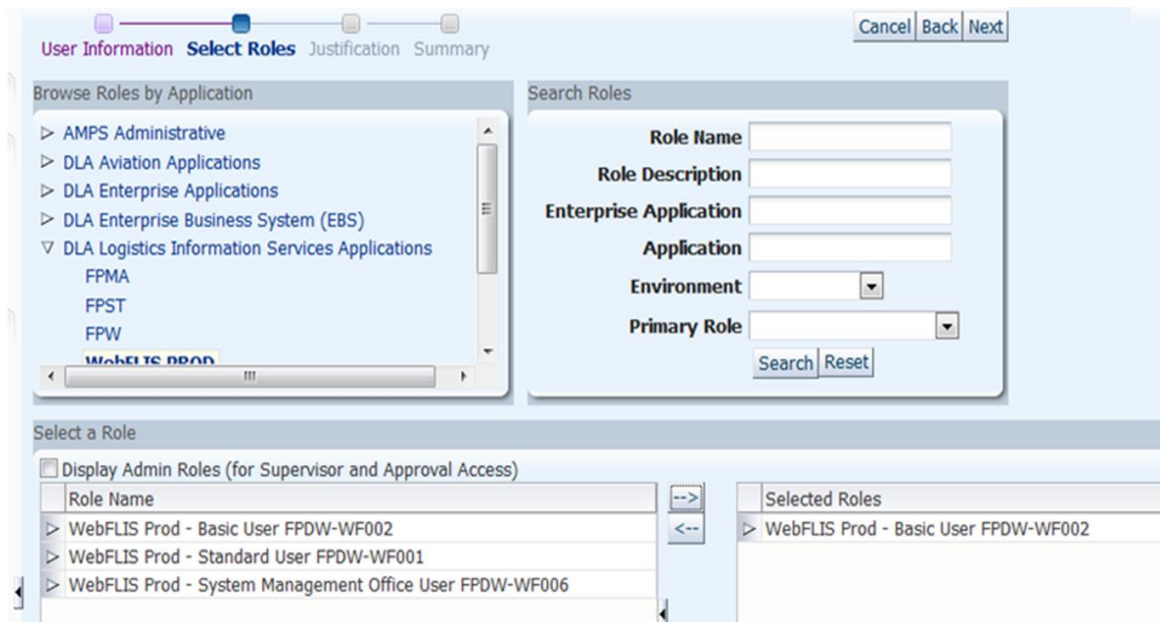


Select a Role - Move Arrow Screen



Role Moved to Selected Window

17) Click **Next**



Next button location window

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

User Information Select Roles **Justification** Summary Cancel Back Next

Request Justification & 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 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 Window - Next button

20) Click Submit

User Information Select Roles Justification **Summary** Cancel Back Submit

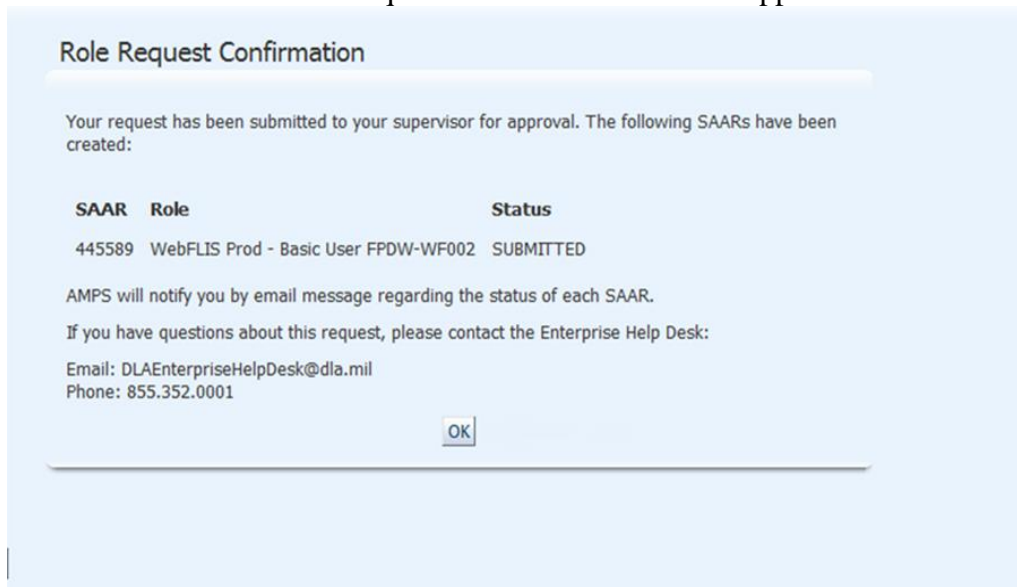
Role Request Summary

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 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.
Attachments **Comments**

Summary Window - Submit button

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



Role Request Confirmation Screen

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 [WebFLIS application](#).

Additional Questions?

Contact the Enterprise Help Desk:

Call: 855-352-0001

Email: [Enterprise Help Desk](#)

Website: [Enterprise Help Desk Portal](#)