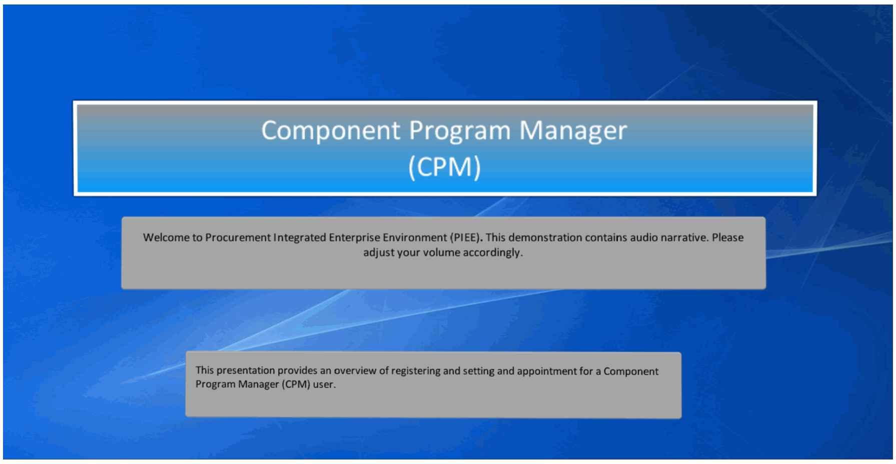
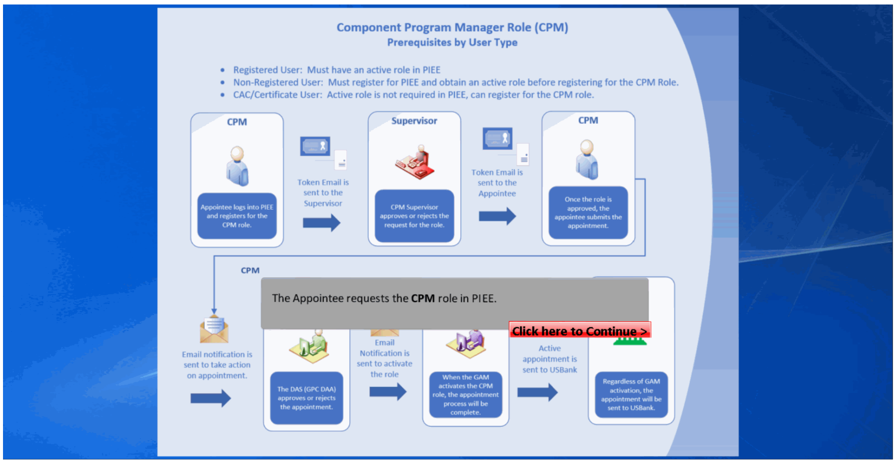
Intro



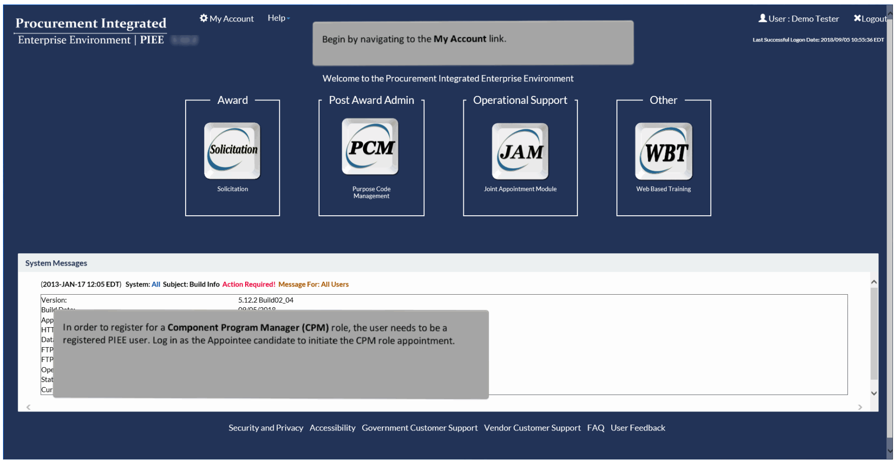
Component Program Manager
(CPM)
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of registering and setting and appointment for a Component Program Manager (CPM) user.

Step 1



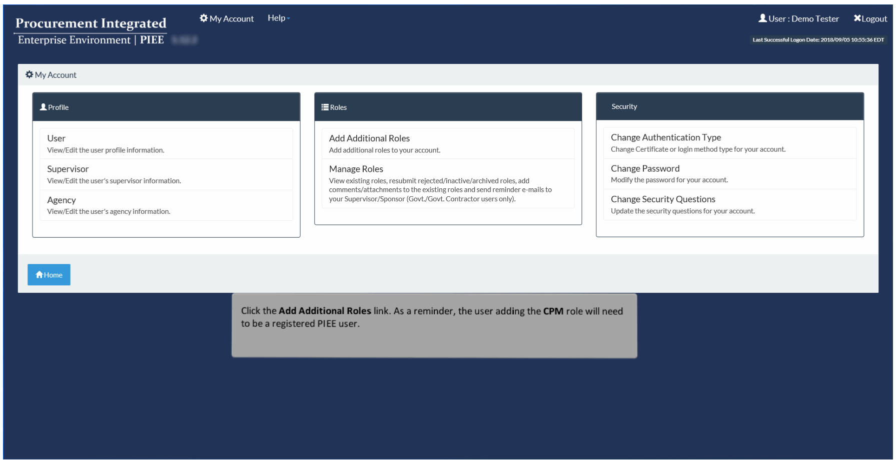
The Appointee requests the CPM role in PIEE.

Step 2



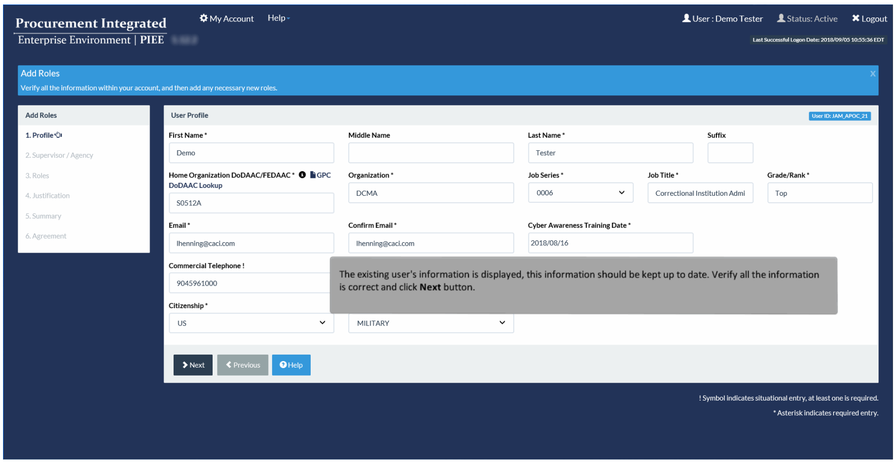
In order to register for a Component Program Manager (CPM) role, the user needs to be a registered PIEE user. Log in as the Appointee candidate to initiate the CPM role appointment. Begin by navigating to the My Account link.

Step 3



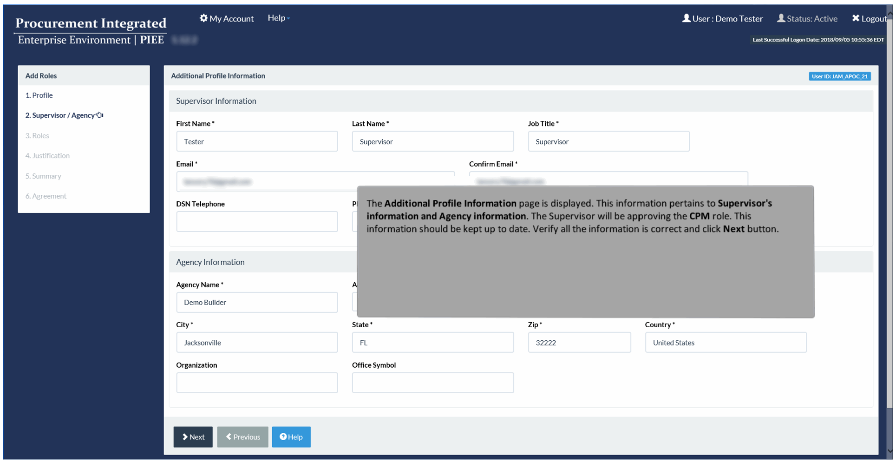
Click the Add Additional Roles link. As a reminder, the user adding the CPM role will need to be a registered PIEE user.

Step 4



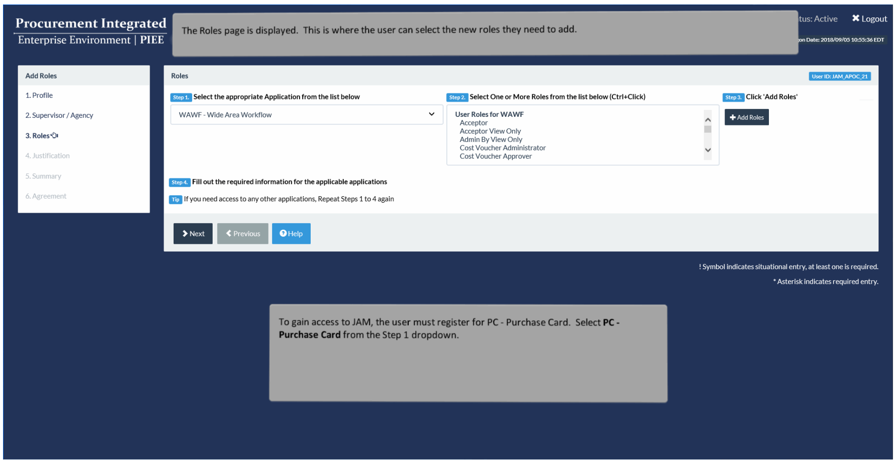
The existing user's information is displayed, this information should be kept up to date. Verify all the information is correct and click Next button.

Step 5



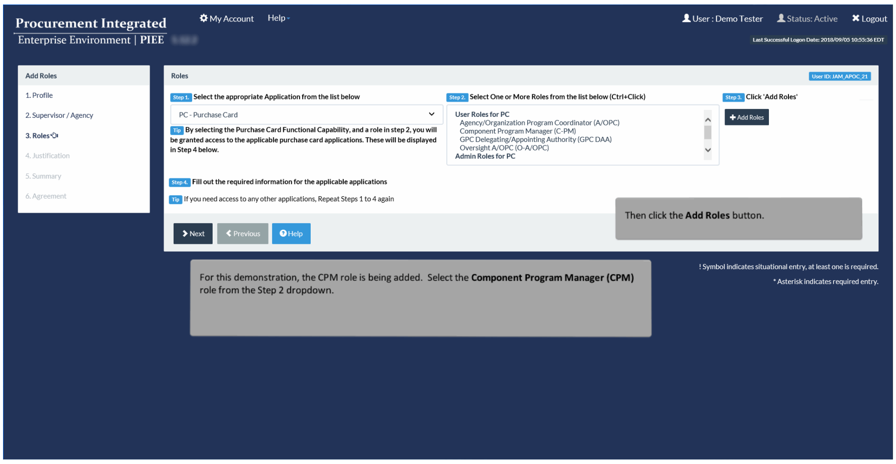
The Additional Profile Information page is displayed. This information pertains to Supervisor's information and Agency information. The Supervisor will be approving the CPM role. This information should be kept up to date. Verify all the information is correct and click Next button.

Step 6



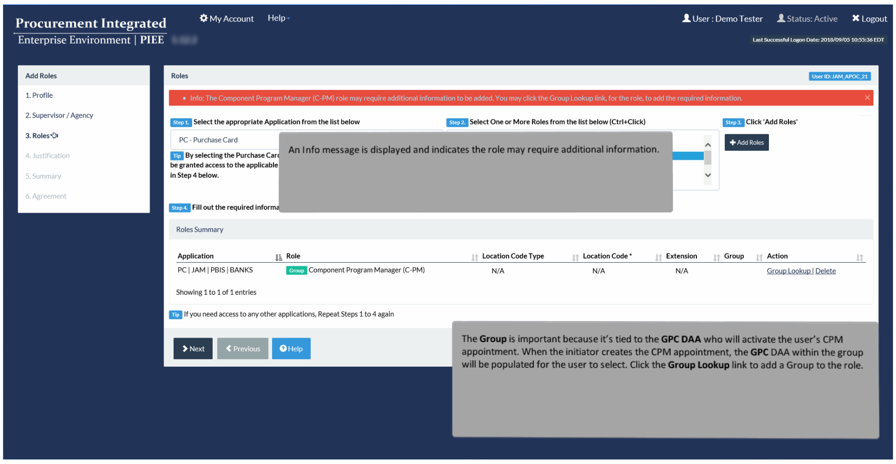
The Roles page is displayed. This is where the user can select the new roles they need to add. To gain access to JAM, the user must register for PC - Purchase Card. Select PC - Purchase Card from the Step 1 dropdown.

Step 7



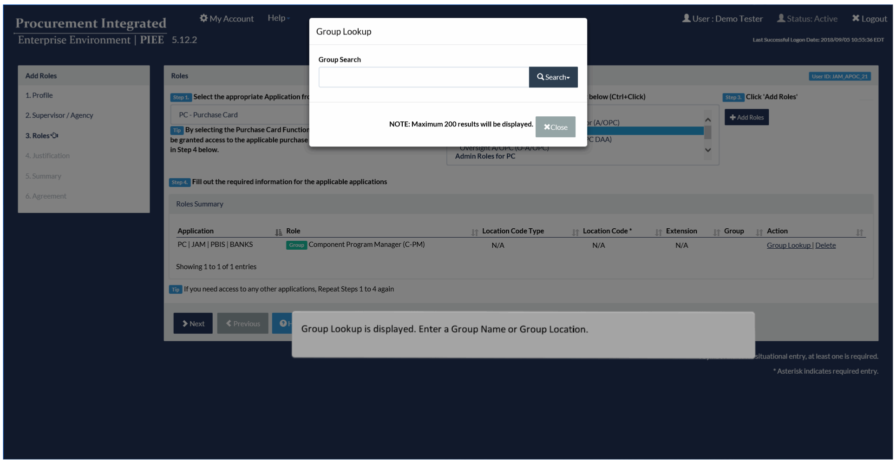
For this demonstration, the CPM role is being added. Select the Component Program Manager (CPM) role from the Step 2 dropdown. Then click the Add Roles button.

Step 8



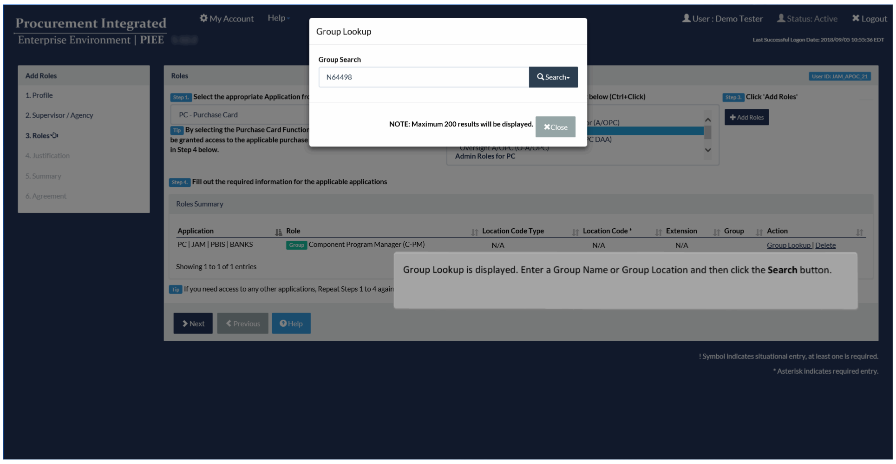
An Info message is displayed and indicates the role may require additional information. The Group is important because it's tied to the GPC DAA who will activate the user's CPM appointment. When the initiator creates the CPM appointment, the GPC DAA within the group will be populated for the user to select. Click the Group Lookup link to add a Group to the role.

Step 9



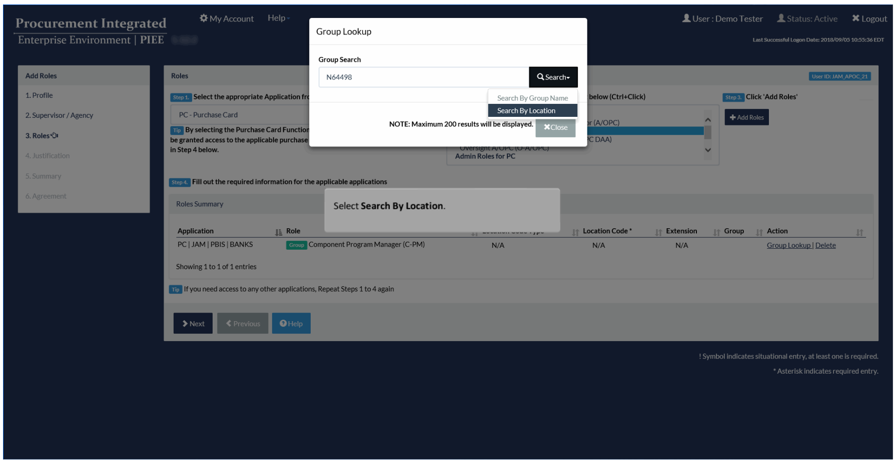
Group Lookup is displayed. Enter a Group Name or Group Location.

Step 10



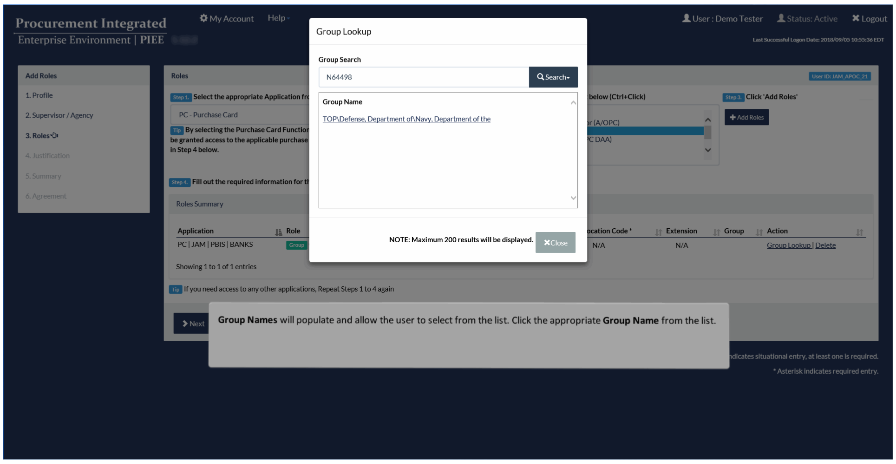
Group Lookup is displayed. Enter a Group Name or Group Location and then click the Search button.

Step 11



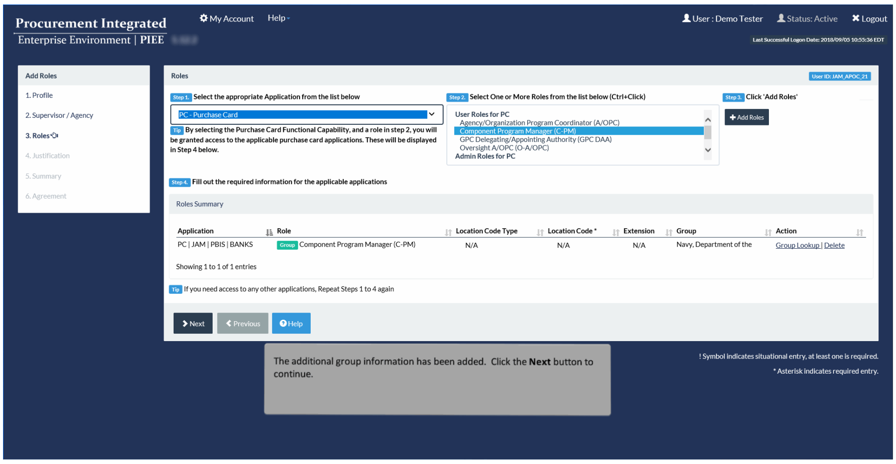
Select Search By Location.

Step 12



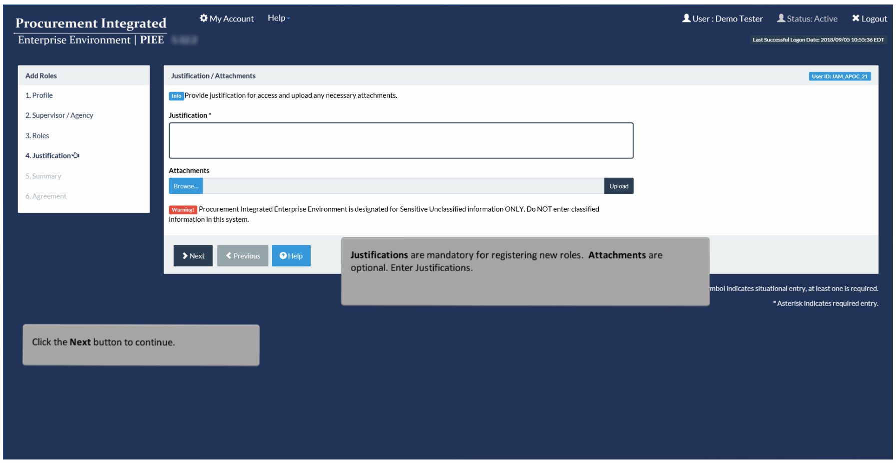
Group Names will populate and allow the user to select from the list. Click the appropriate Group Name from the list.

Step 13



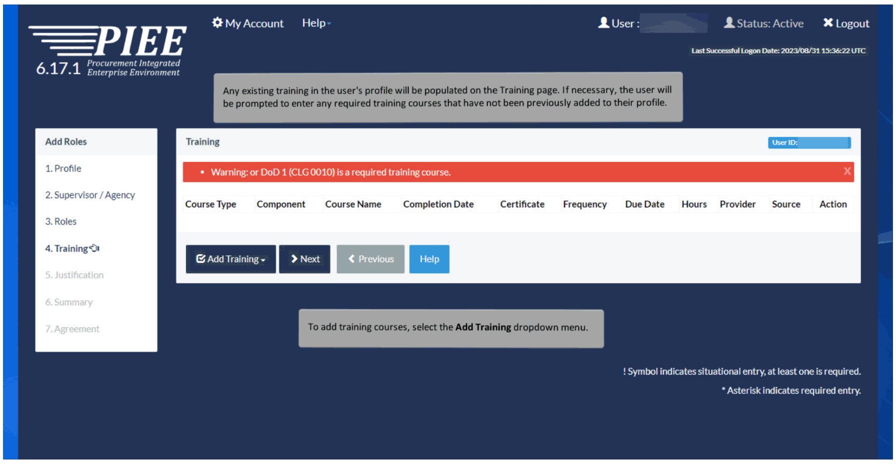
The additional group information has been added. Click the Next button to continue.

Step 14



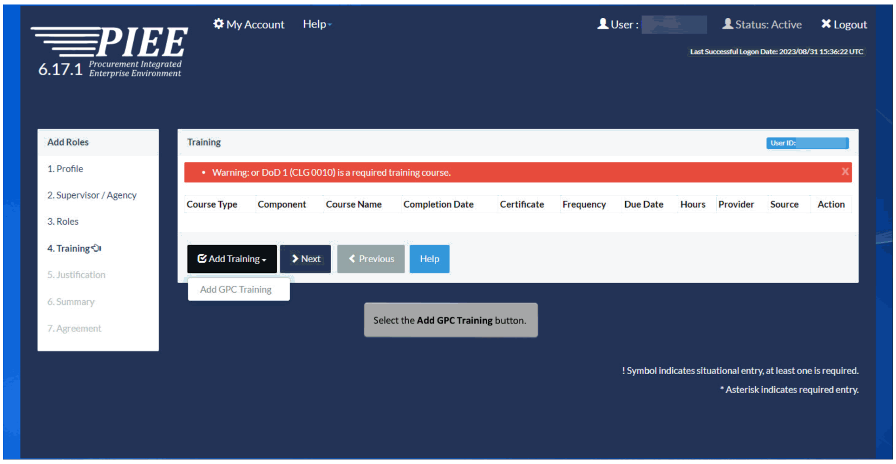
Justifications are mandatory for registering new roles. Attachments are optional. Enter Justifications. Click the Next button to continue.

Step 15



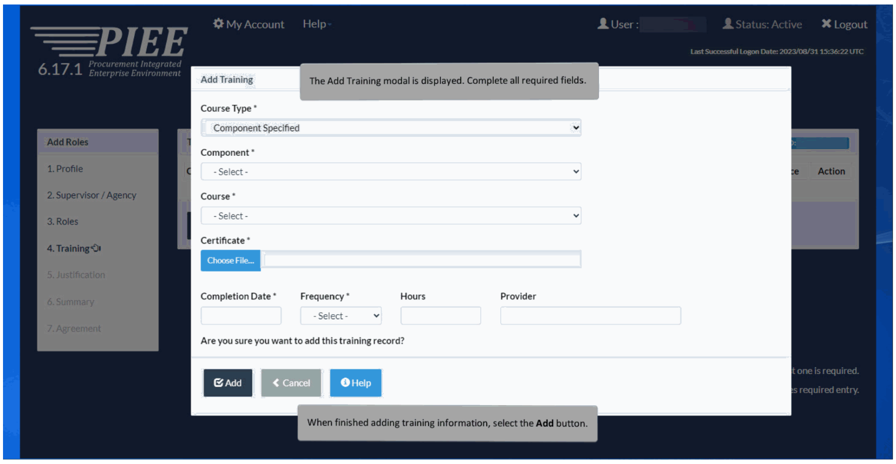
Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 16



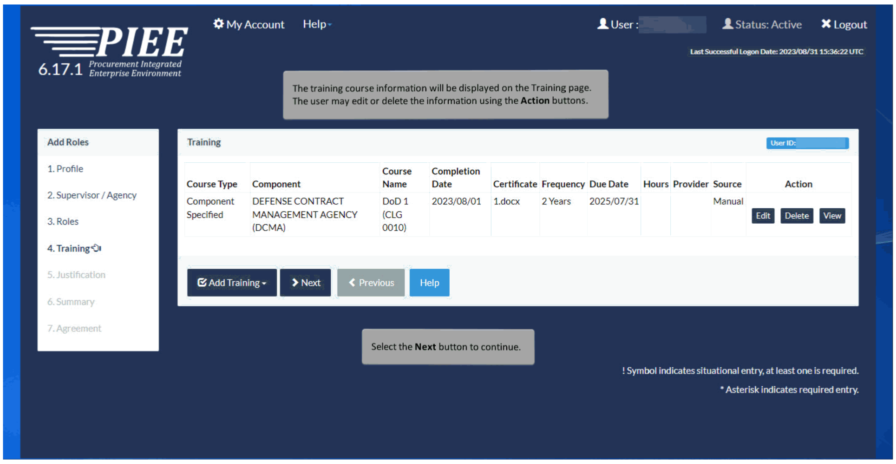
Select the Add GPC Training button.

Step 17



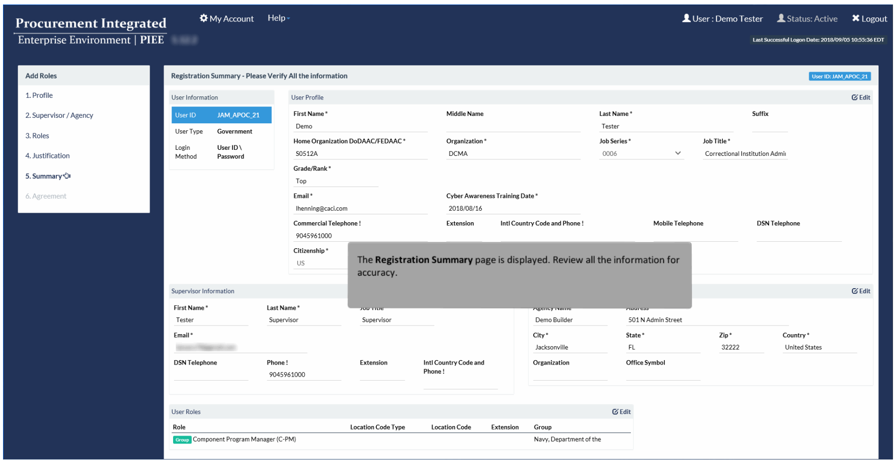
The Add Training modal is displayed. Complete all required fields. When finished adding training information, select the Add button.

Step 18



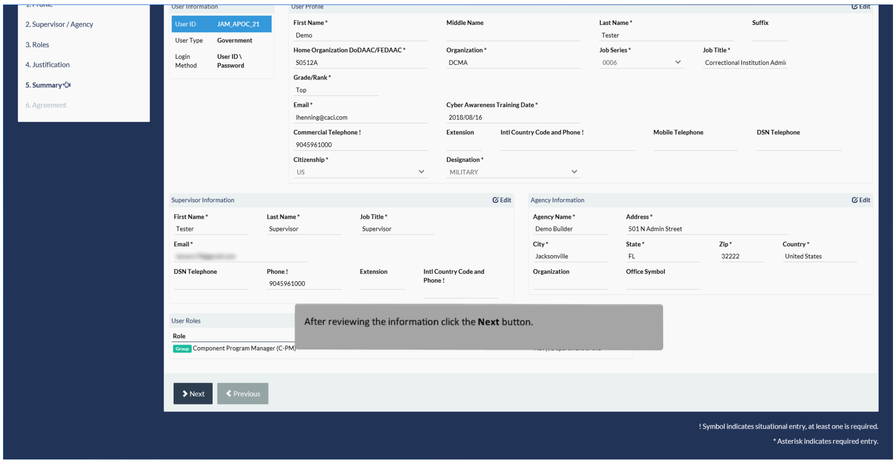
The training course information will be displayed on the Training page. The user may edit or delete the information using the Action buttons. Select the Next button to continue.

Step 19



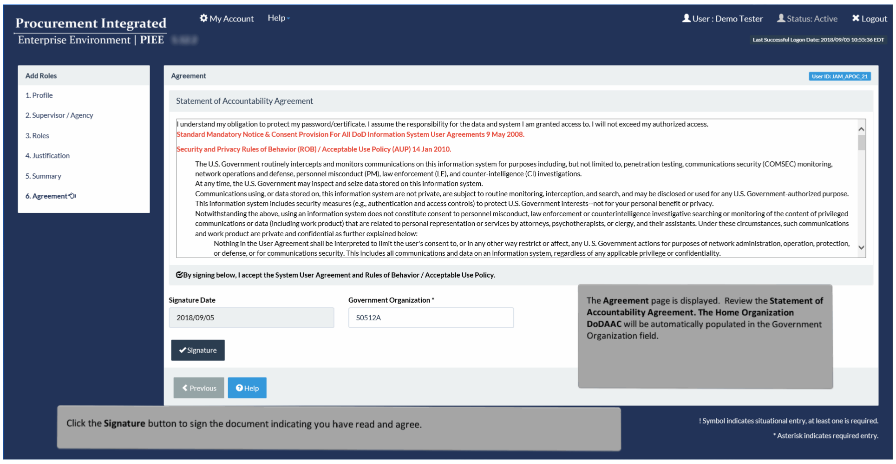
The Registration Summary page is displayed. Review all the information for accuracy.

Step 20



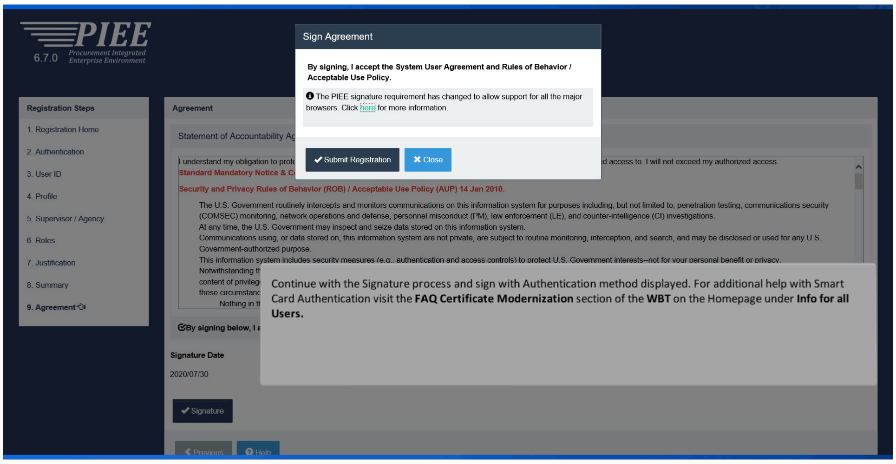
After reviewing the information click the Next button.

Step 21



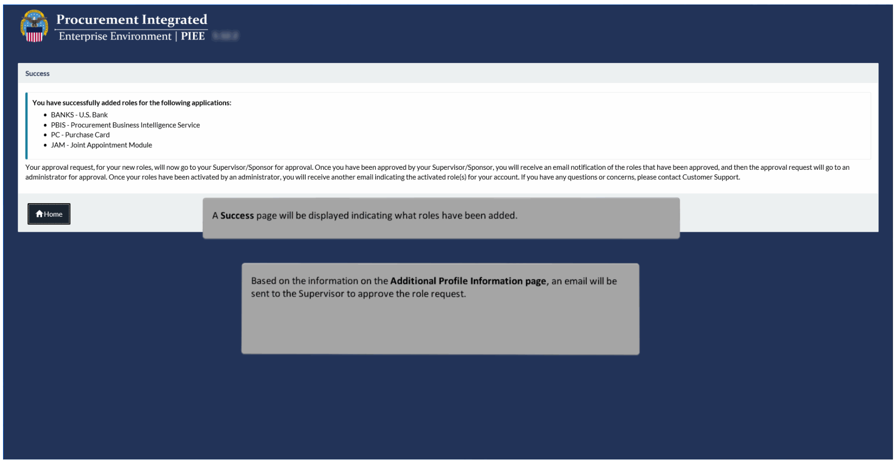
The Agreement page is displayed. Review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field. Click the Signature button to sign the document indicating you have read and agree.

Step 22



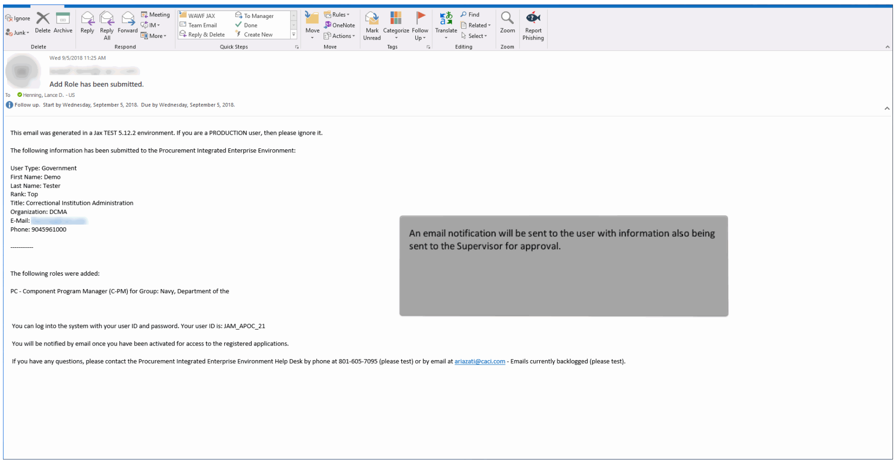
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 23



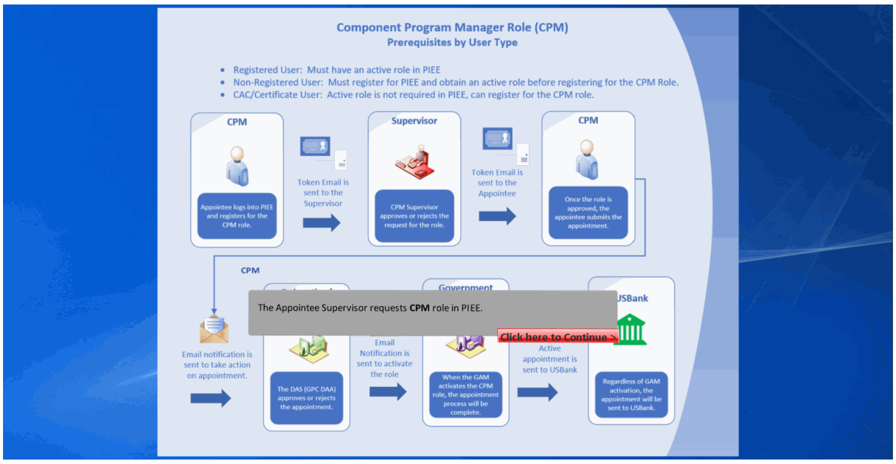
A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to the Supervisor to approve the role request.

Step 24



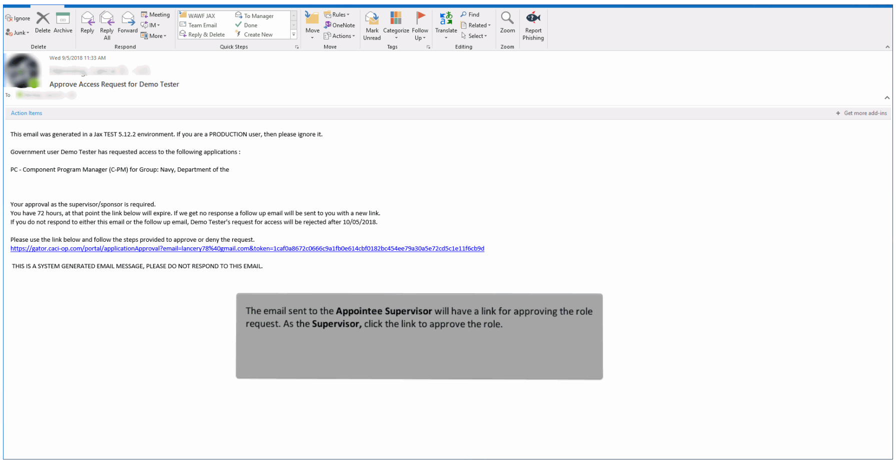
An email notification will be sent to the user with information also being sent to the Supervisor for approval.

Step 25



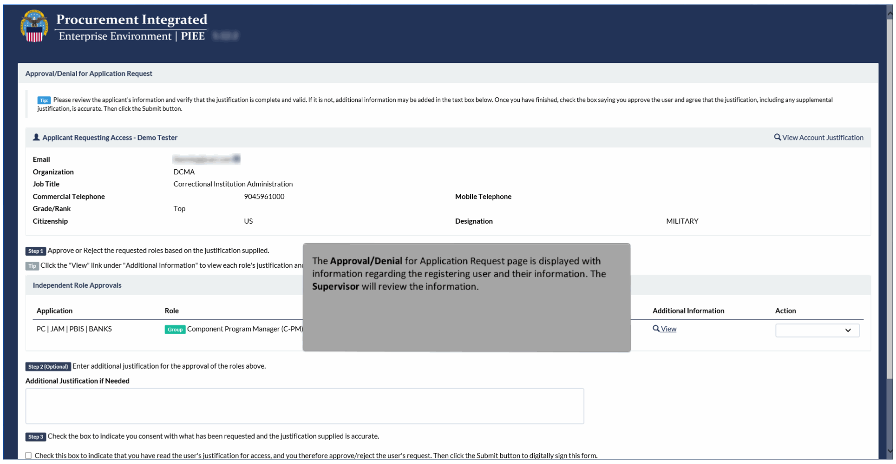
The Appointee Supervisor requests CPM role in PIEE.

Step 26



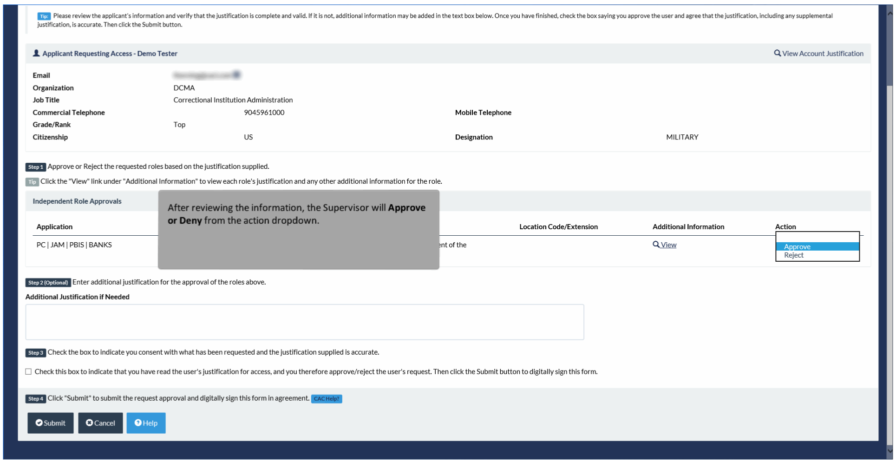
The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor, click the link to approve the role.

Step 27



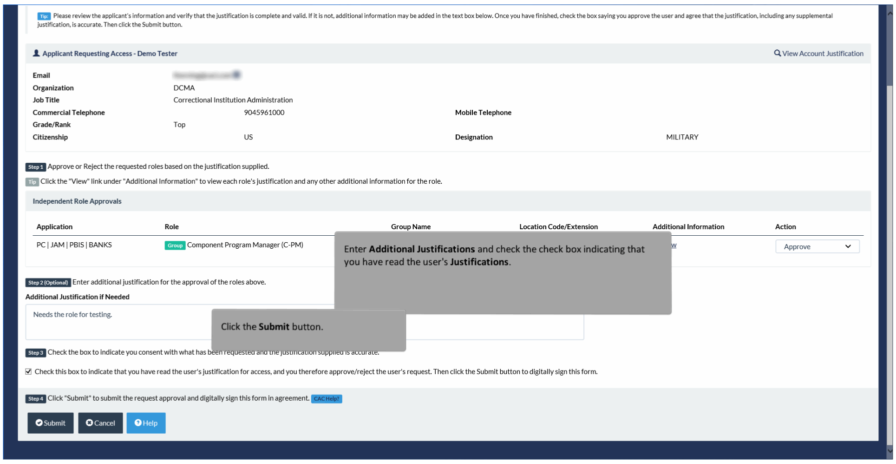
The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor will review the information.

Step 28



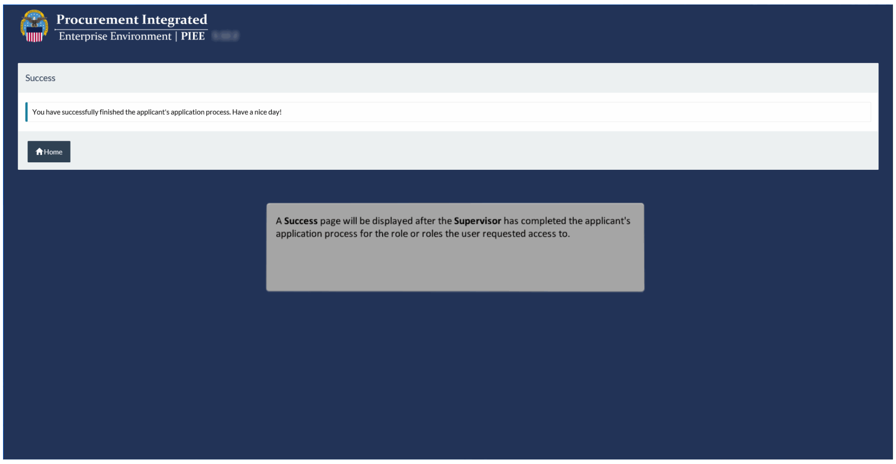
After reviewing the information, the Supervisor will Approve or Deny from the action dropdown.

Step 29



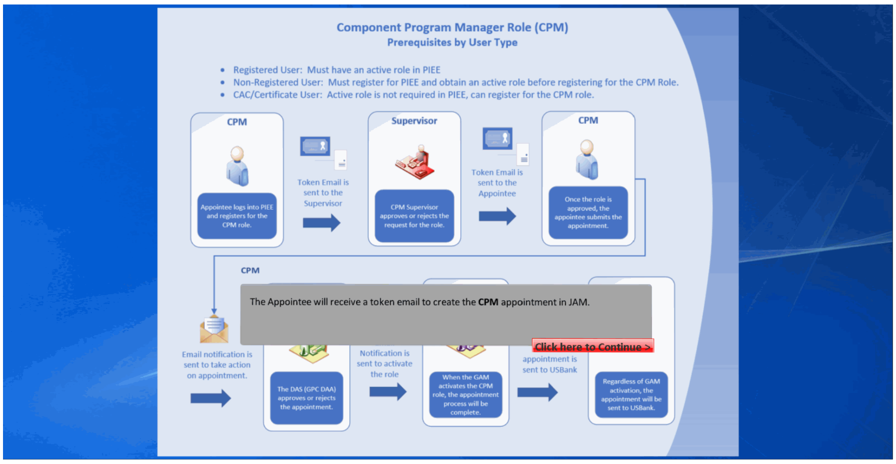
Enter Additional Justifications and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Step 30



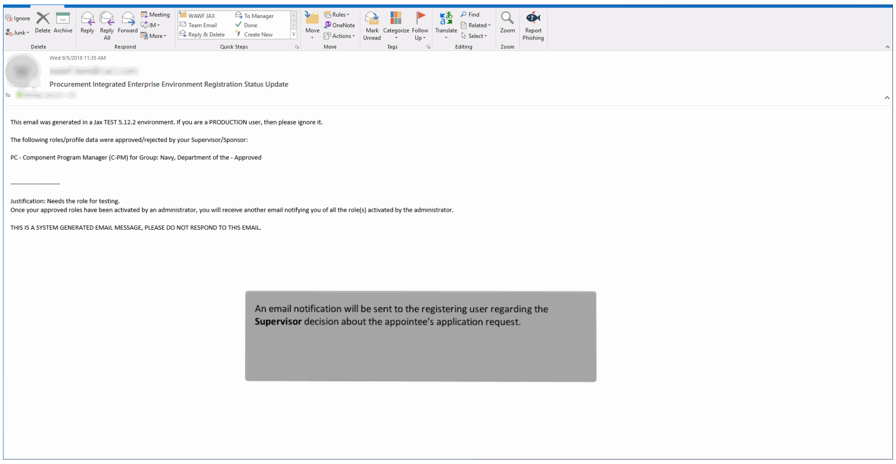
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role or roles the user requested access to.

Step 31



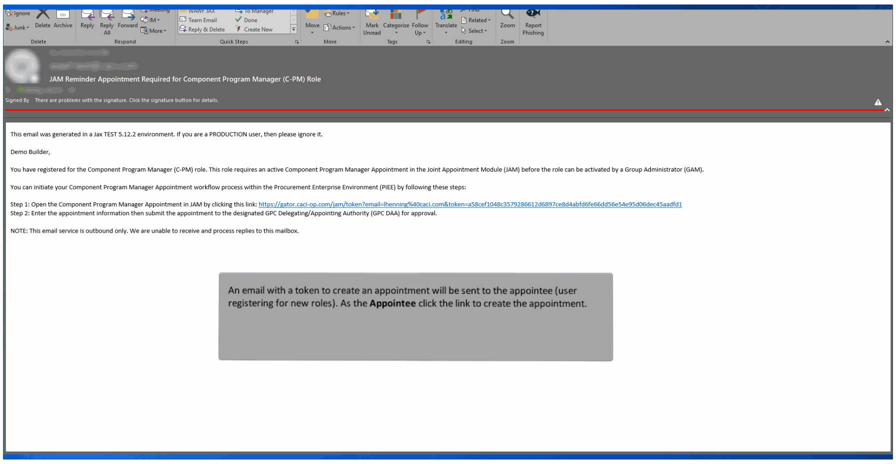
The Appointee will receive a token email to create the CPM appointment in JAM.

Step 32



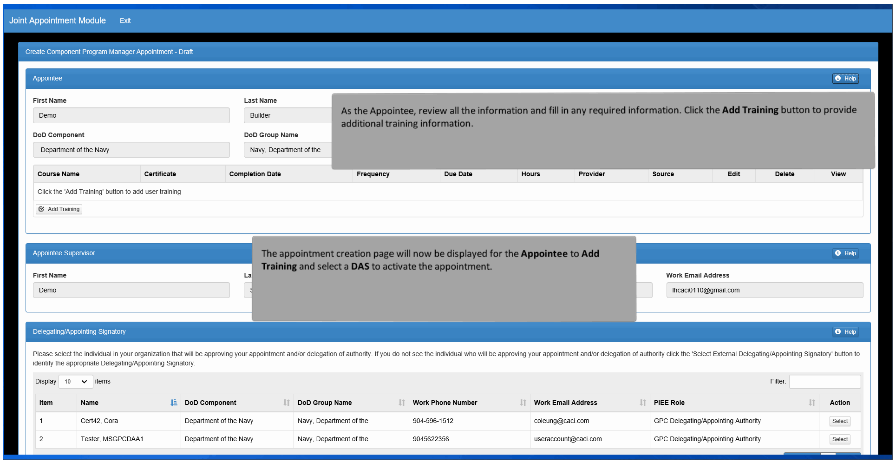
An email notification will be sent to the registering user regarding the Supervisor decision about the appointee's application request.

Step 33



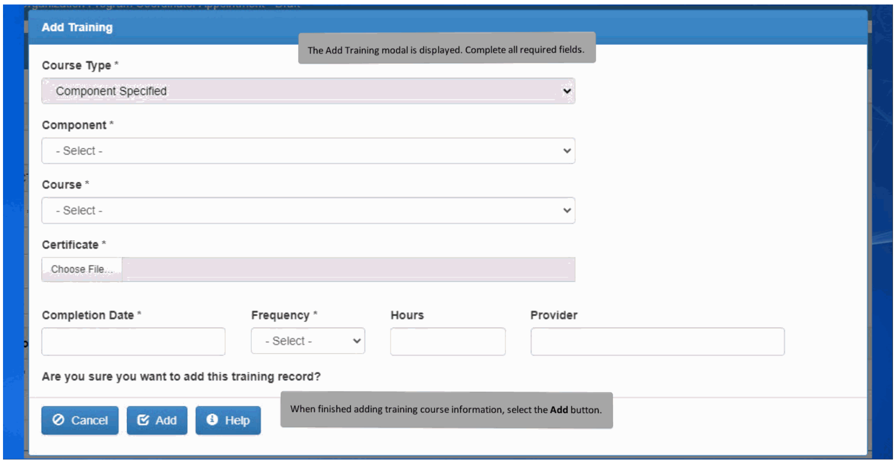
An email with a token to create an appointment will be sent to the appointee (user registering for new roles). As the Appointee click the link to create the appointment.

Step 34



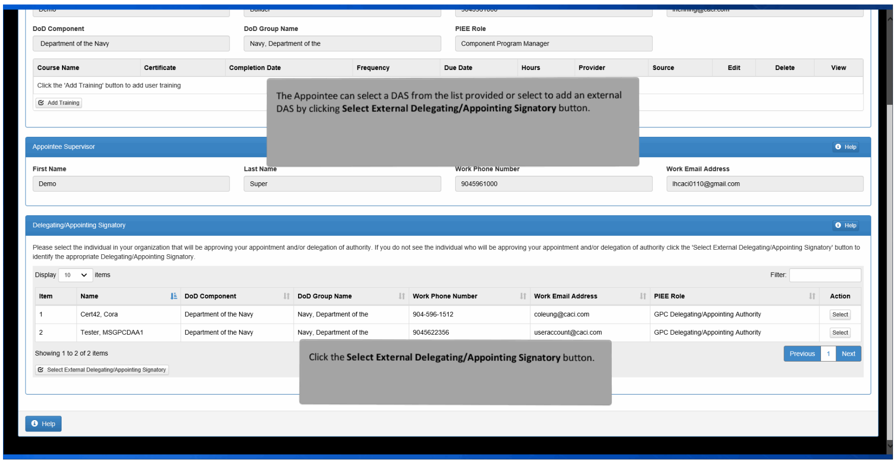
The appointment creation page will now be displayed for the Appointee to Add Training and select a DAS to activate the appointment. As the Appointee, review all the information and fill in any required information. Click the Add Training button to provide additional training information.

Step 35



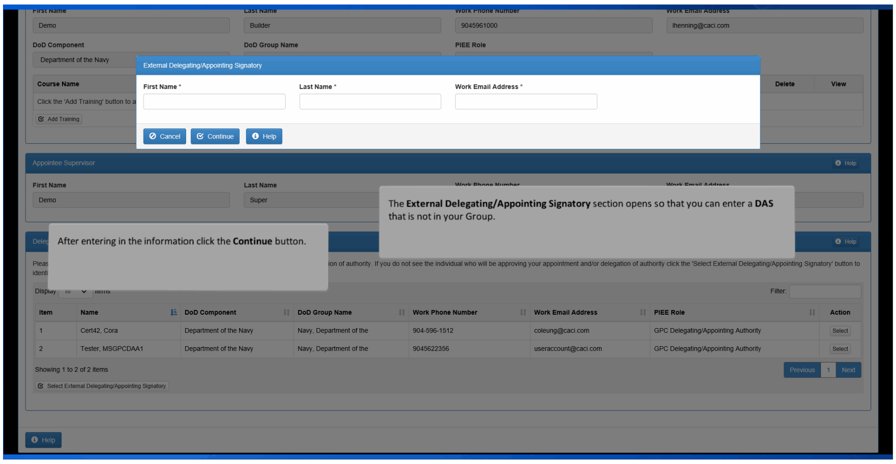
The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

Step 36



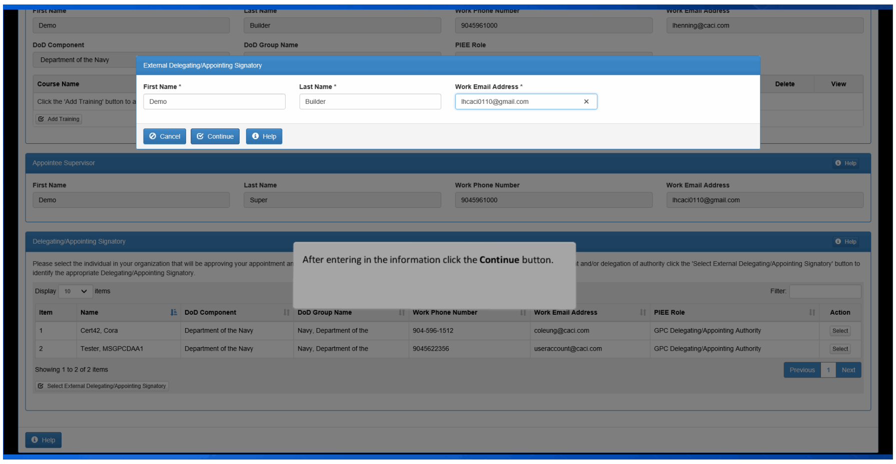
The Appointee can select a DAS from the list provided or select to add an external DAS by clicking Select External Delegating/Appointing Signatory button. Click the Select External Delegating/Appointing Signatory button.

Step 37



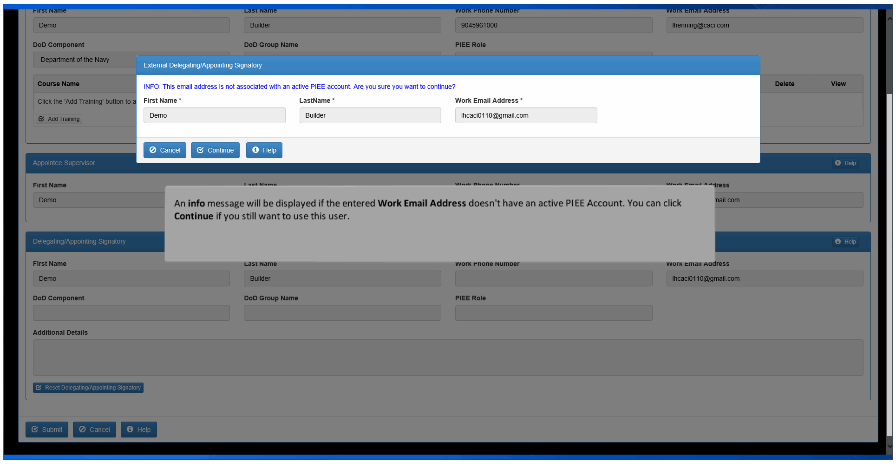
The External Delegating/Appointing Signatory section opens so that you can enter a DAS that is not in your Group. After entering in the information click the Continue button.

Step 38



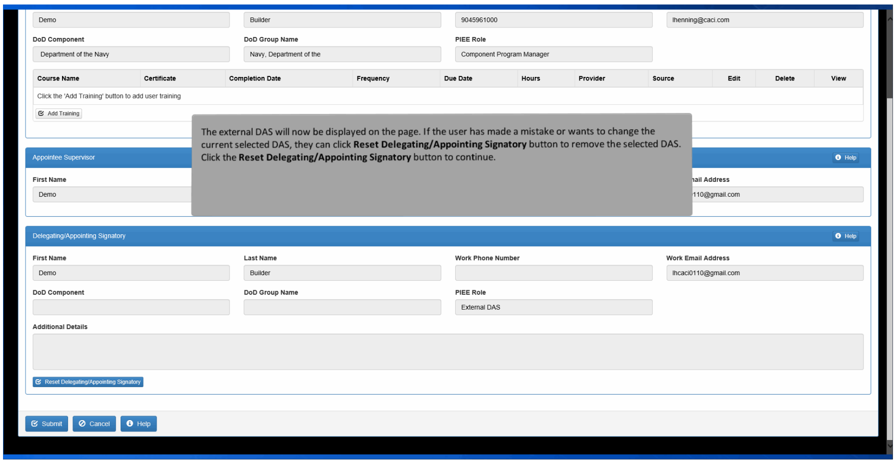
After entering in the information click the Continue button.

Step 39



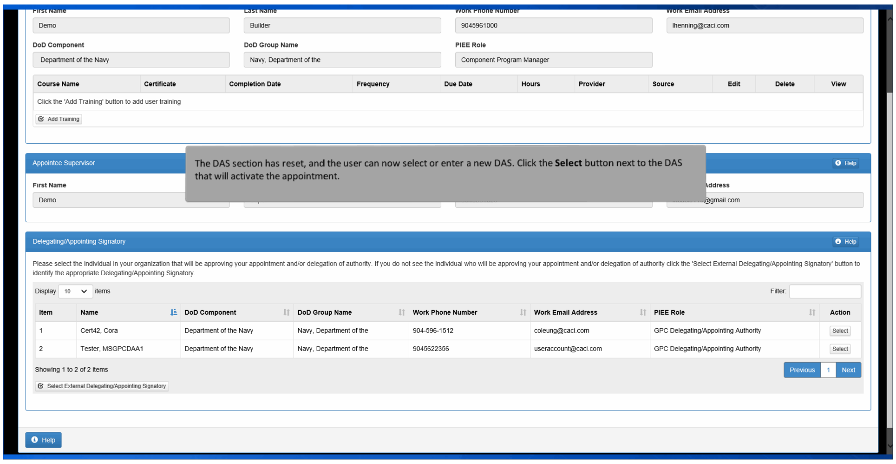
An info message will be displayed if the entered Work Email Address doesn't have an active PIEE Account. You can click Continue if you still want to use this user.

Step 40



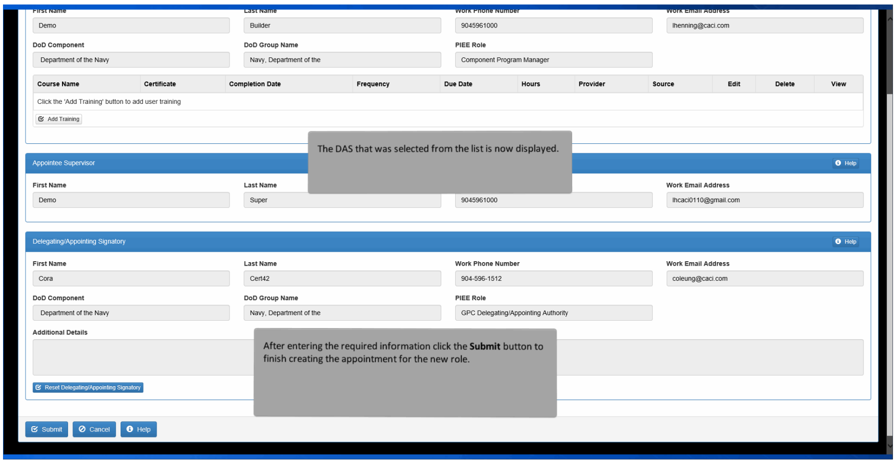
The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.

Step 41



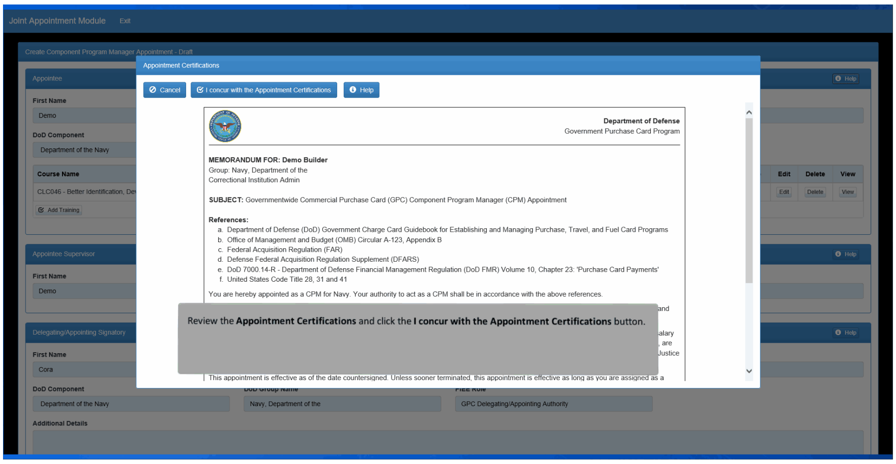
The DAS section has reset, and the user can now select or enter a new DAS. Click the Select button next to the DAS that will activate the appointment.

Step 42



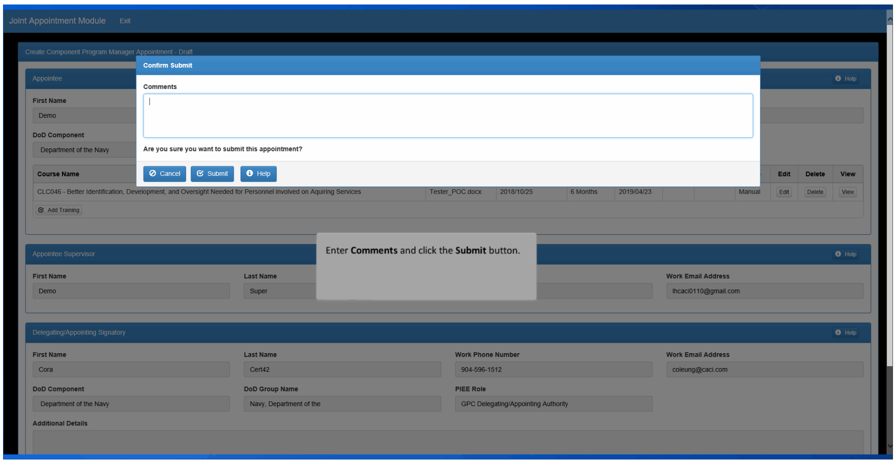
The DAS that was selected from the list is now displayed. After entering the required information click the Submit button to finish creating the appointment for the new role.

Step 43



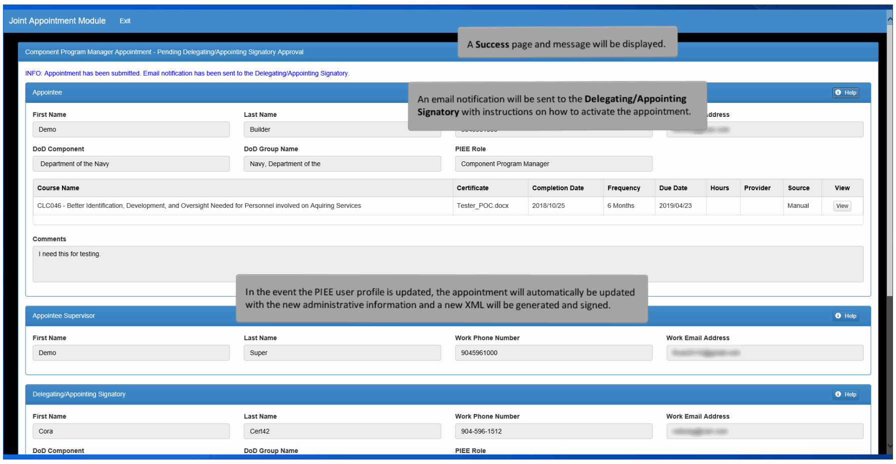
Review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Step 44



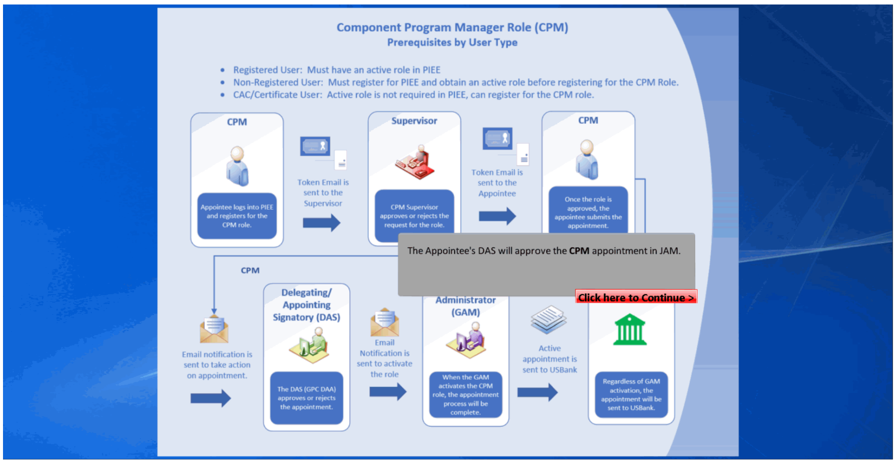
Enter Comments and click the Submit button.

Step 45



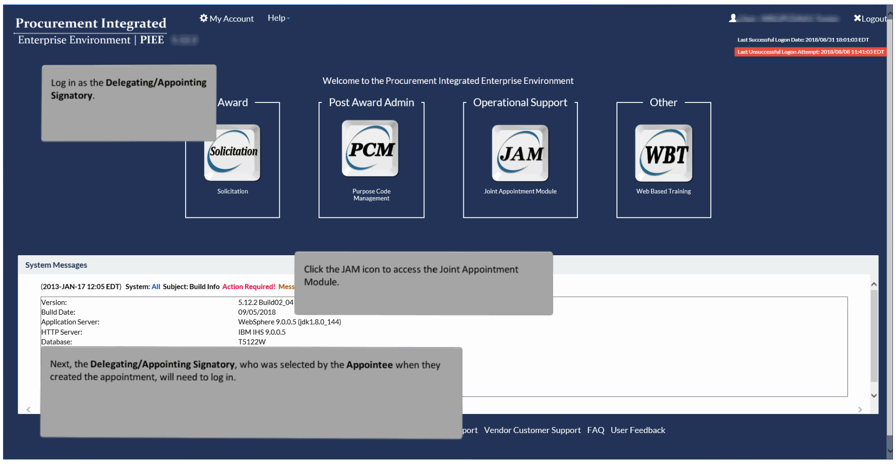
A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment. In the event the PIEE user profile is updated, the appointment will automatically be updated with the new administrative information and a new XML will be generated and signed.

Step 46



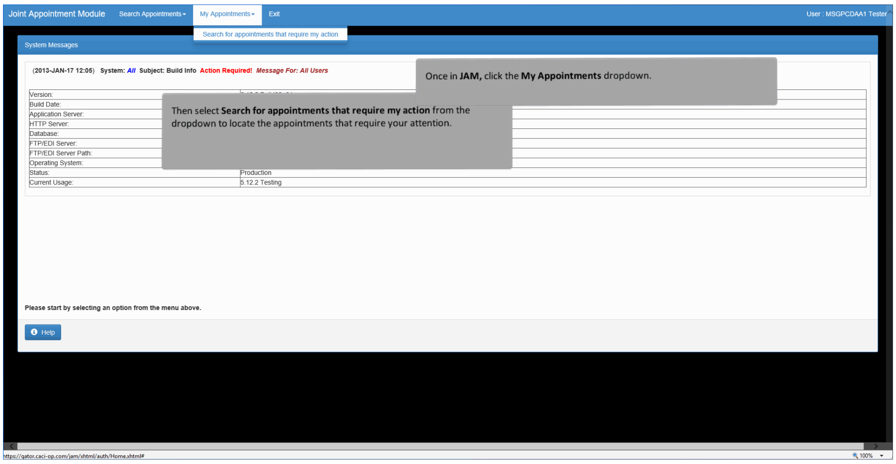
The Appointee's DAS will approve the CPM appointment in JAM.

Step 47



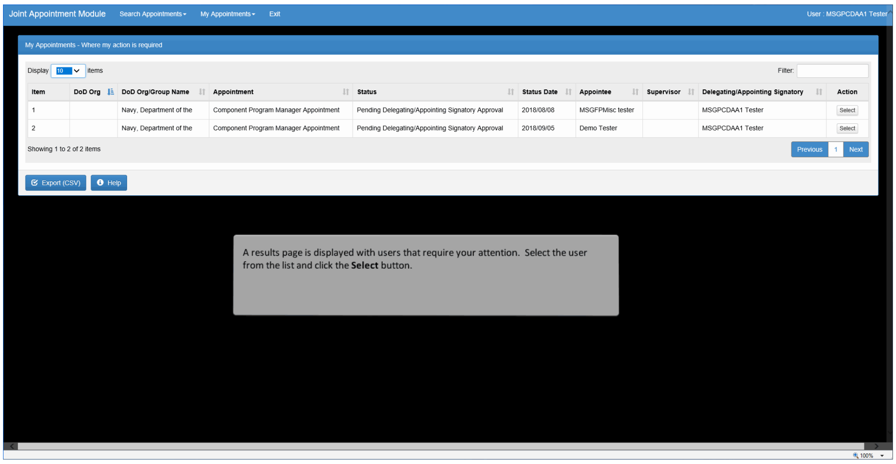
Next, the Delegating/Appointing Signatory, who was selected by the Appointee when they created the appointment, will need to log in. Log in as the Delegating/Appointing Signatory. Click the JAM icon to access the Joint Appointment Module.

Step 48



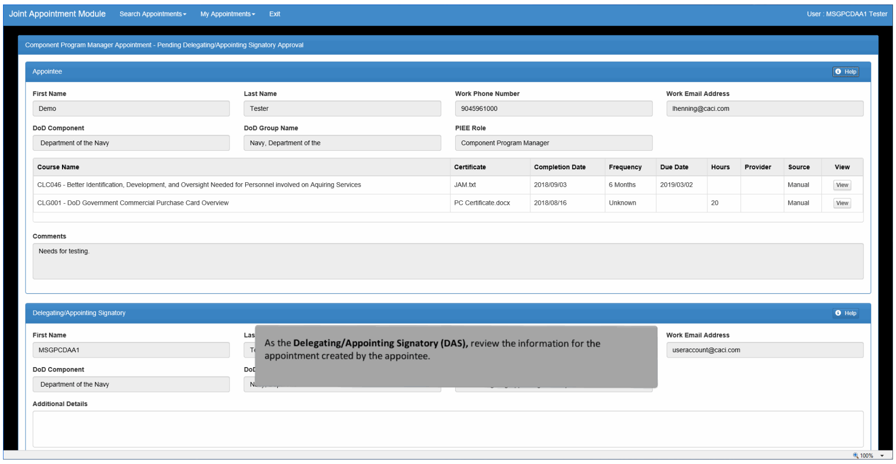
Once in JAM, click the My Appointments dropdown. Then select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.

Step 49



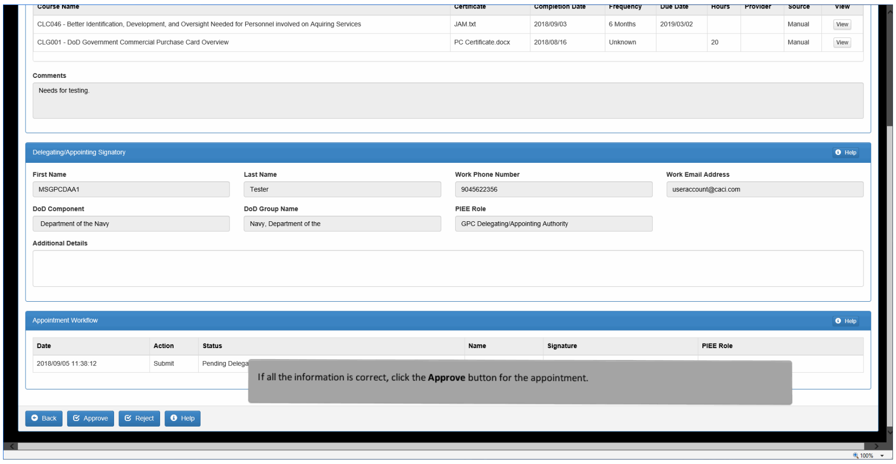
A results page is displayed with users that require your attention. Select the user from the list and click the Select button.

Step 50



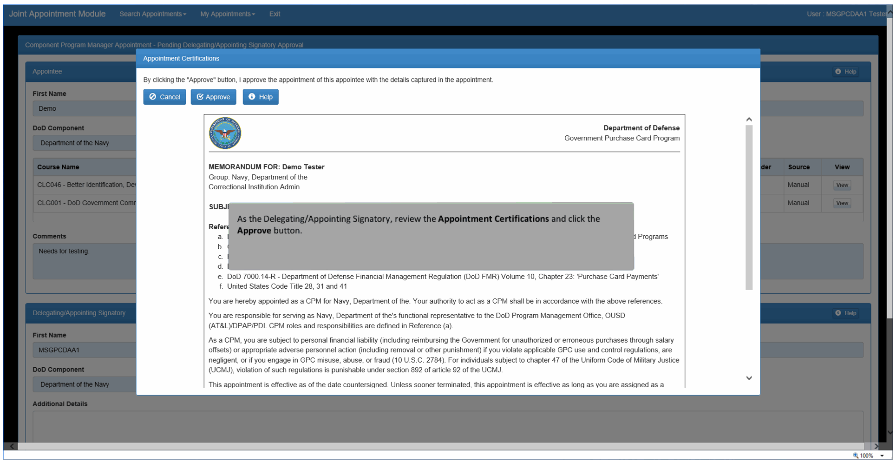
As the Delegating/Appointing Signatory (DAS), review the information for the appointment created by the appointee.

Step 51



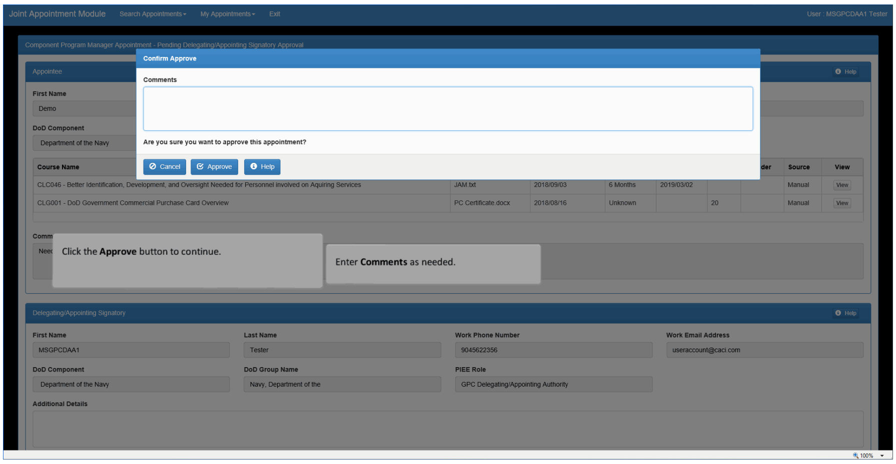
If all the information is correct, click the Approve button for the appointment.

Step 52



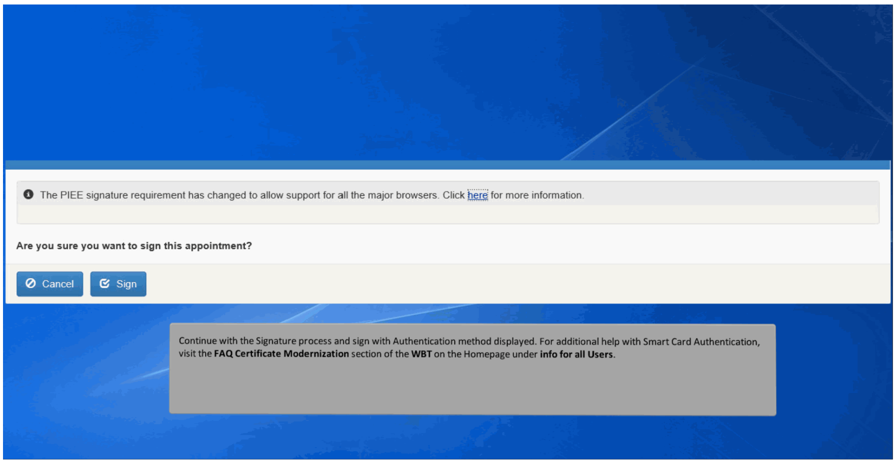
As the Delegating/Appointing Signatory, review the Appointment Certifications and click the Approve button.

Step 53



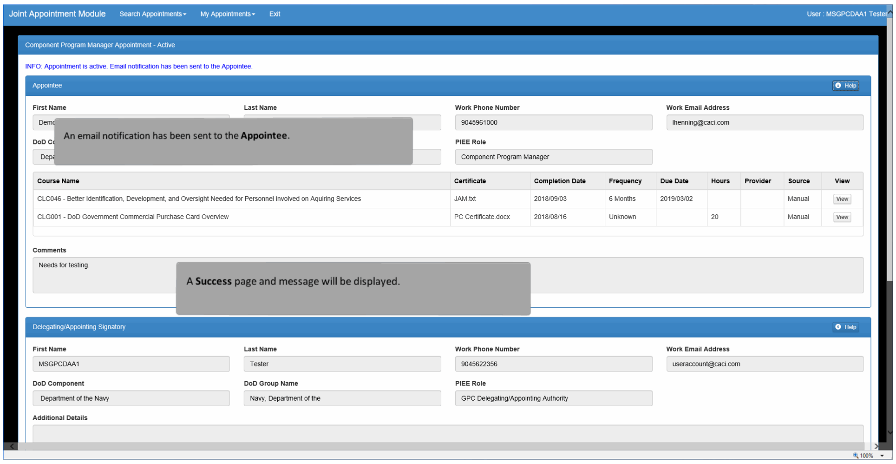
Enter Comments as needed. Click the Approve button to continue.

Step 54



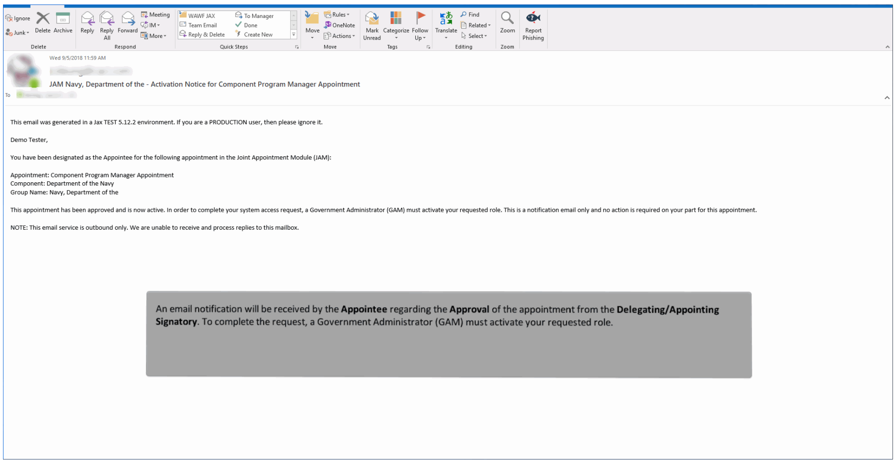
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication, visit the FAQ Certificate Modernization section of the WBT on the Homepage under info for all Users.

Step 55



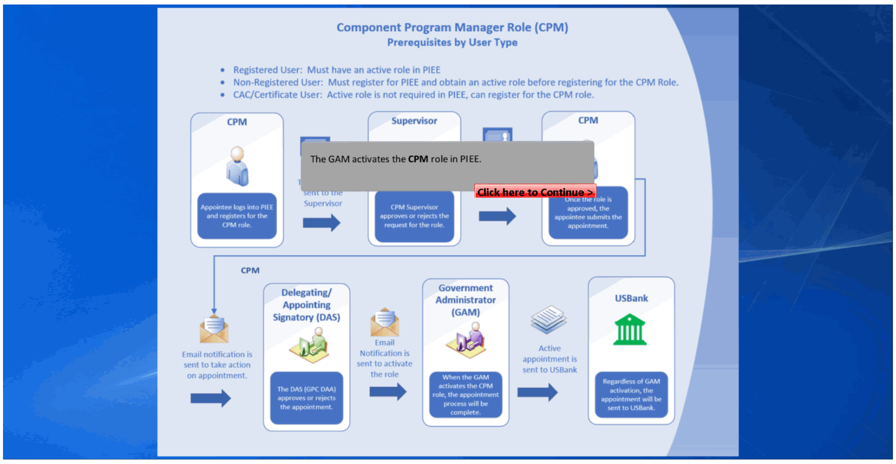
A Success page and message will be displayed. An email notification has been sent to the Appointee.

Step 56



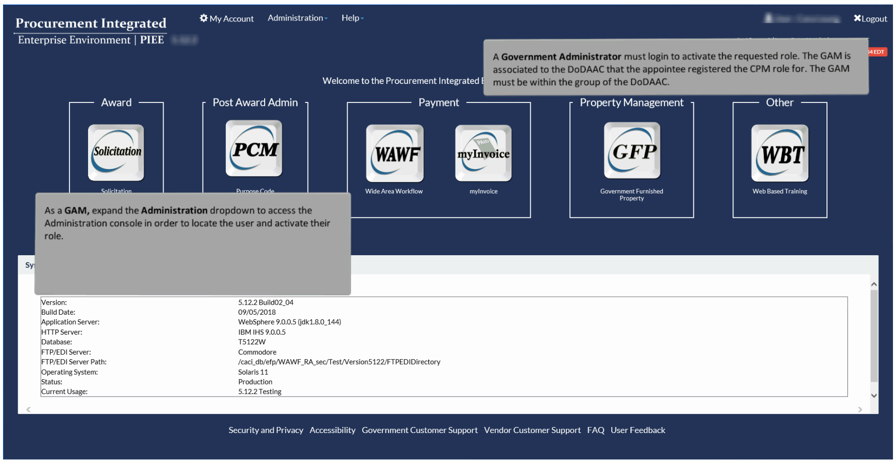
An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request, a Government Administrator (GAM) must activate your requested role.

Step 57



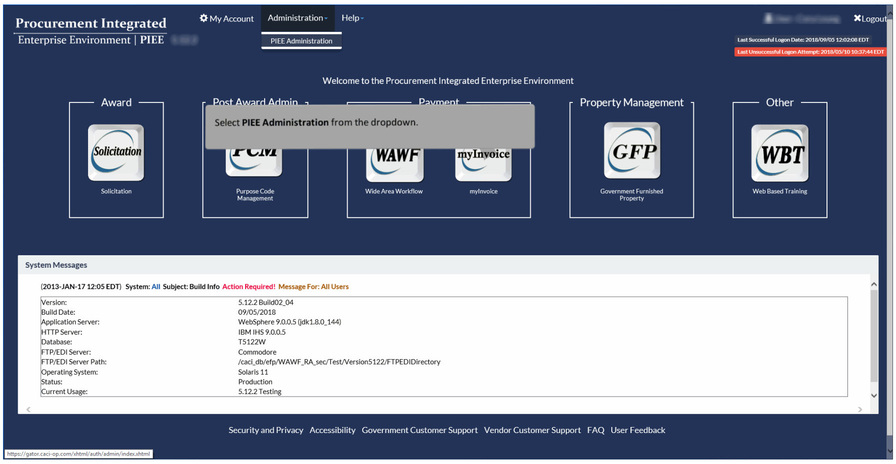
The GAM activates the CPM role in PIEE.

Step 58



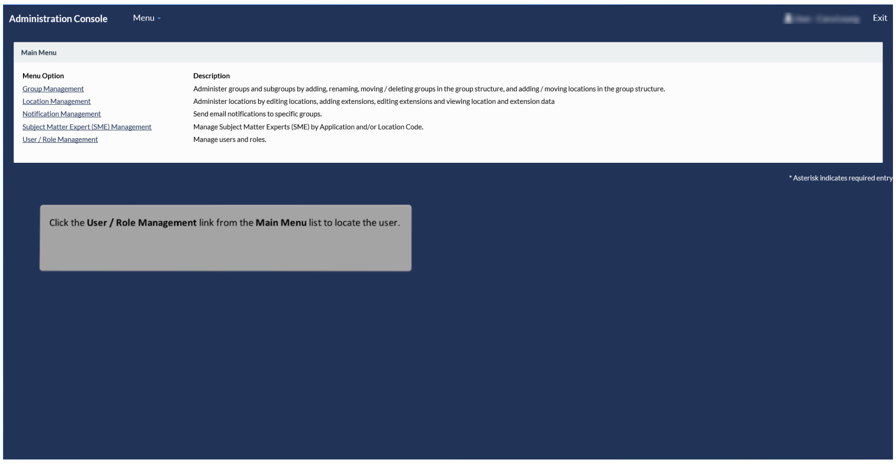
A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the CPM role for. The GAM must be within the group of the DoDAAC. As a GAM, expand the Administration dropdown to access the Administration console in order to locate the user and activate their role.

Step 59



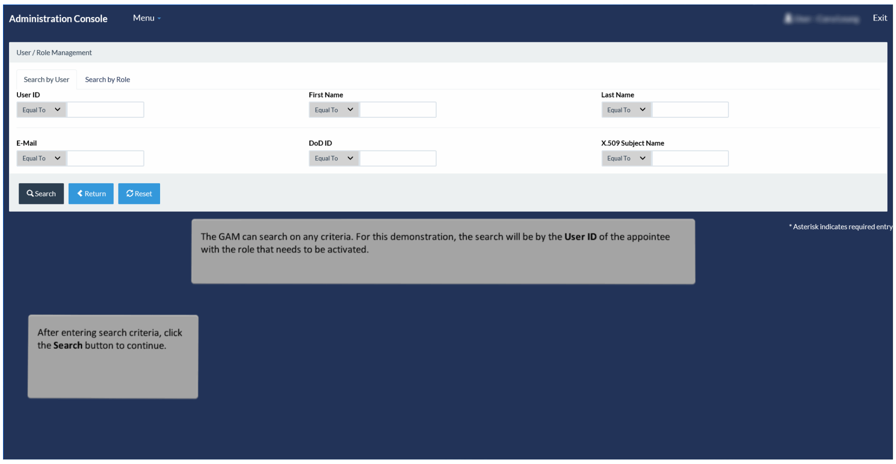
Select PIEE Administration from the dropdown.

Step 60



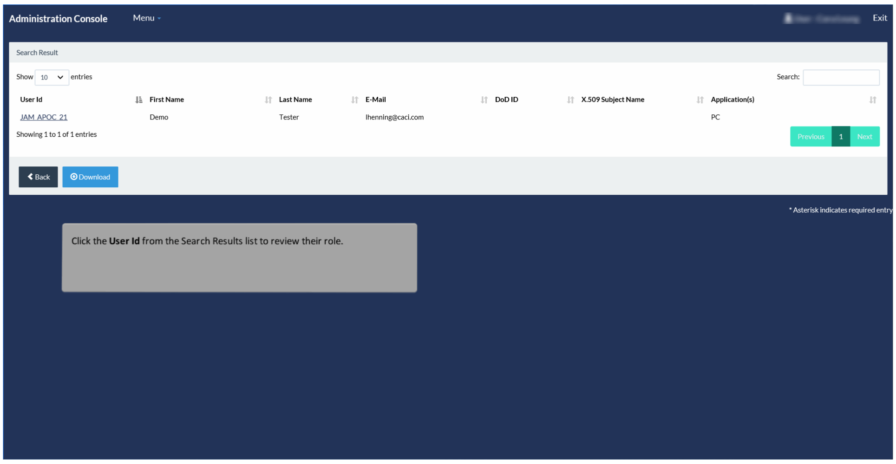
Click the User / Role Management link from the Main Menu list to locate the user.

Step 61



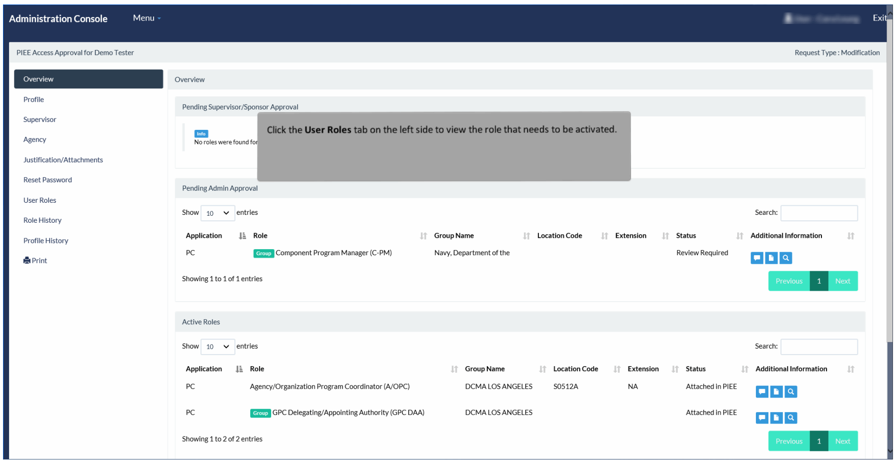
The GAM can search on any criteria. For this demonstration, the search will be by the User ID of the appointee with the role that needs to be activated. After entering search criteria, click the Search button to continue.

Step 62



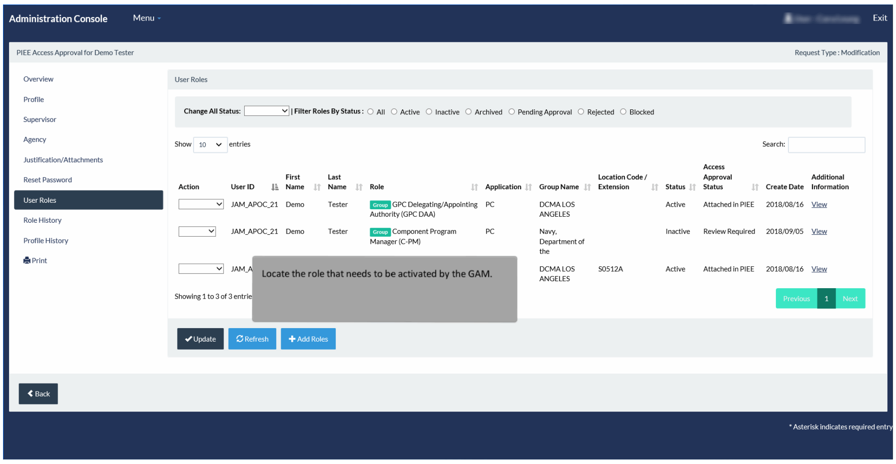
Click the User Id from the Search Results list to review their role.

Step 63



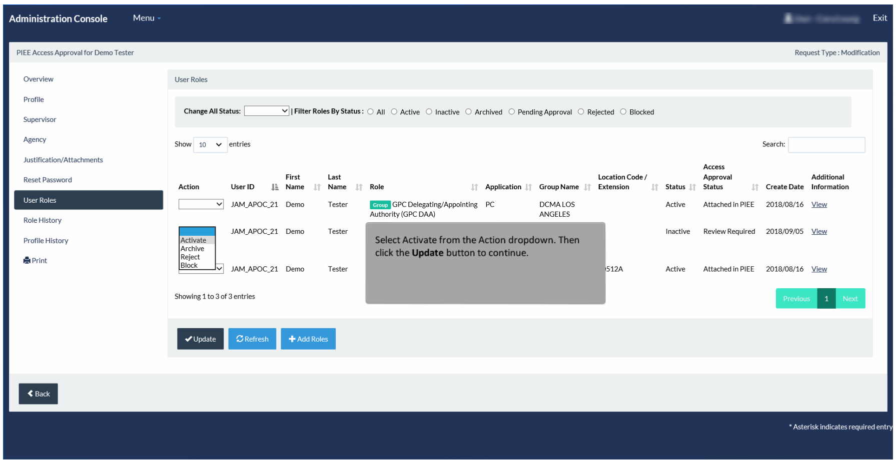
Click the User Roles tab on the left side to view the role that needs to be activated.

Step 64



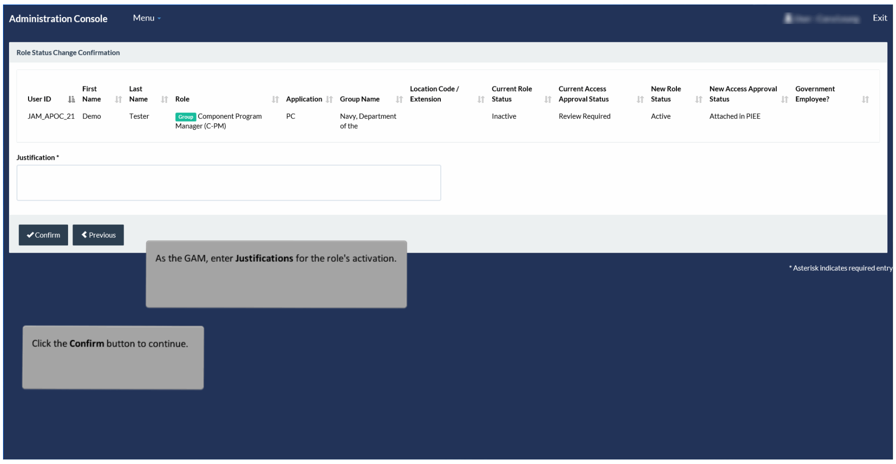
Locate the role that needs to be activated by the GAM.

Step 65



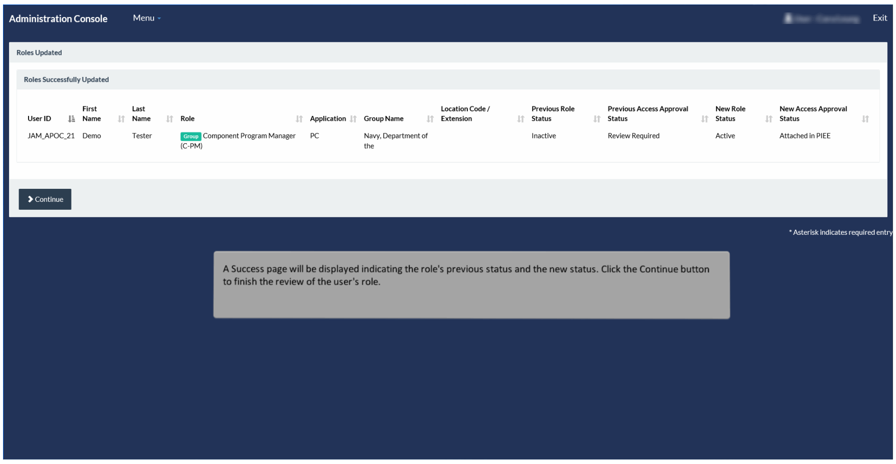
Select Activate from the Action dropdown. Then click the Update button to continue.

Step 66



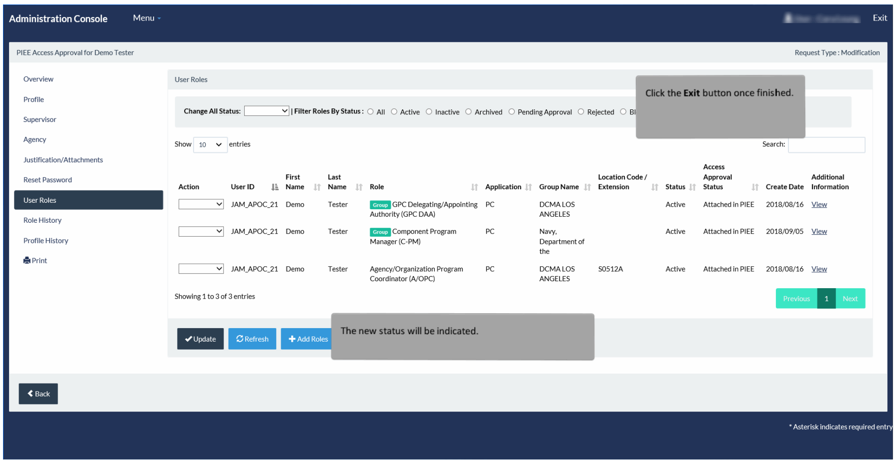
As the GAM, enter Justifications for the role's activation. Click the Confirm button to continue.

Step 67



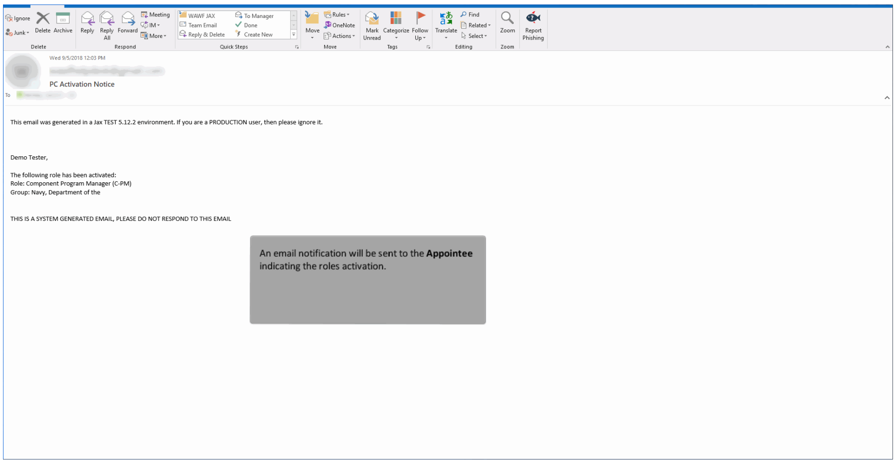
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role.

Step 68



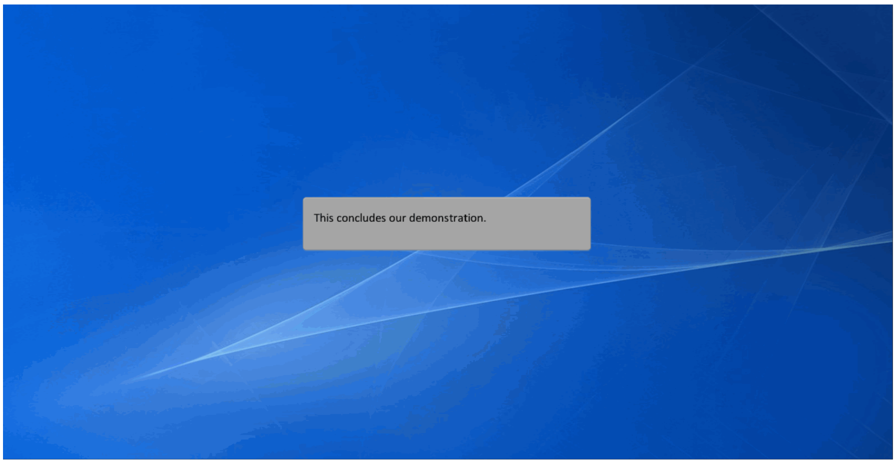
The new status will be indicated. Click the Exit button once finished.

Step 69



An email notification will be sent to the Appointee indicating the roles activation.

End



This concludes our demonstration.