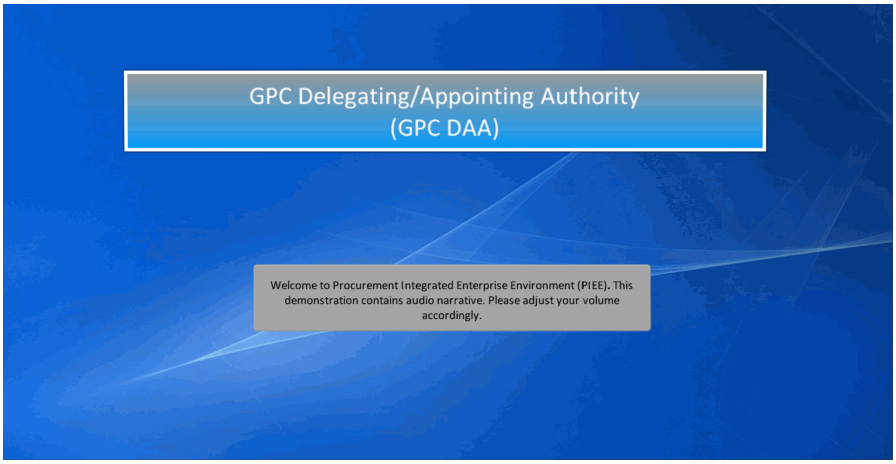
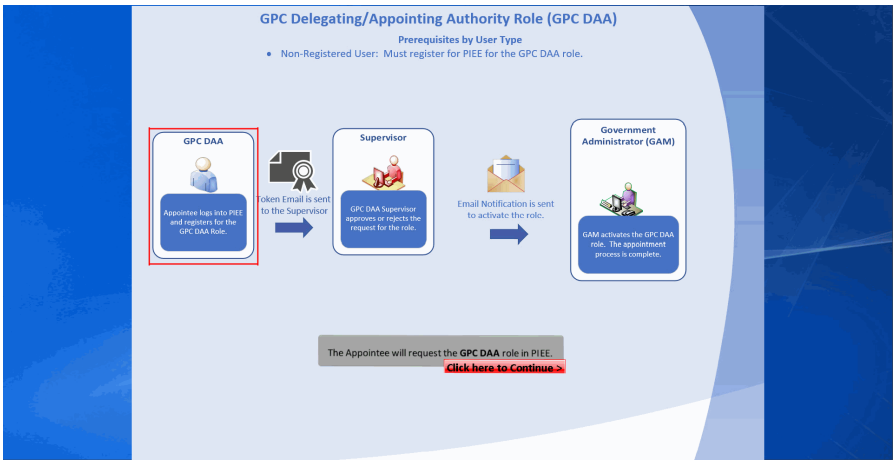
Intro



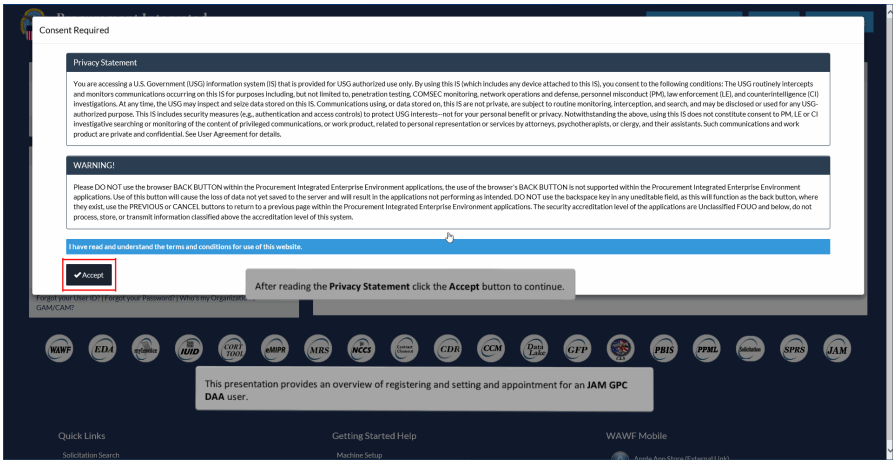
GPC Delegating/Appointing Authority
(GPC DAA)
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



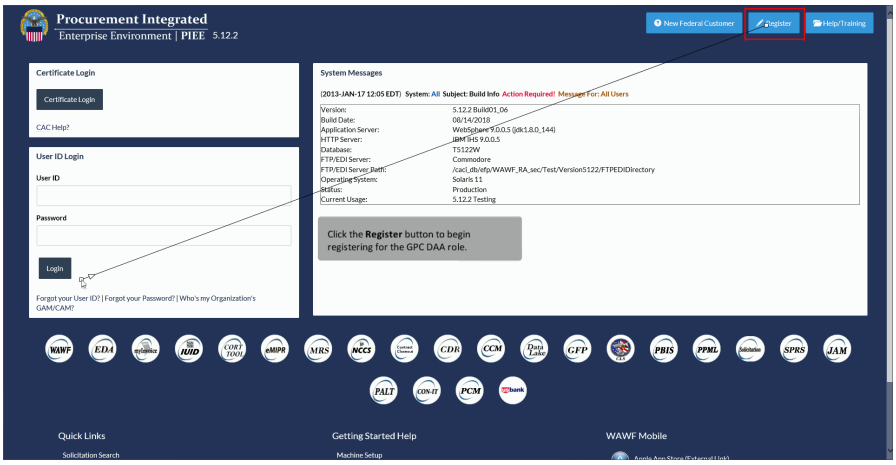
The Appointee will request the GPC DAA role in PIEE.

Step 2



This presentation provides an overview of registering and setting and appointment for an JAM GPC DAA user. After reading the Privacy Statement click the Accept button to continue.

Step 3

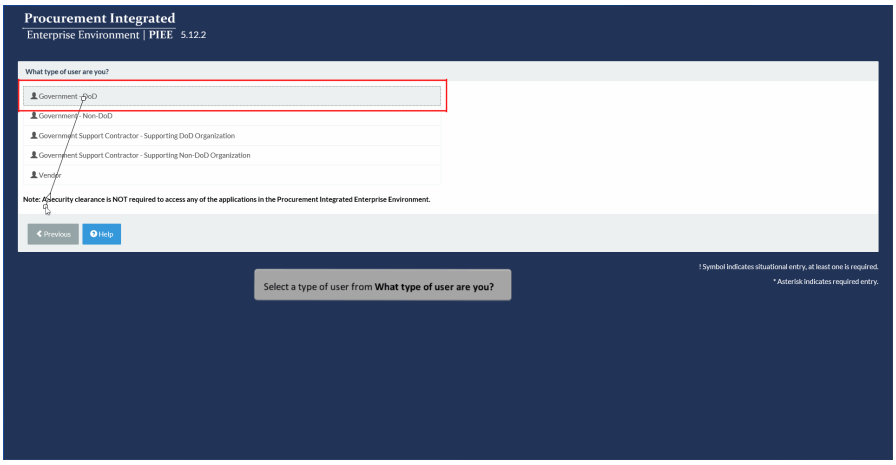


Click the Register button to begin registering for the GPC DAA role.

Step 4

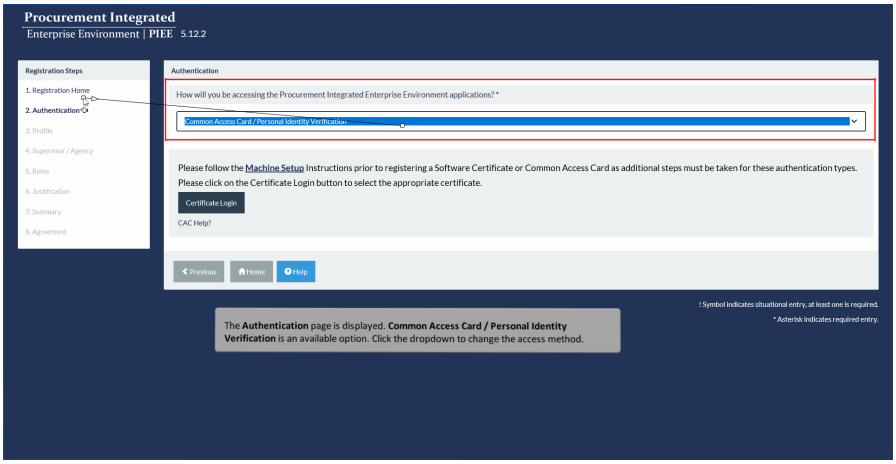
Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.

Step 5



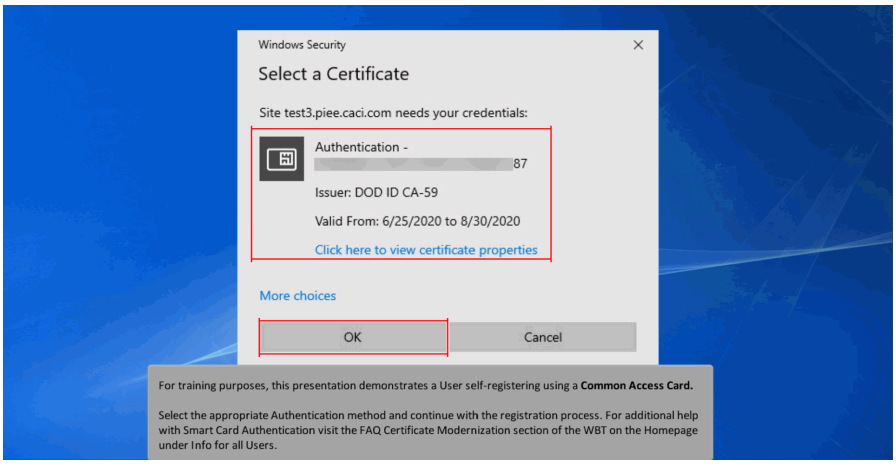
Select a type of user from What type of user are you?

Step 6



The Authentication page is displayed. Common Access Card / Personal Identity Verification is an available option. Click the dropdown to change the access method.

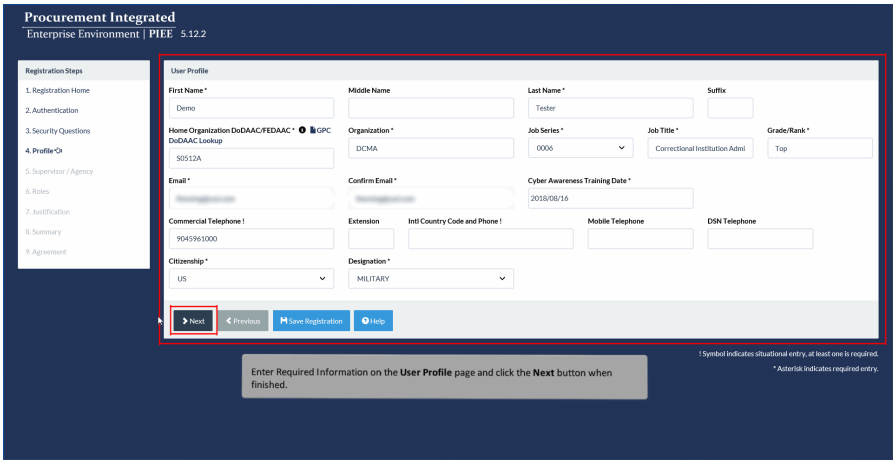
Step 7



For training purposes, this presentation demonstrates a User self-registering using a Common Access Card.

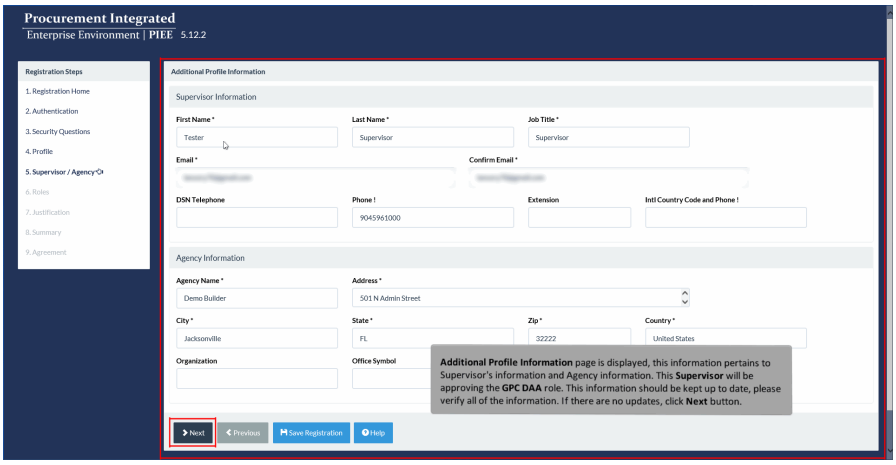
Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 8



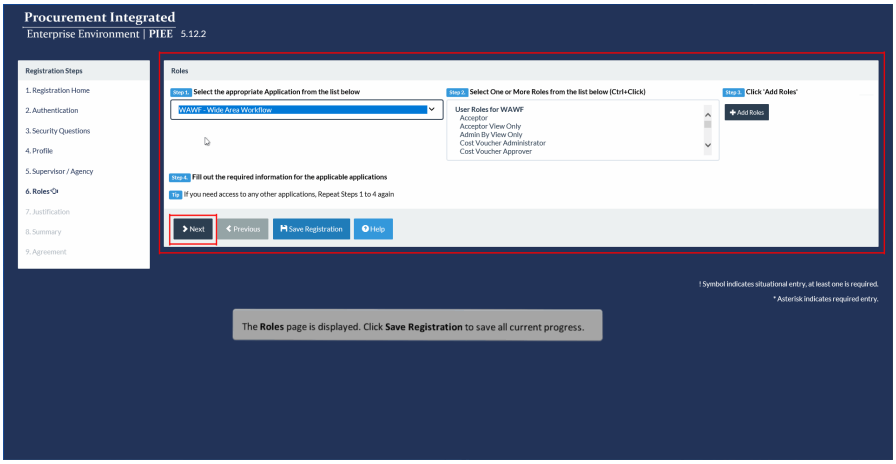
Enter Required Information on the User Profile page and click the Next button when finished.

Step 9



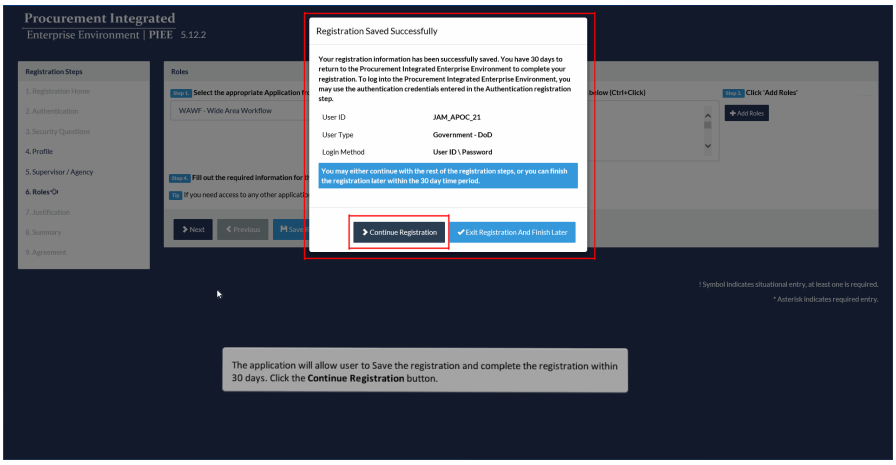
Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the GPC DAA role. This information should be kept up to date, please verify all of the information. If there are no updates, click Next button.

Step 10



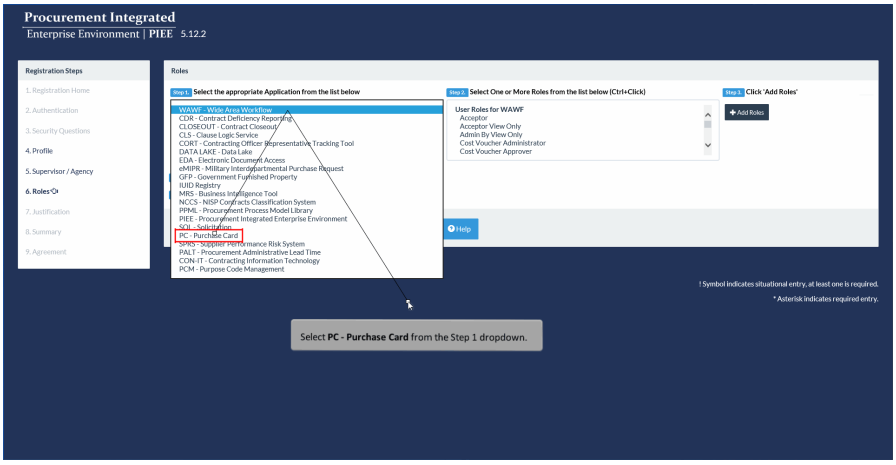
The Roles page is displayed. Click Save Registration to save all current progress.

Step 11



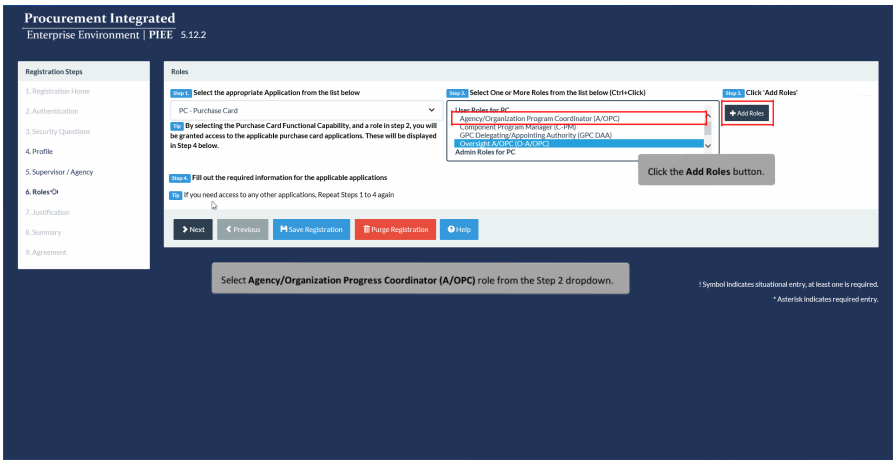
The application will allow user to Save the registration and complete the registration within 30 days. Click the Continue Registration button.

Step 12



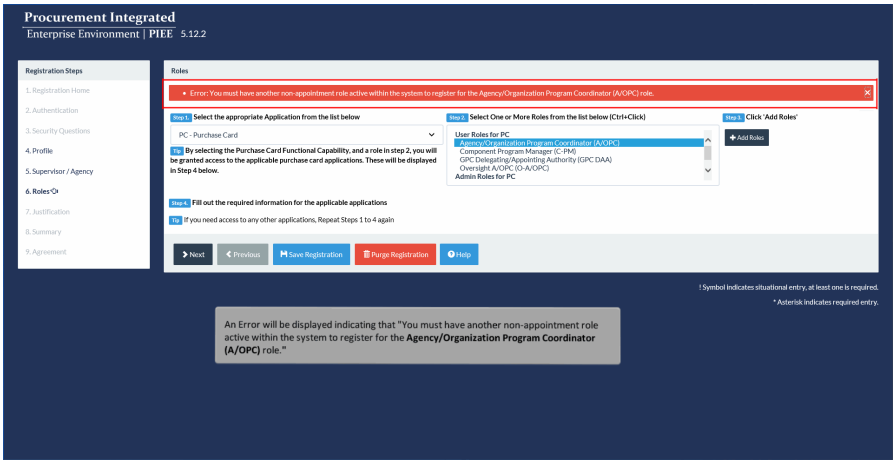
Select PC - Purchase Card from the Step 1 dropdown.

Step 13



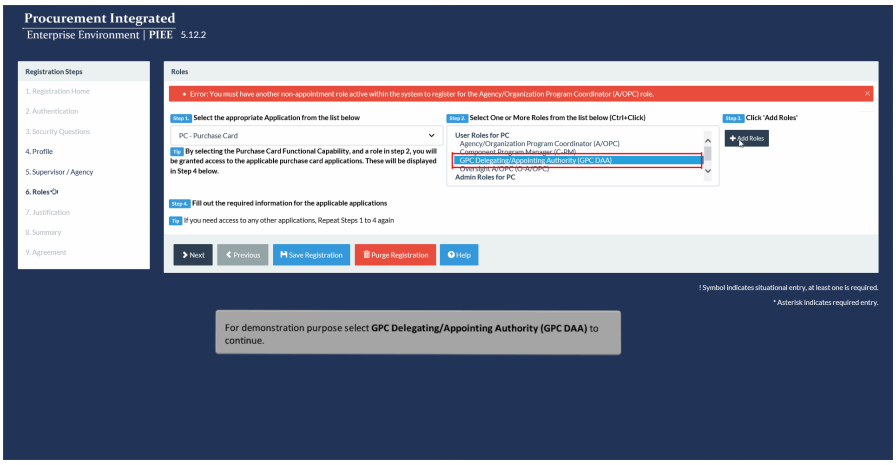
Select Agency/Organization Progress Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 14



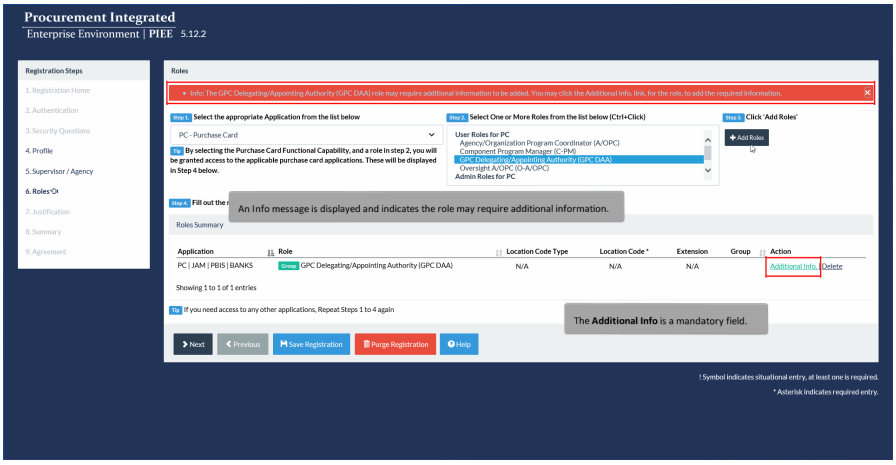
An Error will be displayed indicating that "You must have another non-appointment role active within the system to register for the Agency/Organization Program Coordinator (A/OPC) role."

Step 15



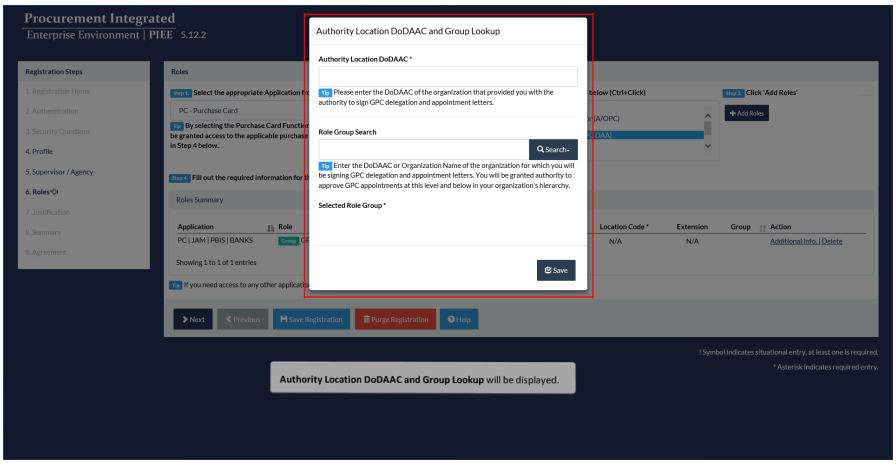
For demonstration purpose select GPC Delegating/Appointing Authority (GPC DAA) to continue.

Step 16



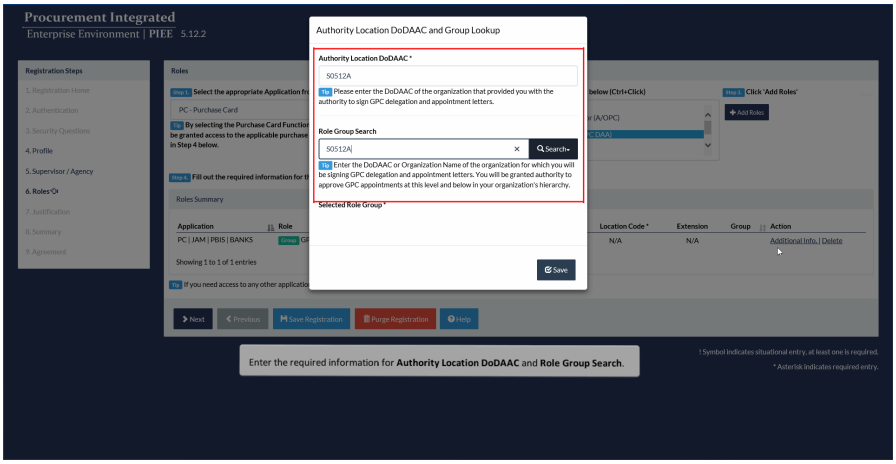
An Info message is displayed and indicates the role may require additional information. The Additional Info is a mandatory field.

Step 17



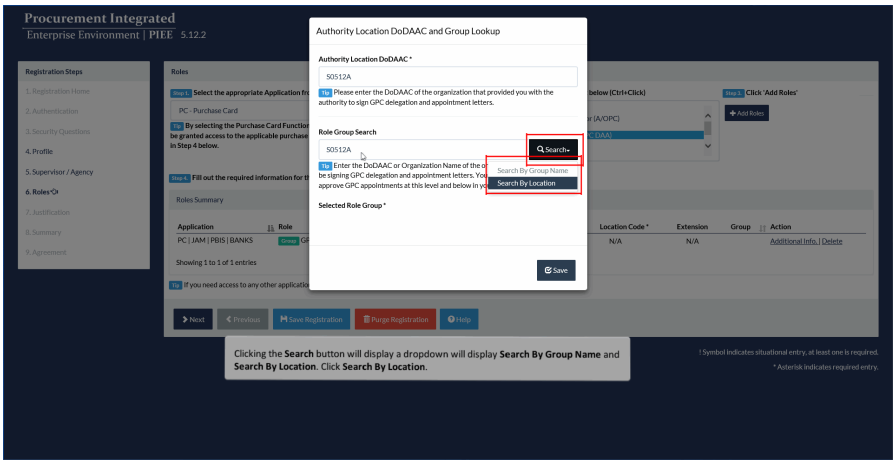
Authority Location DoDAAC and Group Lookup will be displayed.

Step 18



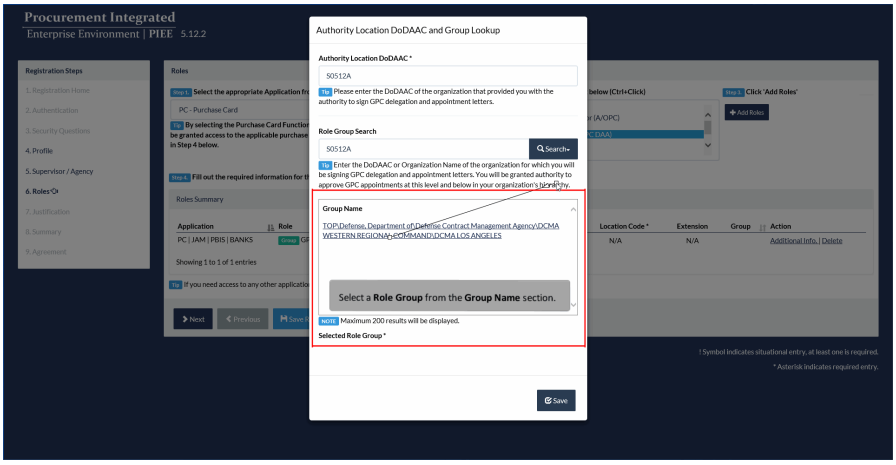
Enter the required information for Authority Location DoDAAC and Role Group Search.

Step 19



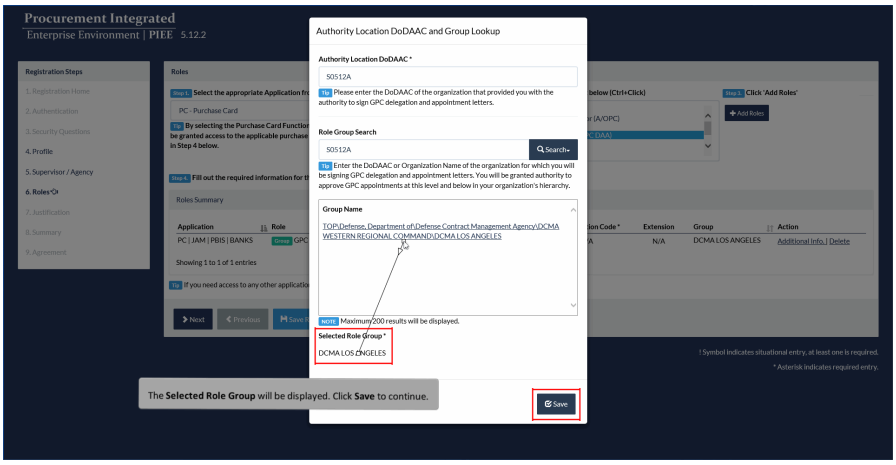
Clicking the Search button will display a dropdown will display Search By Group Name and Search By Location. Click Search By Location.

Step 20



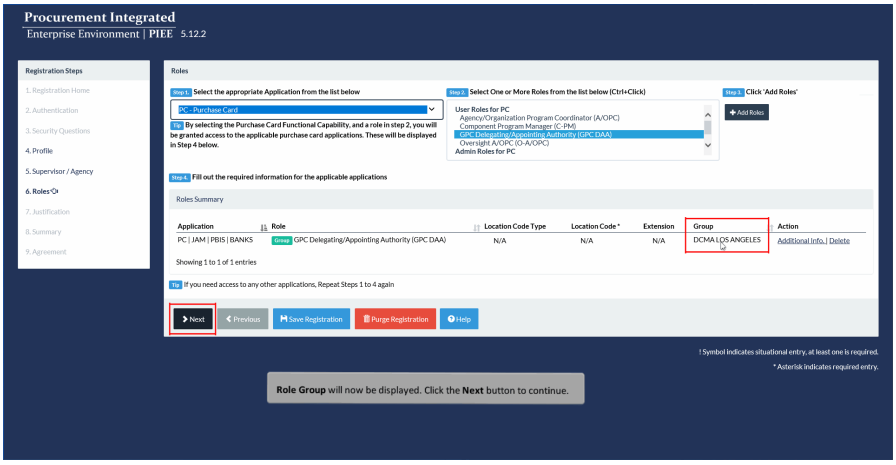
Select a Role Group from the Group Name section.

Step 21



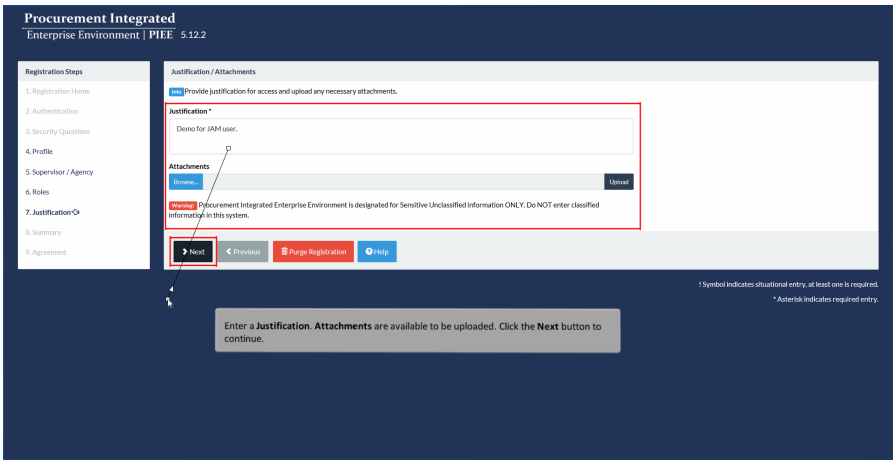
The Selected Role Group will be displayed. Click Save to continue.

Step 22



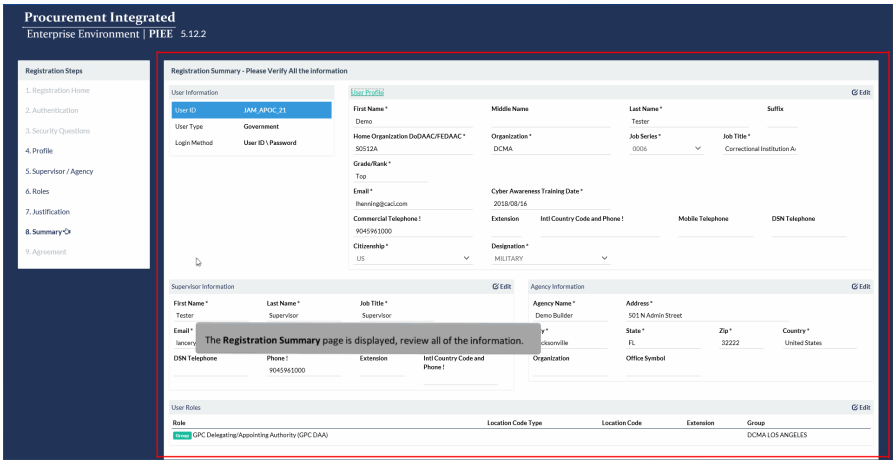
Role Group will now be displayed. Click the Next button to continue.

Step 23



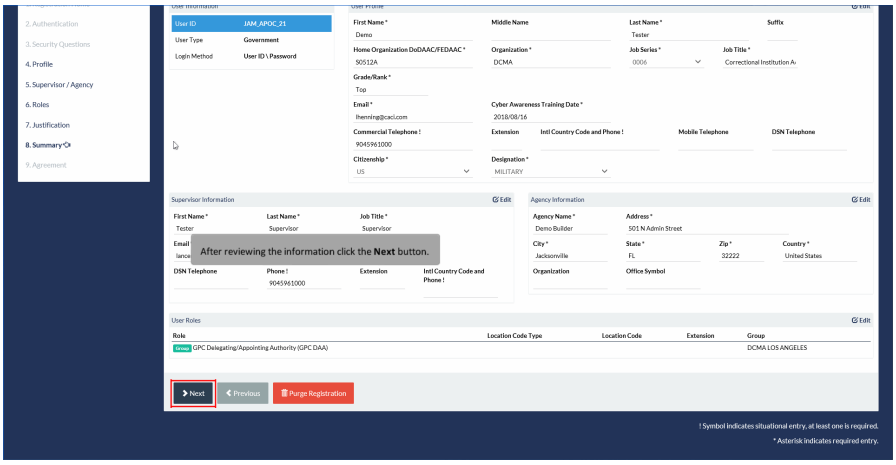
Enter a Justification. Attachments are available to be uploaded. Click the Next button to continue.

Step 24



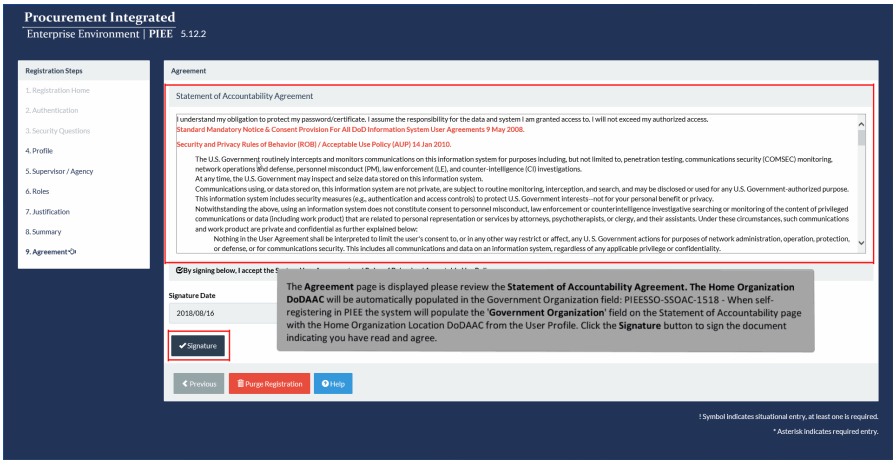
The Registration Summary page is displayed, review all of the information.

Step 25



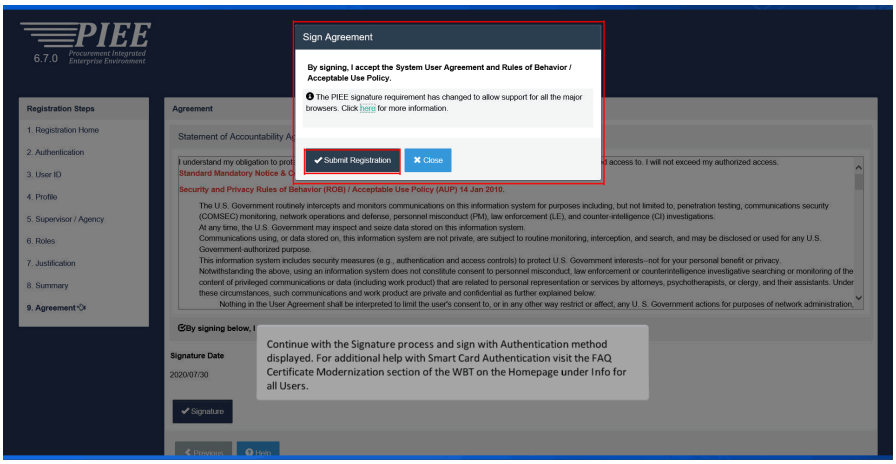
After reviewing the information click the Next button.

Step 26



The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile. Click the Signature button to sign the document indicating you have read and agree.

Step 27



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.

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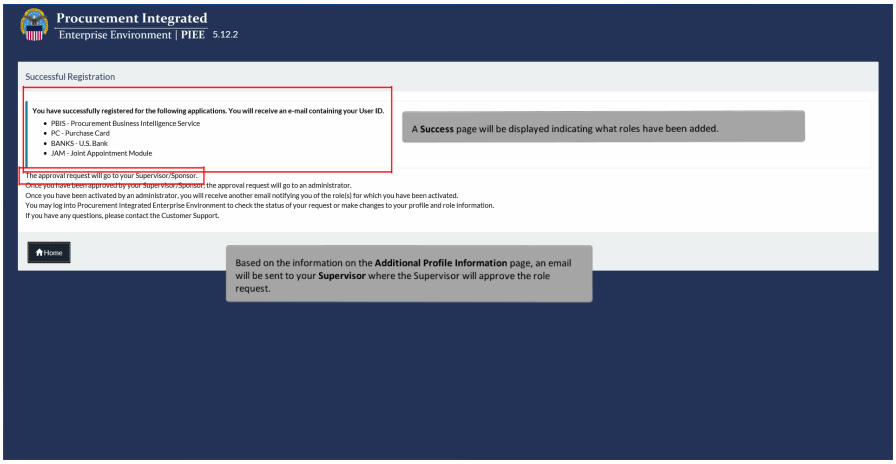
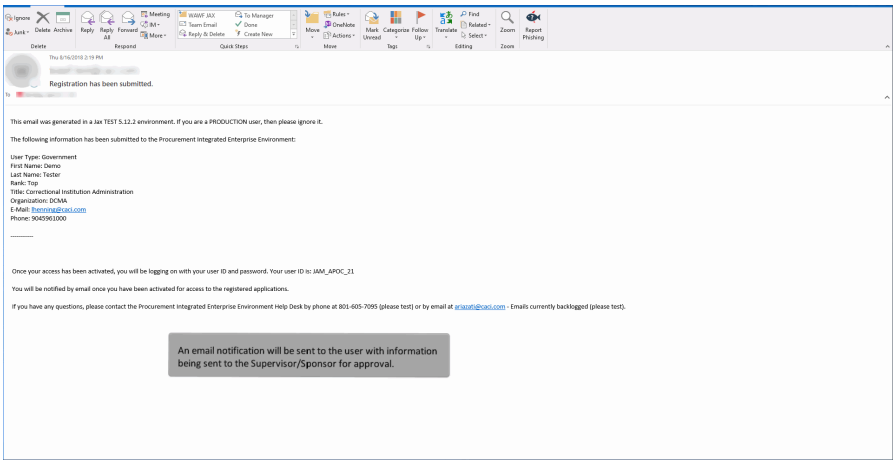
www.demo-builder.com

Step 28



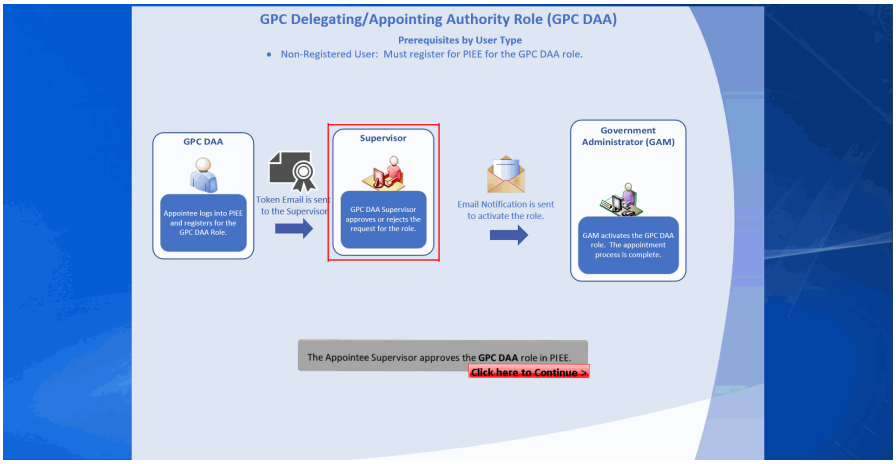
A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.

Step 29



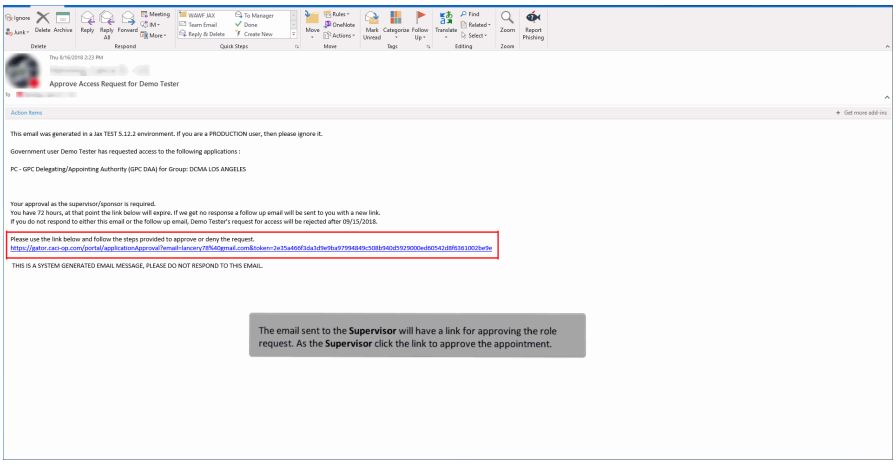
An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval.

Step 30



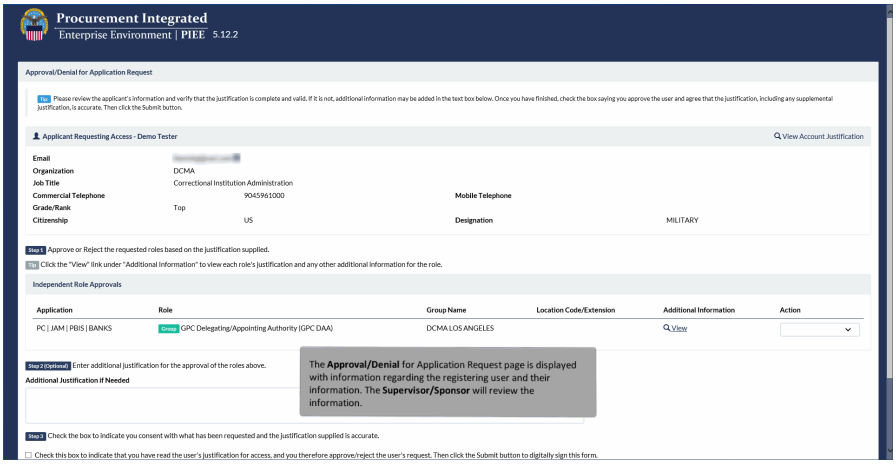
The Appointee Supervisor approves the GPC DAA role in PIEE.

Step 31



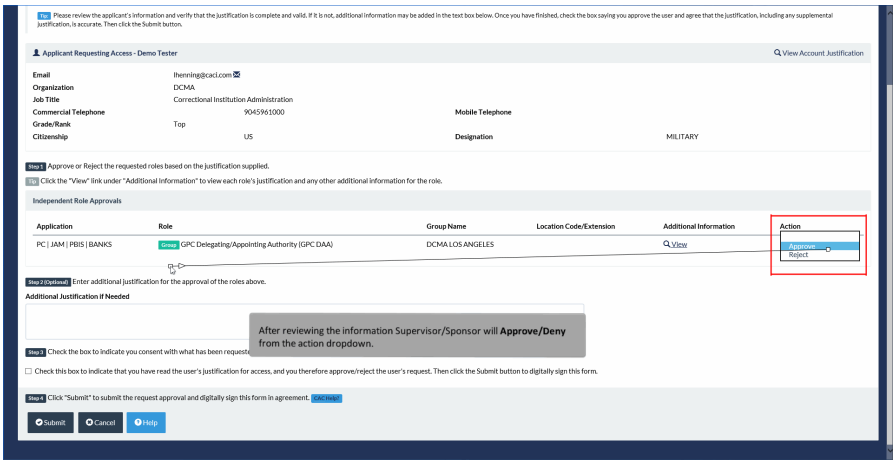
The email sent to the Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.

Step 32



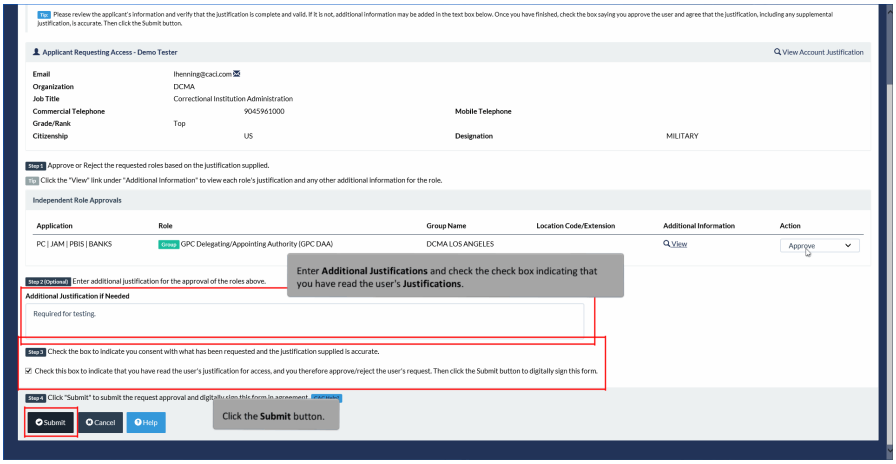
The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.

Step 33



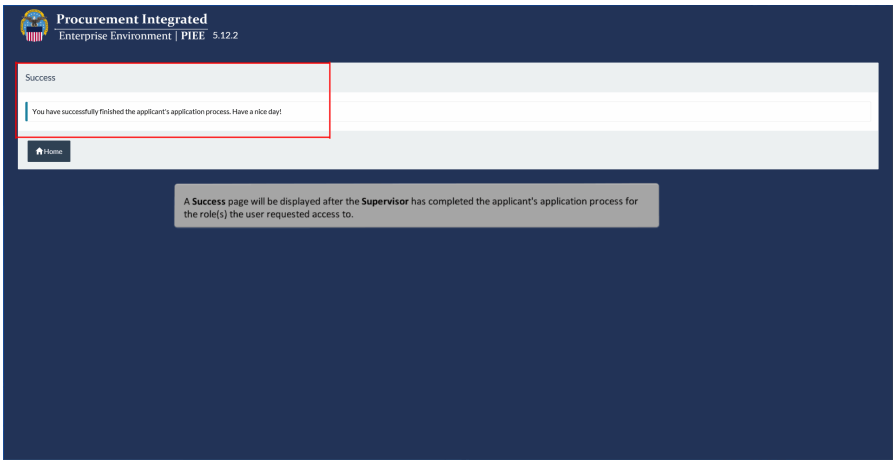
After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown.

Step 34



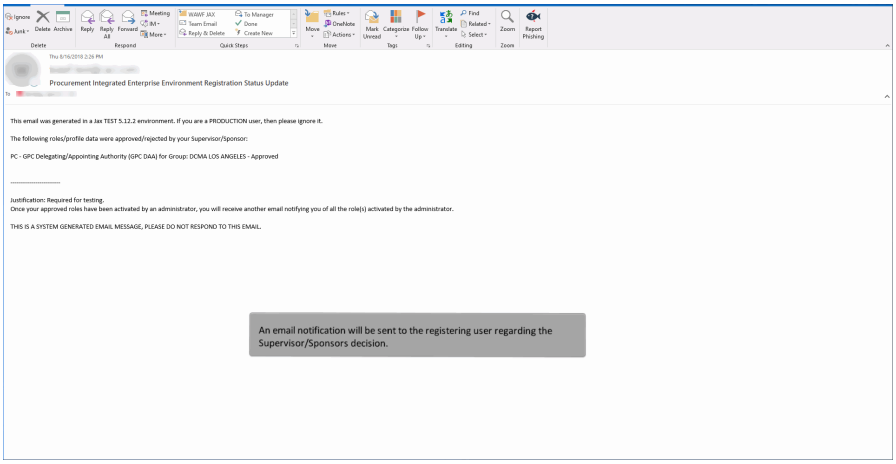
Enter Additional Justifications and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Step 35



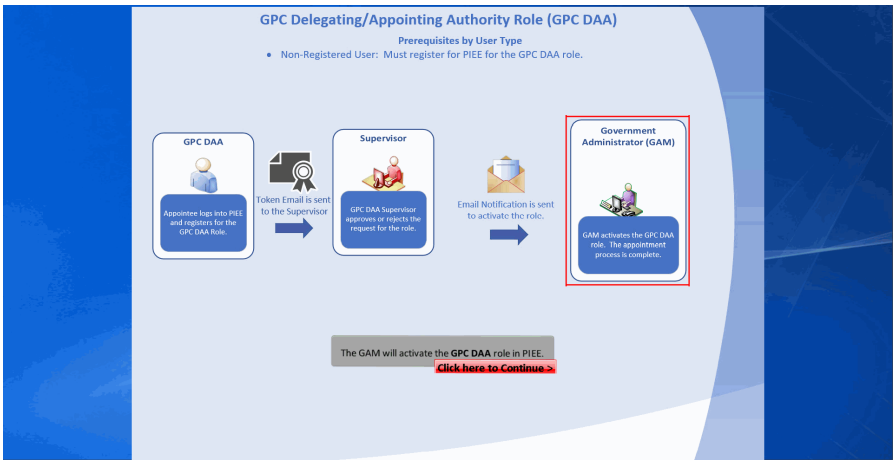
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.

Step 36



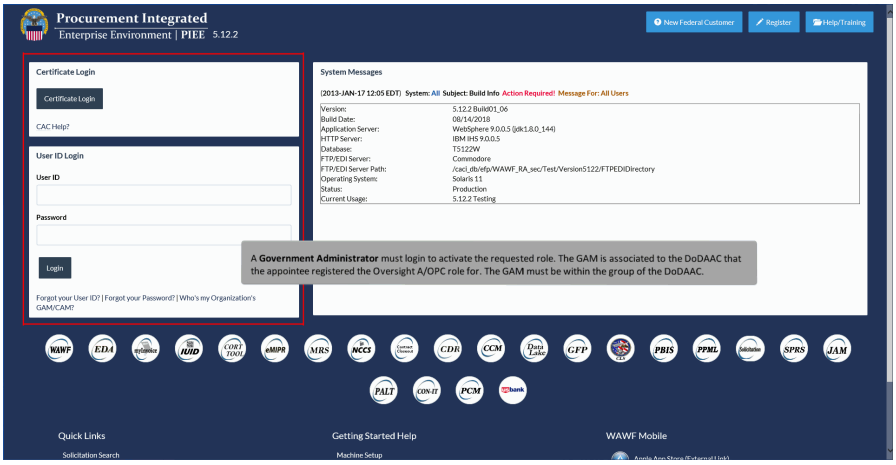
An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision.

Step 37



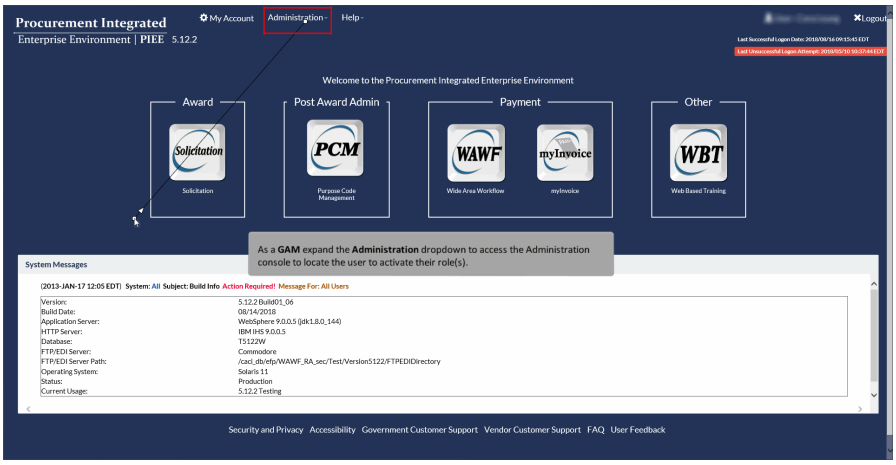
The GAM will activate the GPC DAA role in PIEE.

Step 38



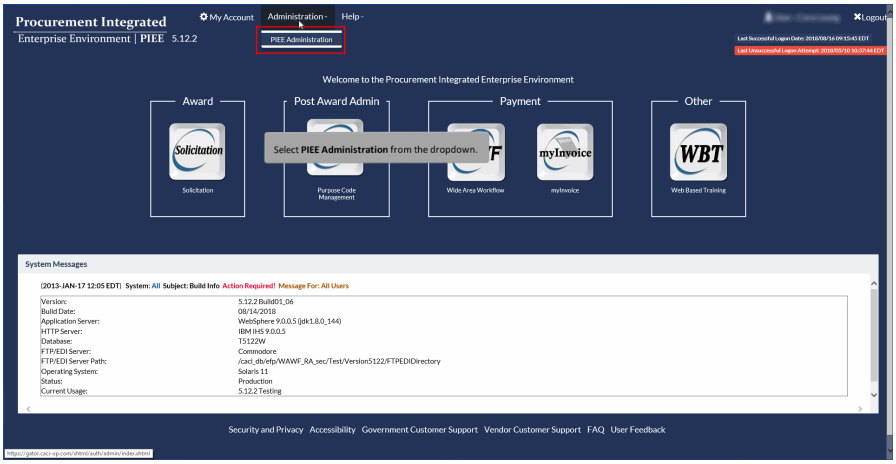
A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC.

Step 39



As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role(s).

Step 40

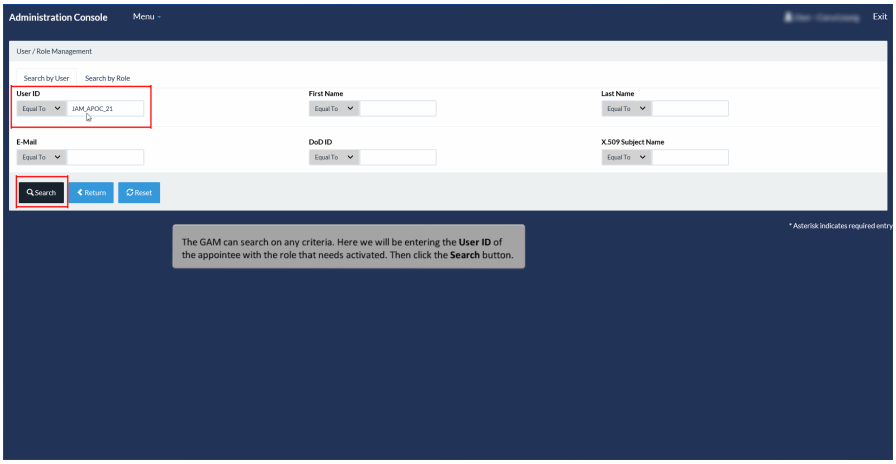


Select PIEE Administration from the dropdown.

Step 41

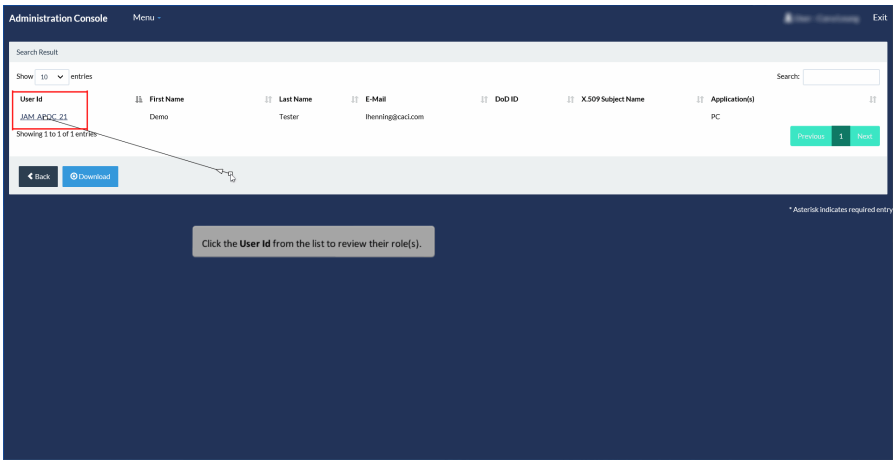
Click the User / Role Management link from the Main Menu list to locate the user.

Step 42



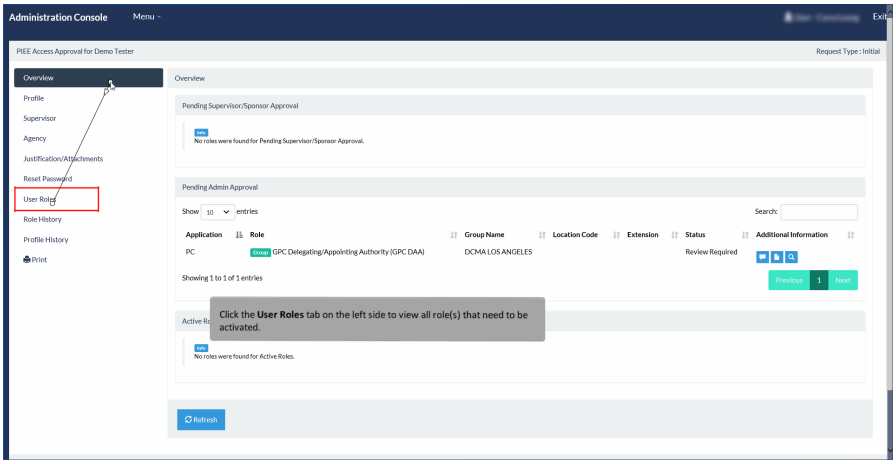
The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated. Then click the Search button.

Step 43



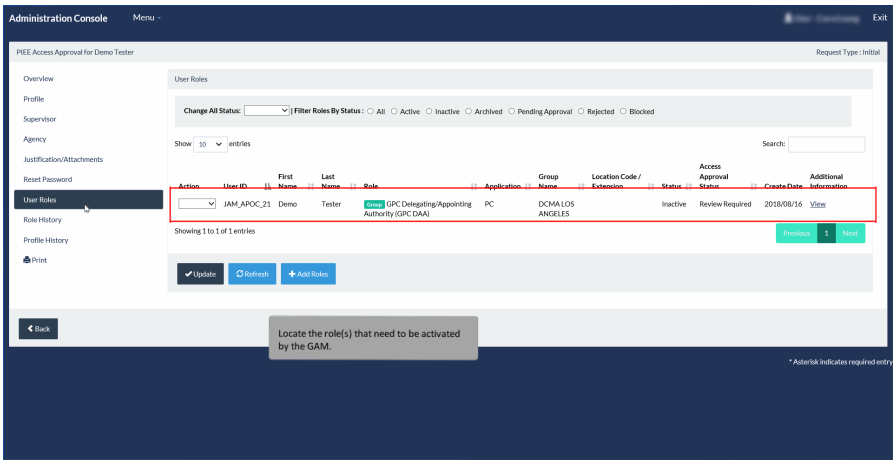
Click the User Id from the list to review their role(s).

Step 44



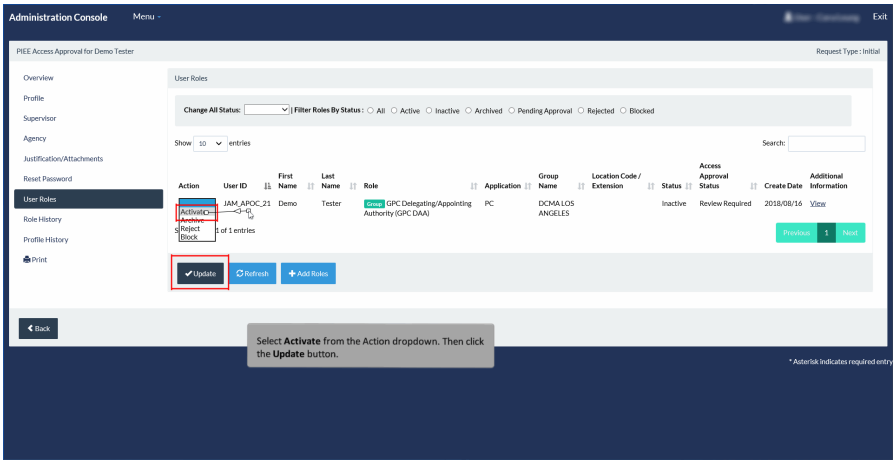
Click the User Roles tab on the left side to view all role(s) that need to be activated.

Step 45



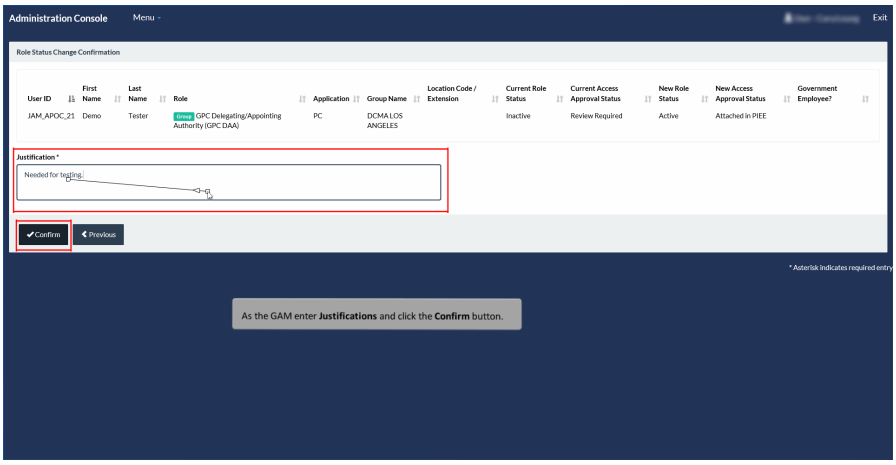
Locate the role(s) that need to be activated by the GAM.

Step 46



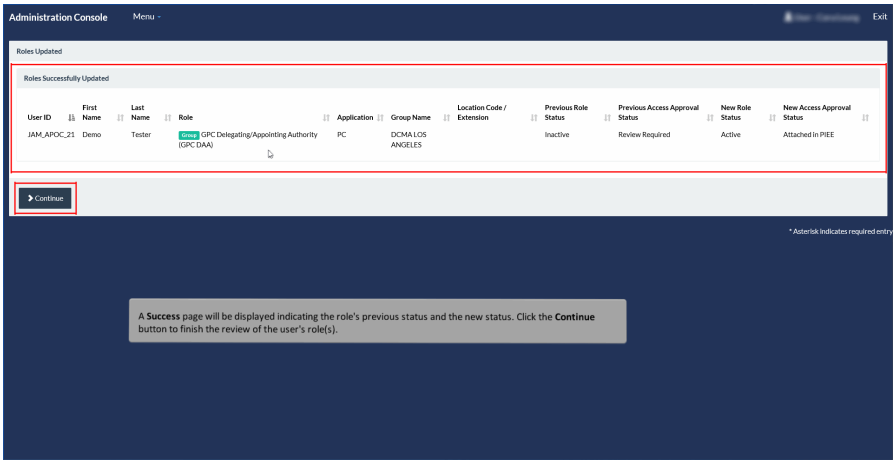
Select Activate from the Action dropdown. Then click the Update button.

Step 47



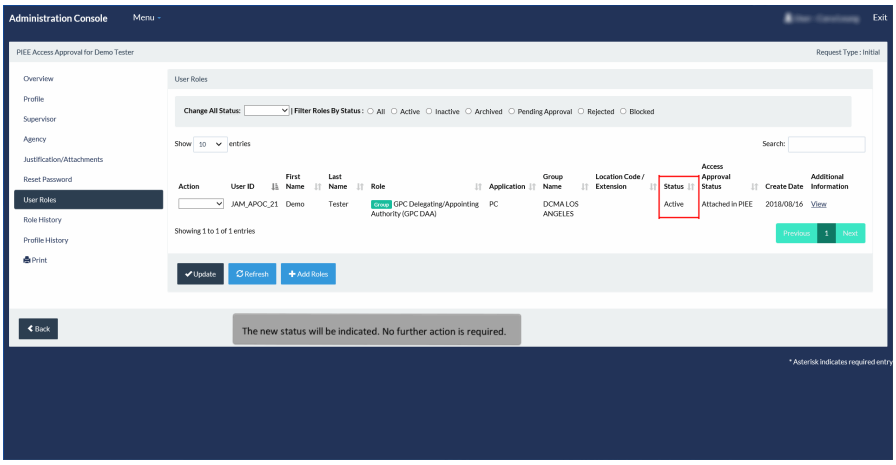
As the GAM enter Justifications and click the Confirm button.

Step 48



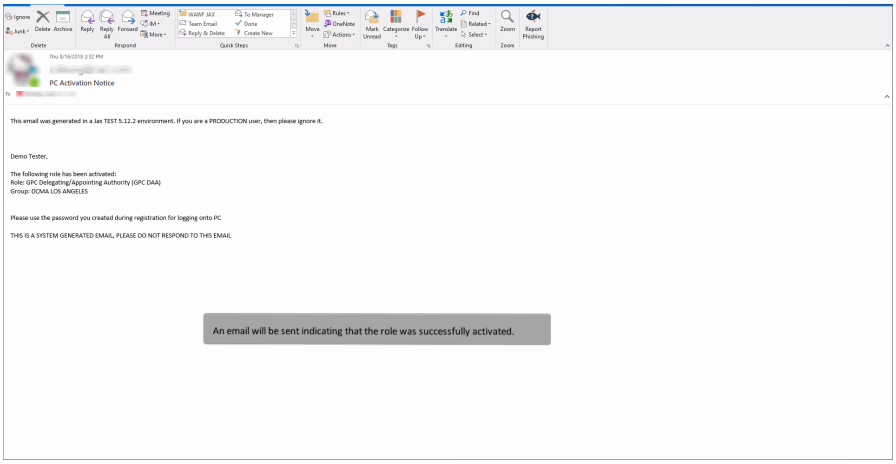
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role(s).

Step 49



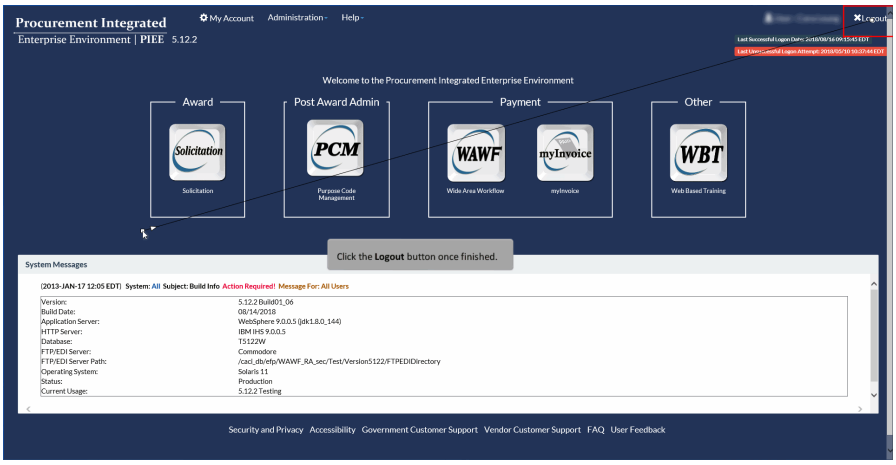
The new status will be indicated. No further action is required.

Step 50



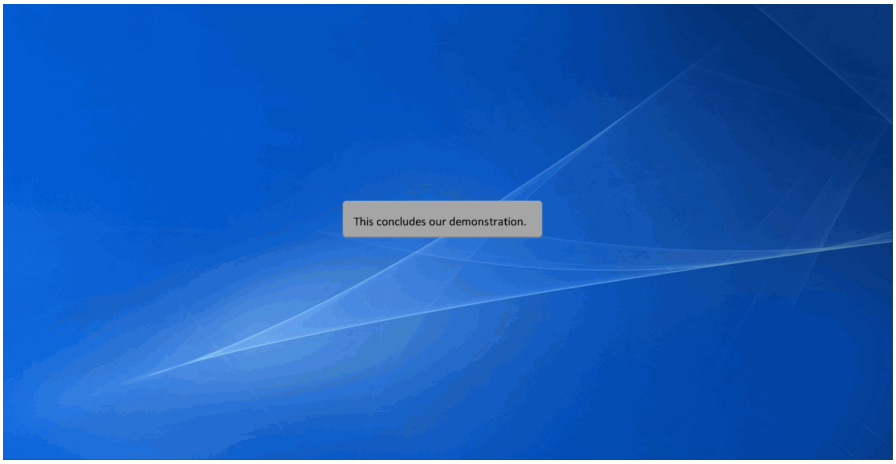
An email will be sent indicating that the role was successfully activated.

Step 51



Click the Logout button once finished.

End



This concludes our demonstration.