

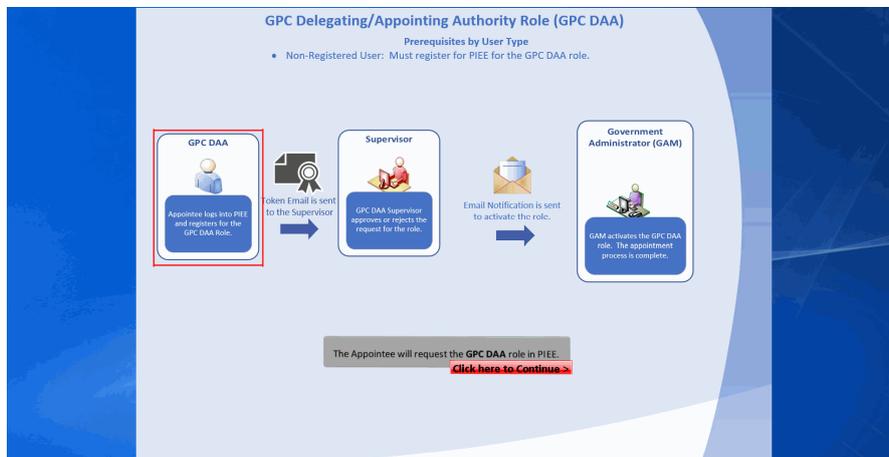
Intro



GPC Delegating/Appointing Authority (GPC DAA)

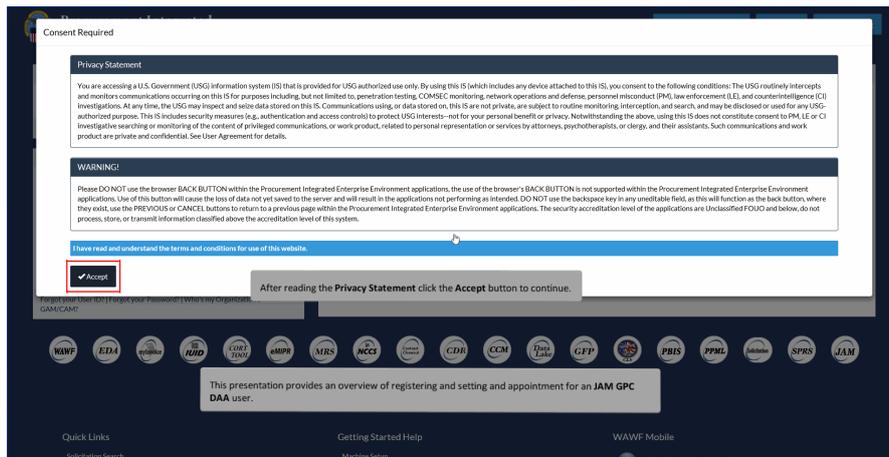
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



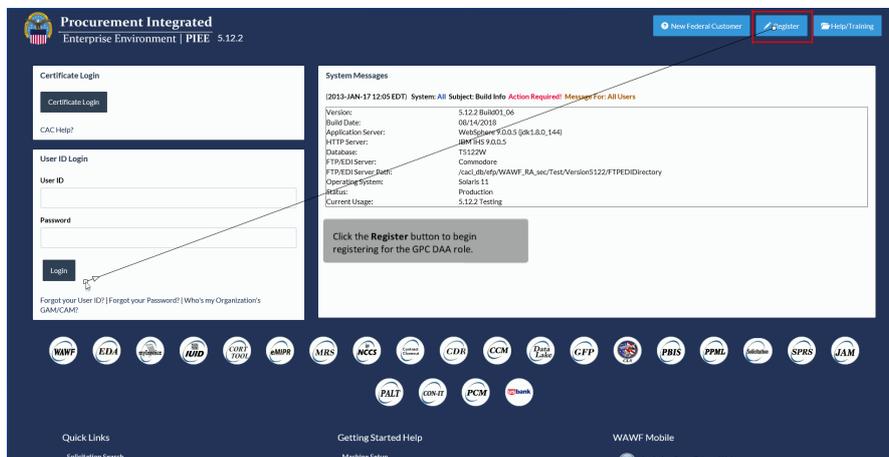
The Appointee will request the GPC DAA role in PIEE.

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



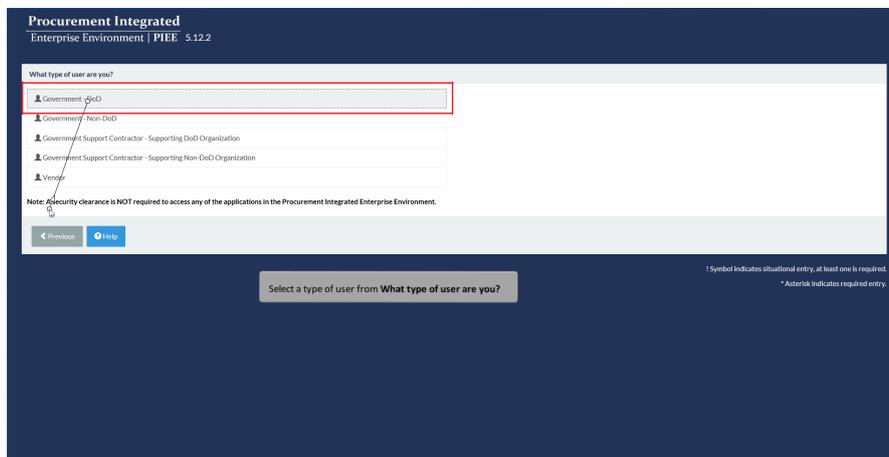
Click the Register button to begin registering for the GPC DAA role.

Step 4



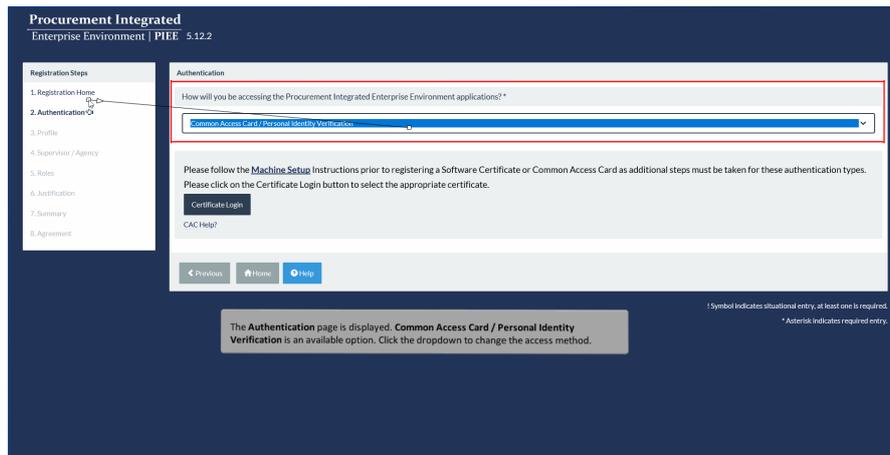
Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.

Step 5



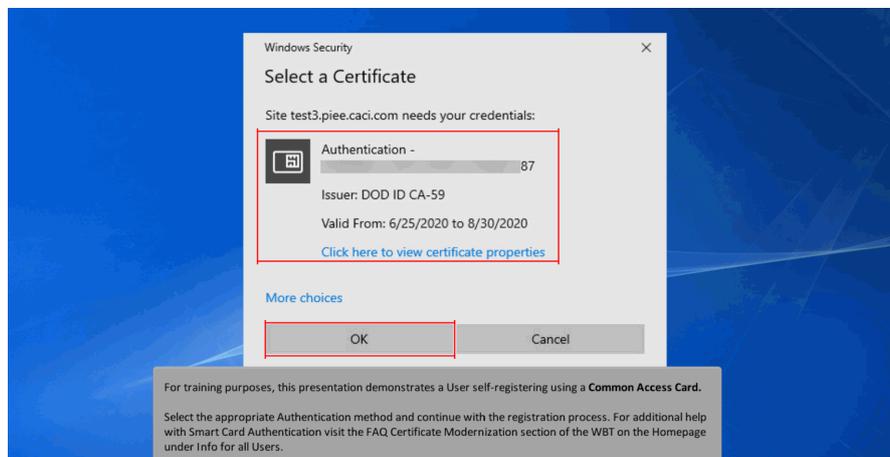
Select a type of user from What type of user are you?

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

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Enterprise Environment | P/IEE 5.12.2

**Registration Steps**

1. Registration Home
2. Authentication
3. Security Questions
4. Profile **◀**
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

**User Profile**

First Name \* Demo Middle Name Last Name \* Tester Suffix

Home Organization DoDAAC/FEDAAC \* **GPC** Organization \* DICMA Job Series \* 0006 Job Title \* Connectional Institution Admi Grade/Rank \* Top

DoDAAC Lookup 50512A

Email \* Confirm Email \* Cyber Awareness Training Date \* 2018/08/16

Commercial Telephone 1 9045961000 Extension Intl Country Code and Phone 1 Mobile Telephone DSN Telephone

Citizenship \* US Designation \* MILITARY

**Next** Previous Save Registration Help

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

! Symbol indicates situational entry, at least one is required. \* Asterisk indicates required entry.

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

Step 9

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**Registration Steps**

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency **◀**
6. Roles
7. Justification
8. Summary
9. Agreement

**Additional Profile Information**

**Supervisor Information**

First Name \* Tester Last Name \* Supervisor Job Title \* Supervisor

Email \* Confirm Email \*

DSN Telephone Phone 1 9045961000 Extension Intl Country Code and Phone 1

**Agency Information**

Agency Name \* Demo Builder Address \* 501 N Admin Street

City \* Jacksonville State \* FL Zip \* 32222 Country \* United States

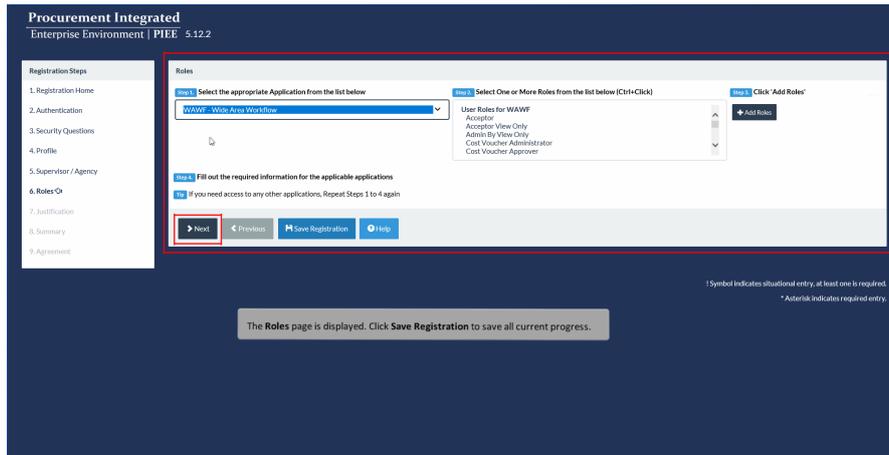
Organization Office Symbol

**Next** Previous Save Registration Help

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.

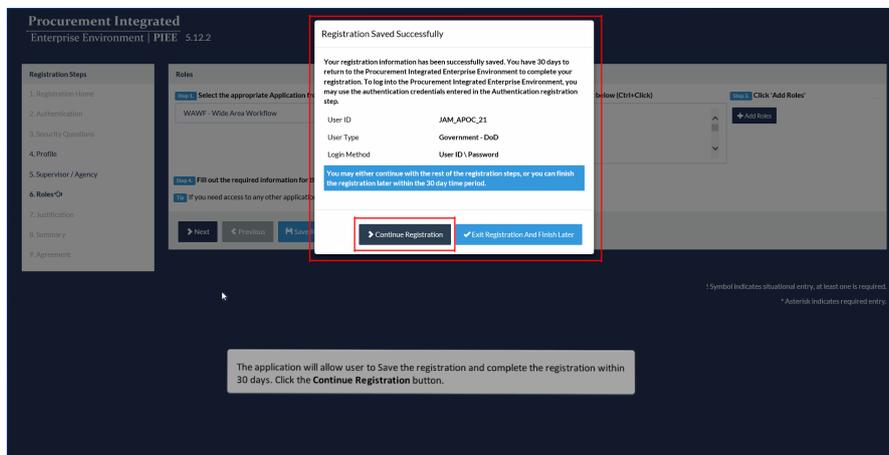
Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the GPC DAA role. This information should be kept up to date, please verify all of the information. If there are no updates, click Next button.

Step 10



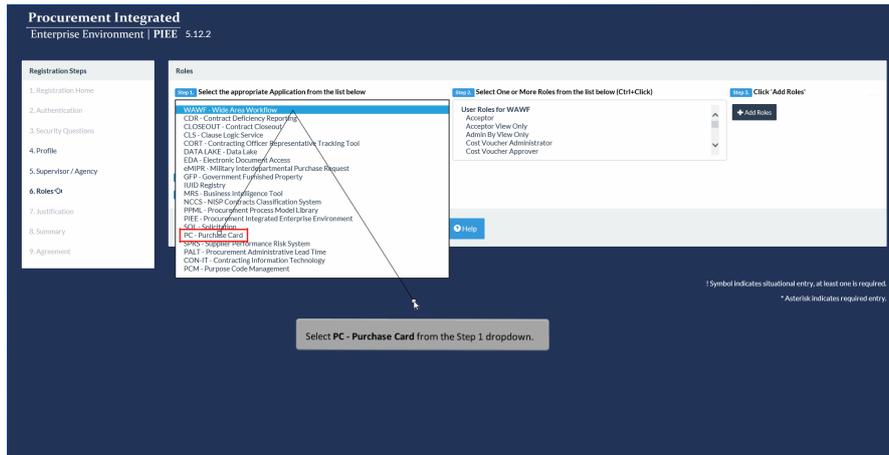
The Roles page is displayed. Click Save Registration to save all current progress.

Step 11



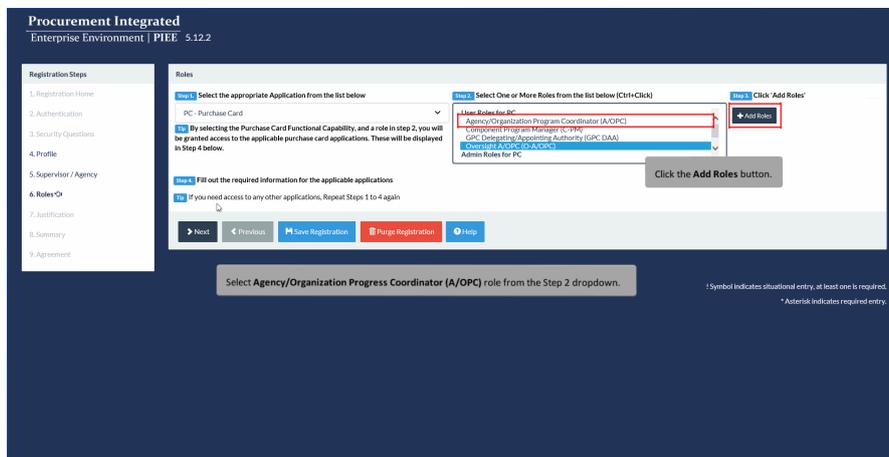
The application will allow user to Save the registration and complete the registration within 30 days. Click the Continue Registration button.

Step 12



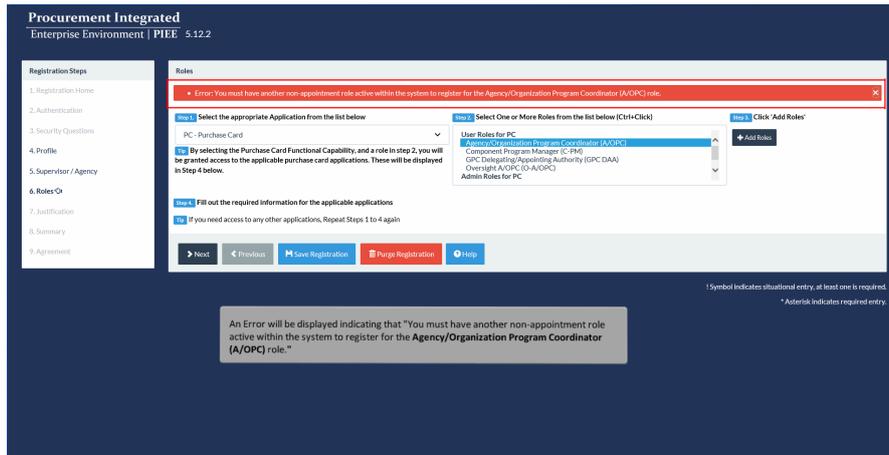
Select PC - Purchase Card from the Step 1 dropdown.

Step 13



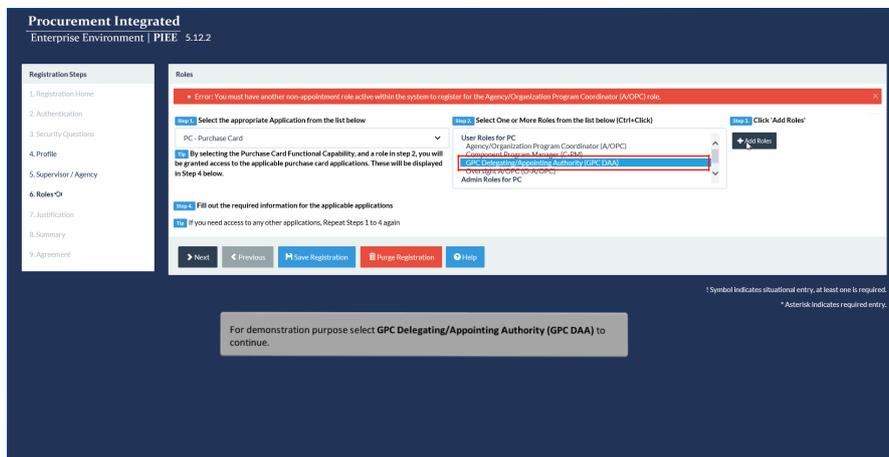
Select Agency/Organization Progress Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 14



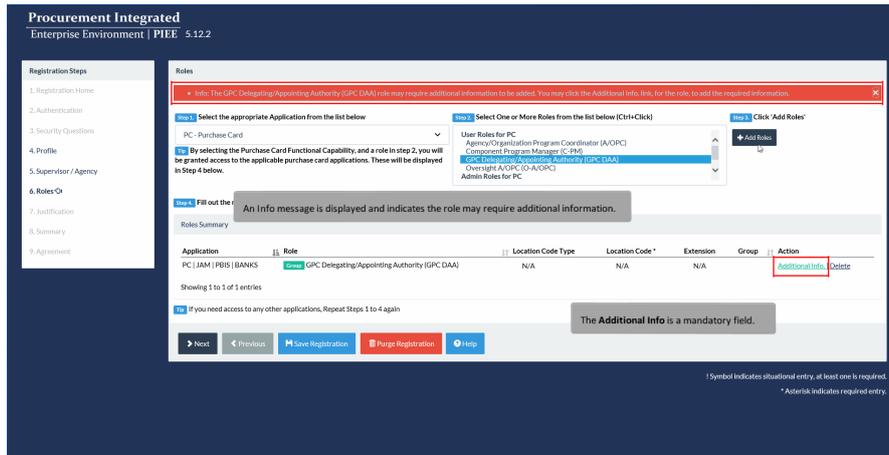
An Error will be displayed indicating that "You must have another non-appointment role active within the system to register for the Agency/Organization Program Coordinator (A/OPC) role."

Step 15



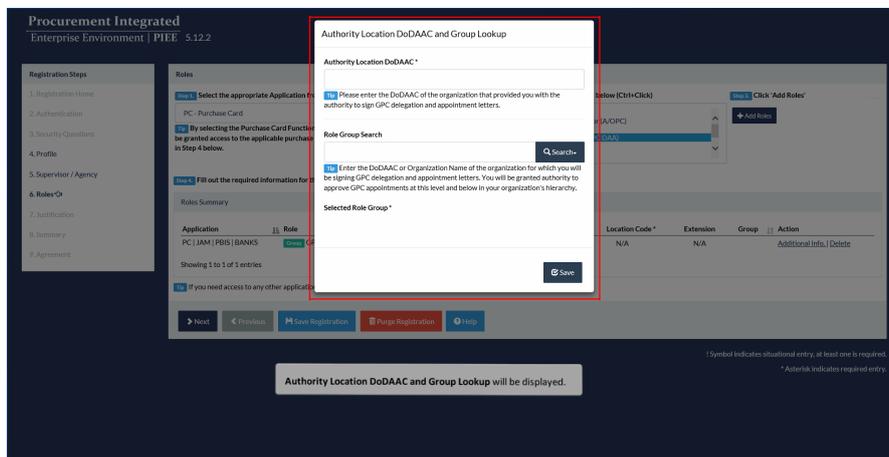
For demonstration purpose select GPC Delegating/Appointing Authority (GPC DAA) to continue.

Step 16



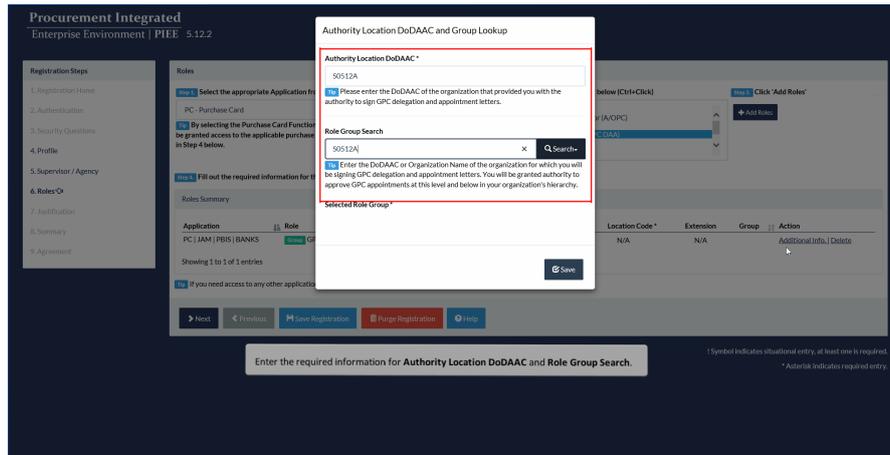
An Info message is displayed and indicates the role may require additional information. The Additional Info is a mandatory field.

Step 17



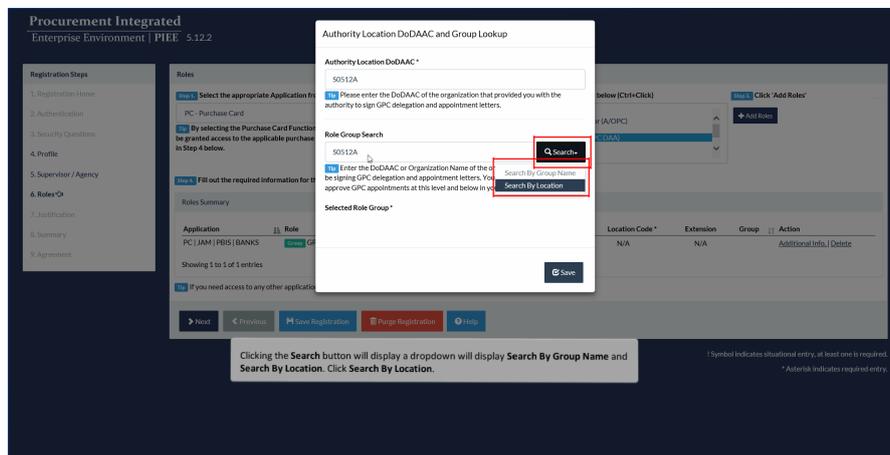
Authority Location DoDAAC and Group Lookup will be displayed.

Step 18



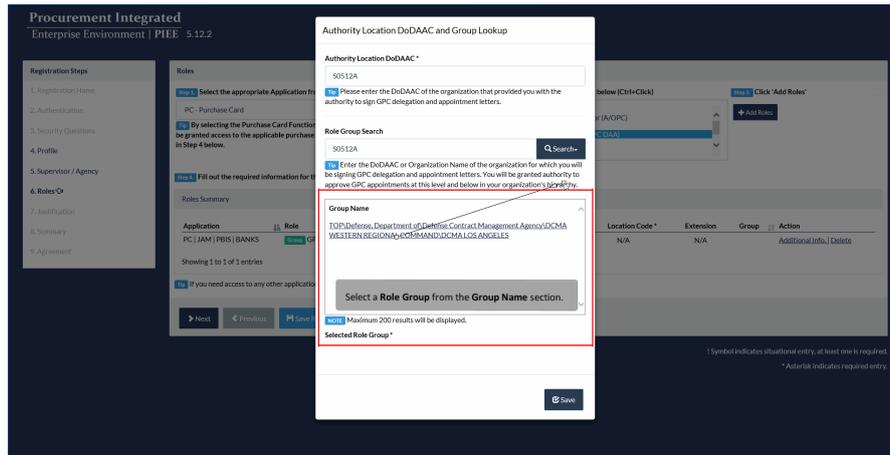
Enter the required information for Authority Location DoDAAC and Role Group Search.

Step 19



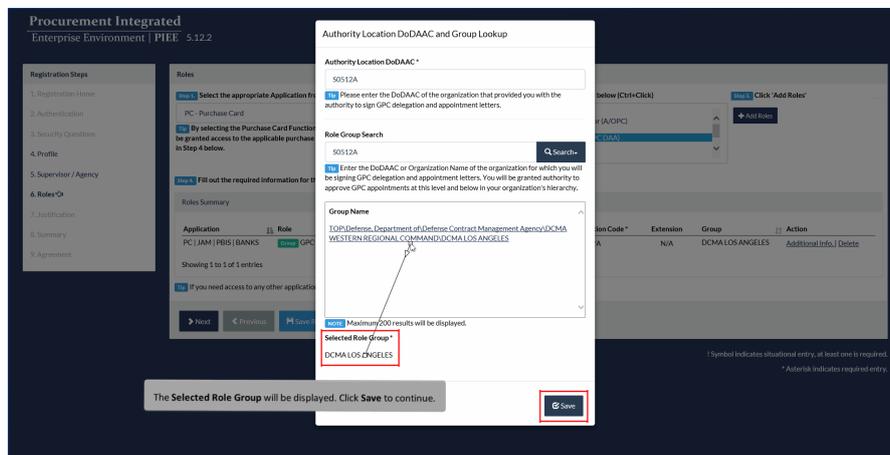
Clicking the Search button will display a dropdown will display Search By Group Name and Search By Location. Click Search By Location.

Step 20



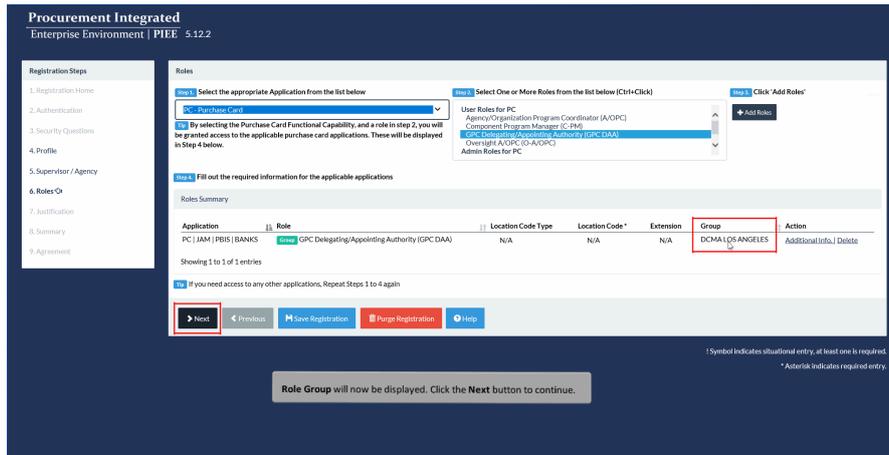
Select a Role Group from the Group Name section.

Step 21



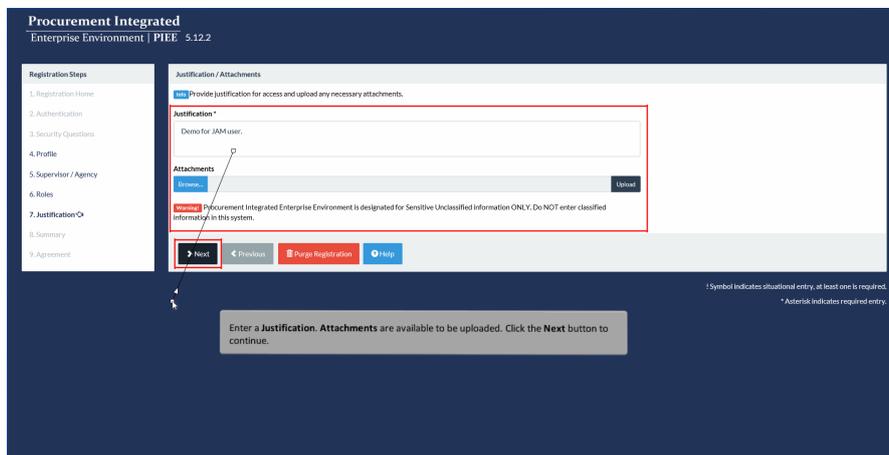
The Selected Role Group will be displayed. Click Save to continue.

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

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**Registration Steps**

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary **◀**
9. Agreement

**Registration Summary - Please Verify All the Information**

**User Information** ✎ ✎

User ID: JAM\_APOC\_21  
 User Type: Government  
 Login Method: User ID / Password

**User Profile**

First Name: Demo, Middle Name: , Last Name: Testor, Suffix:   
 Home Organization: DODAAC/FEDAAC\*, Organization: DCMA, Job Series: 0056, Job Title: Correctional Institution A  
 Grade/Bank: Top, Cyber Awareness Training Date: 2018-08-14  
 Email: ihemr@dcma.com, Commercial Telephone: 9045945000, Extension: , Intl Country Code and Phone: , Mobile Telephone: , DSN Telephone:   
 Citizenship: US, Designation: MILITARY

**Supervisor Information** ✎ ✎

First Name: Testor, Last Name: Supervisor, Job Title: Supervisor  
 Email: testor@dcma.com, DSN Telephone: 9045945000, Phone: , Extension: , Intl Country Code and Phone:

**Agency Information** ✎ ✎

Agency Name: Demo Builder, Address: 505 N Admin Street, City: Jacksonville, State: FL, Zip: 32222, Country: United States  
 Organization: , Office Symbol:

**User Roles** ✎ ✎

Role	Location Code Type	Location Code	Extension	Group
GPC Delegating/Appointing Authority (GPC DAA)				DCMA LOS ANGELES

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

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

Step 25

**Registration Summary - Please Verify All the Information**

**User Information** ✎ ✎

User ID: JAM\_APOC\_21  
 User Type: Government  
 Login Method: User ID / Password

**User Profile**

First Name: Demo, Middle Name: , Last Name: Testor, Suffix:   
 Home Organization: DODAAC/FEDAAC\*, Organization: DCMA, Job Series: 0056, Job Title: Correctional Institution A  
 Grade/Bank: Top, Cyber Awareness Training Date: 2018-08-14  
 Email: ihemr@dcma.com, Commercial Telephone: 9045945000, Extension: , Intl Country Code and Phone: , Mobile Telephone: , DSN Telephone:   
 Citizenship: US, Designation: MILITARY

**Supervisor Information** ✎ ✎

First Name: Testor, Last Name: Supervisor, Job Title: Supervisor  
 Email: testor@dcma.com, DSN Telephone: 9045945000, Phone: , Extension: , Intl Country Code and Phone:

**Agency Information** ✎ ✎

Agency Name: Demo Builder, Address: 505 N Admin Street, City: Jacksonville, State: FL, Zip: 32222, Country: United States  
 Organization: , Office Symbol:

**User Roles** ✎ ✎

Role	Location Code Type	Location Code	Extension	Group
GPC Delegating/Appointing Authority (GPC DAA)				DCMA LOS ANGELES

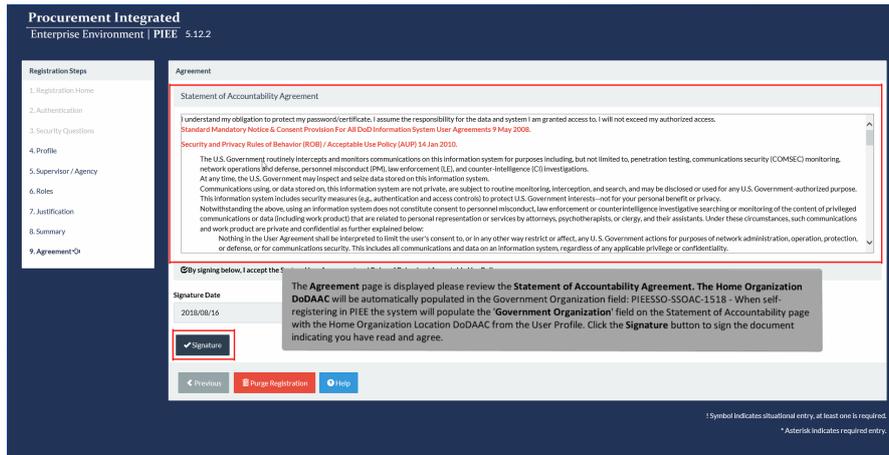
**Callout:** After reviewing the information click the Next button.

**Buttons:** Next, Previous, Purge Registration

! Symbol indicates situational entry, at least one is required.  
 \* Asterisk indicates required entry.

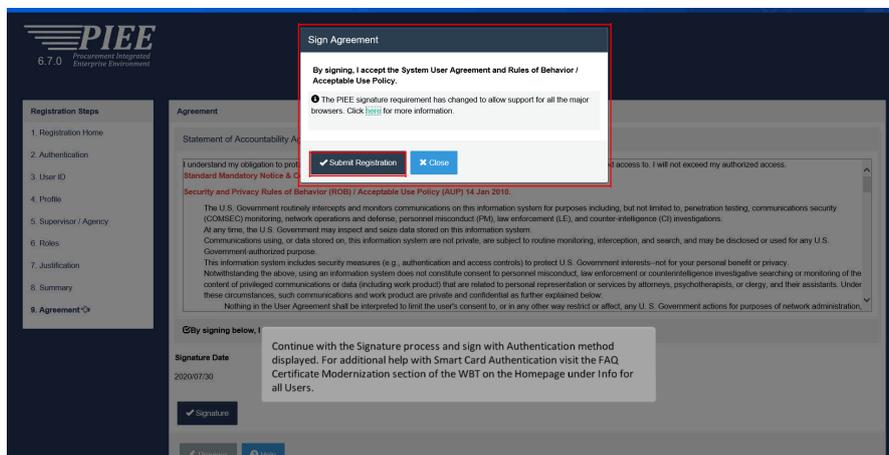
After reviewing the information click the Next button.

Step 26



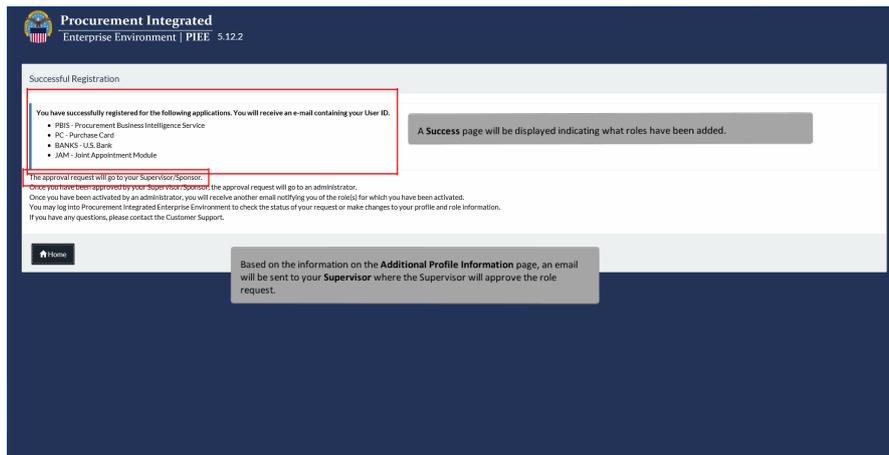
The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on 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



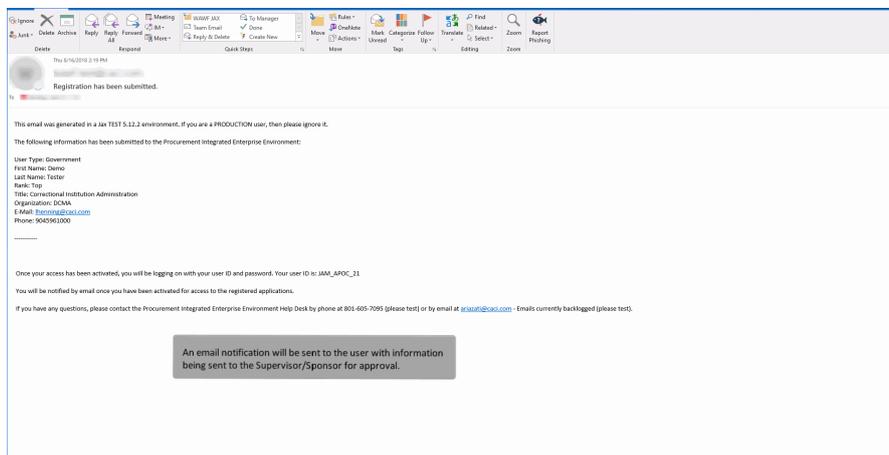
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 28



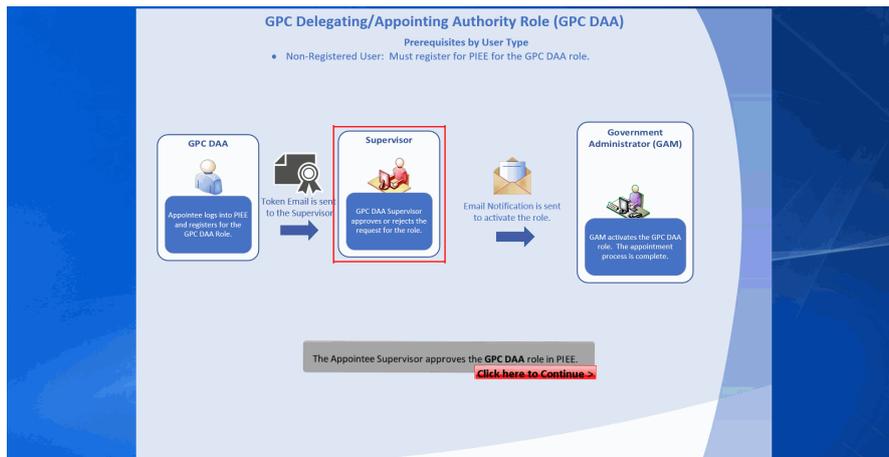
A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.

Step 29



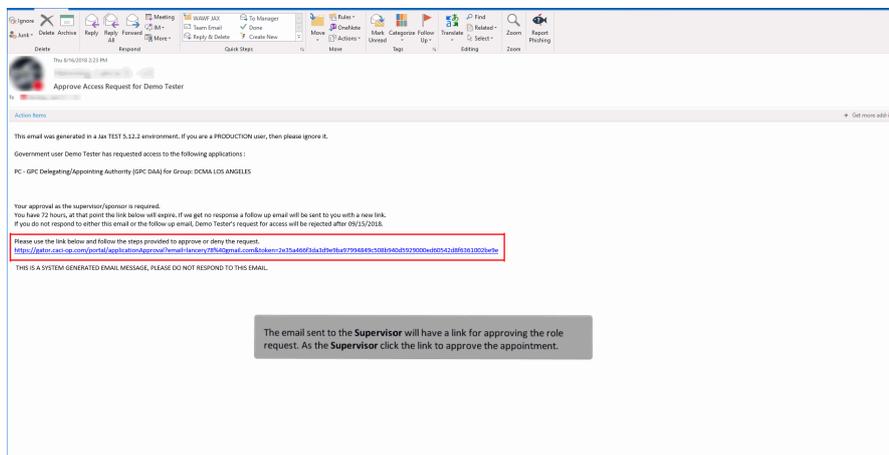
An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval.

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

Procurement Integrated Enterprise Environment | PIEE 5.12.2

Approval/Denial for Application Request

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Tester [View Account Justification](#)

Email: [redacted]  
 Organization: DCMA  
 Job Title: Correctional Institution Administration  
 Commercial Telephone: 9045961000  
 Grade/Rank: Top  
 Citizenship: US  
 Mobile Telephone: [redacted]  
 Designation: MILITARY

Approve or Reject the requested roles based on the justification supplied.  
 Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   PBIS   BANKS	<a href="#">View</a> GPC Delegating/Appointing Authority (GPC DAA)	DCMA LOS ANGELES		<a href="#">View</a>	[Dropdown]

Enter additional justification for the approval of the roles above.  
 Additional Justification if Needed

Check the box to indicate you consent with what has been requested and the justification supplied is accurate.  
 Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

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

Applicant Requesting Access - Demo Tester [View Account Justification](#)

Email: brenning@cacl.com  
 Organization: DCMA  
 Job Title: Correctional Institution Administration  
 Commercial Telephone: 9045961000  
 Grade/Rank: Top  
 Citizenship: US  
 Mobile Telephone: [redacted]  
 Designation: MILITARY

Approve or Reject the requested roles based on the justification supplied.  
 Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   PBIS   BANKS	<a href="#">View</a> GPC Delegating/Appointing Authority (GPC DAA)	DCMA LOS ANGELES		<a href="#">View</a>	[Approve / Reject]

Enter additional justification for the approval of the roles above.  
 Additional Justification if Needed

Check the box to indicate you consent with what has been requested.  
 Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Click "Submit" to submit the request approval and digitally sign this form in agreement. [Get Help](#)

[Submit](#) [Cancel](#) [Help](#)

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

Step 34

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

**Applicant Requesting Access - Demo Tester** View Account Justification

Email: brenning@cacl.com  
 Organization: DCMA  
 Job Title: Correctional Institution Administration  
 Commercial Telephone: 9043993300  
 Mobile Telephone:  
 Grade/Rank: Top  
 Citizenship: US  
 Designation: MILITARY

**Step 1** Approve or Reject the requested roles based on the justification supplied.  
 Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   FBIS   BANKS	GPC Delegating/Appointing Authority (GPC DAA)	DCMA LOS ANGELES		<a href="#">View</a>	Approve

**Step 2 (Default)** Enter additional justification for the approval of the roles above.  
 Enter **Additional Justifications** and check the check box indicating that you have read the user's Justifications.

**Additional Justification if Needed**  
 Required for testing.

Check the box to indicate you consent with what has been requested and the justification supplied is accurate.  
 Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

**Step 3** Click "Submit" to submit the request approval and digitally sign this form by approving.

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

Step 35

**Procurement Integrated**  
 Enterprise Environment | P.I.E.E. 5.12.2

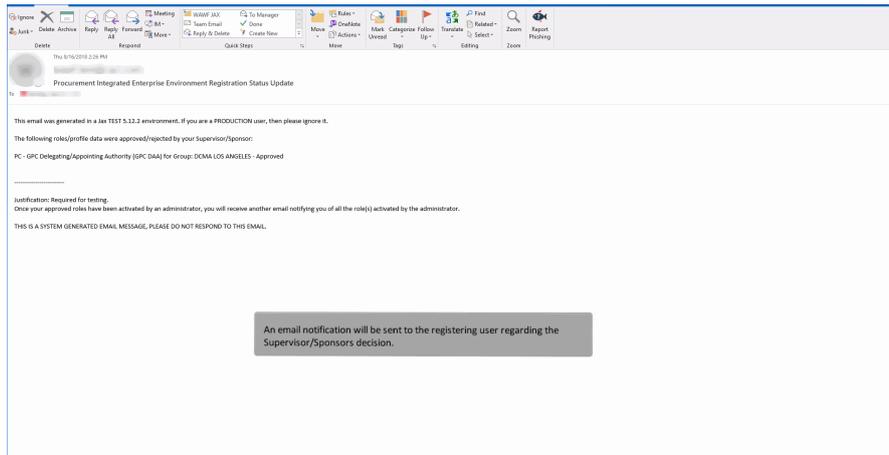
**Success**  
 You have successfully finished the applicant's application process. Have a nice day!

[Home](#)

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.

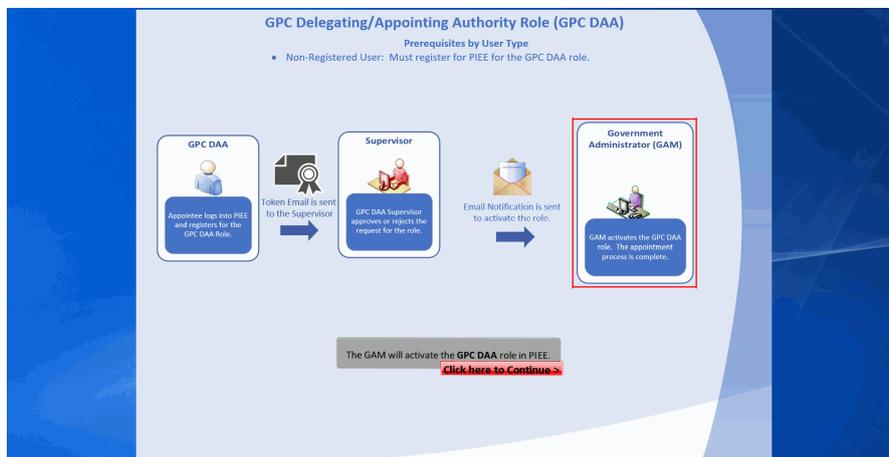
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.

Step 36



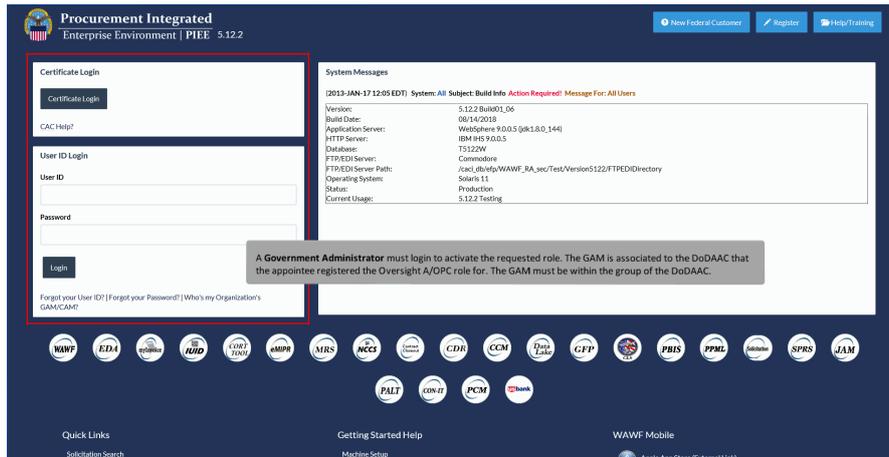
An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision.

Step 37



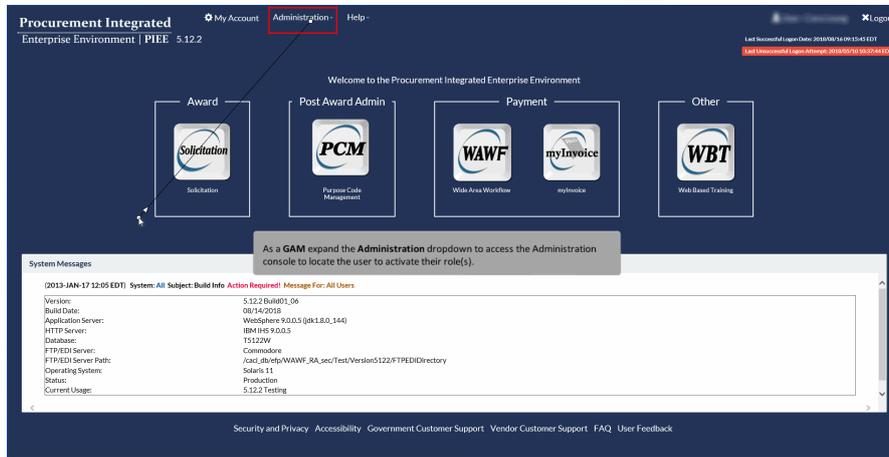
The GAM will activate the GPC DAA role in PIEE.

Step 38



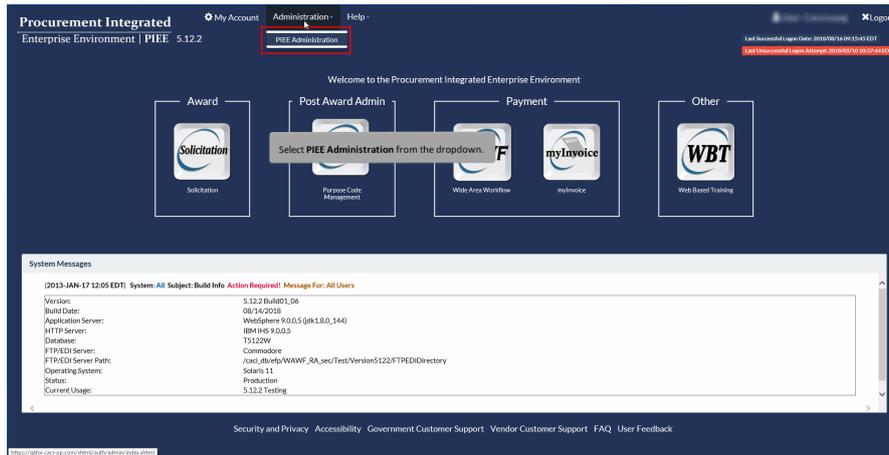
A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC.

Step 39



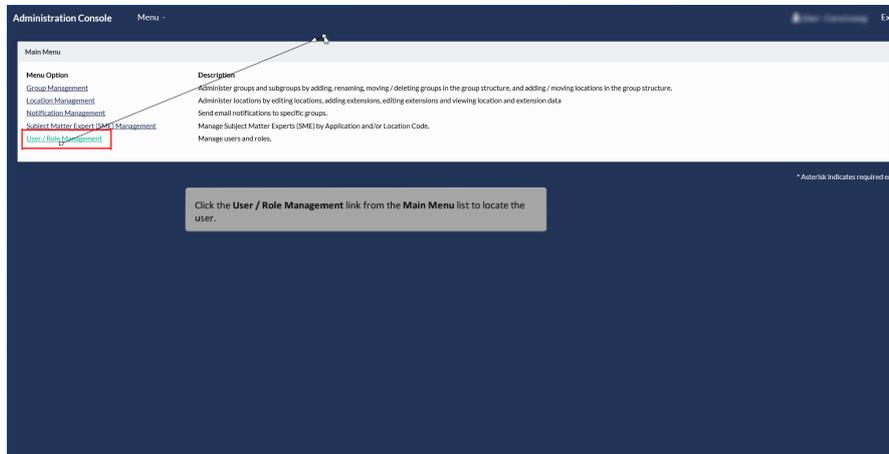
As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role(s).

Step 40



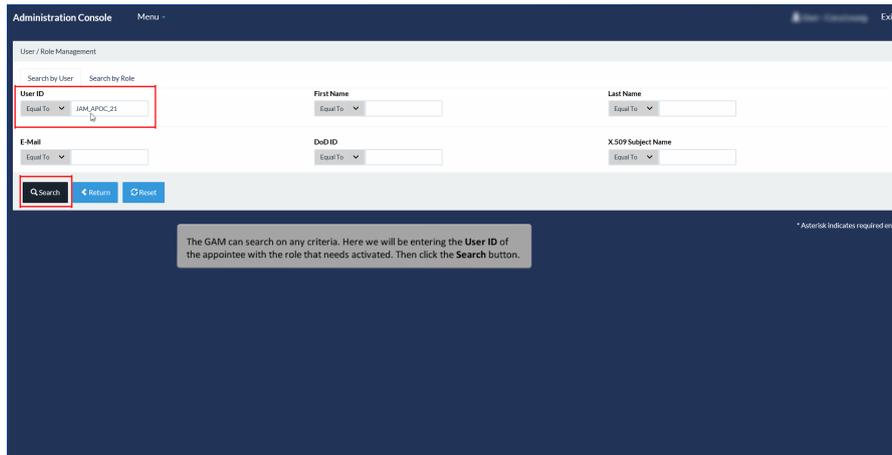
Select PIEE Administration from the dropdown.

Step 41



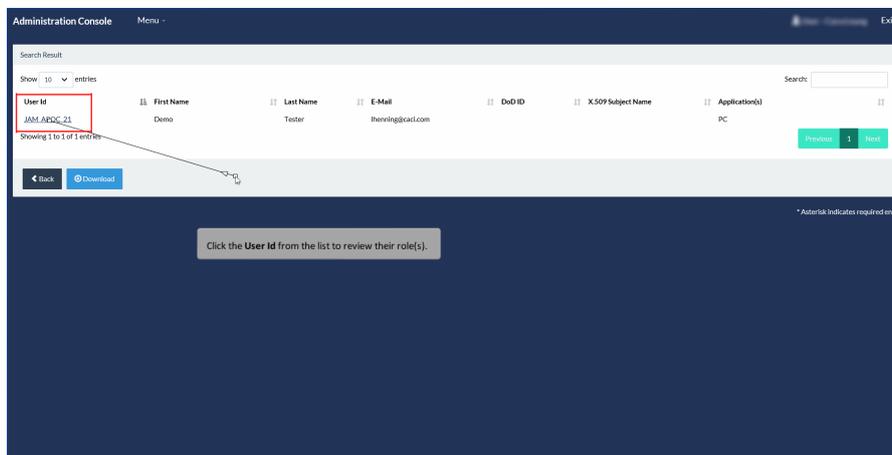
Click the User / Role Management link from the Main Menu list to locate the user.

Step 42



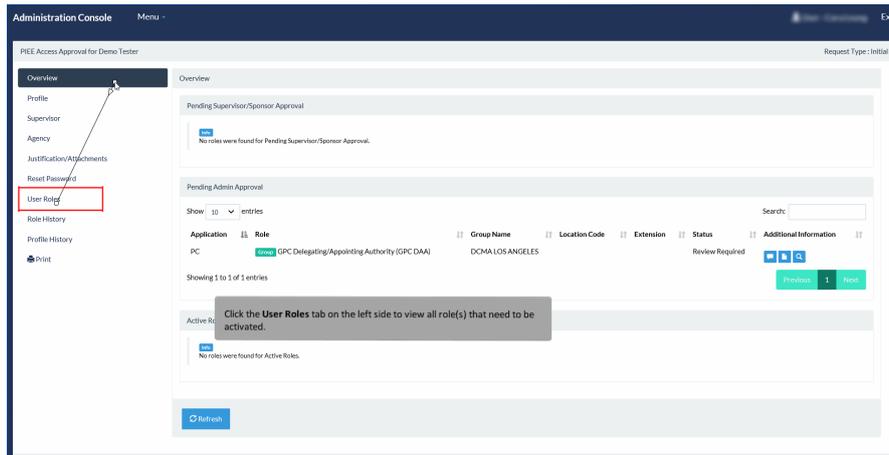
The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated. Then click the Search button.

Step 43



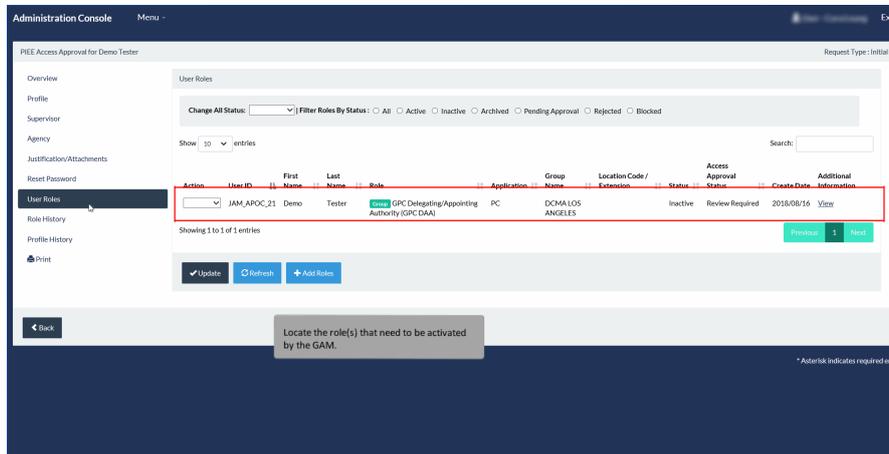
Click the User Id from the list to review their role(s).

Step 44



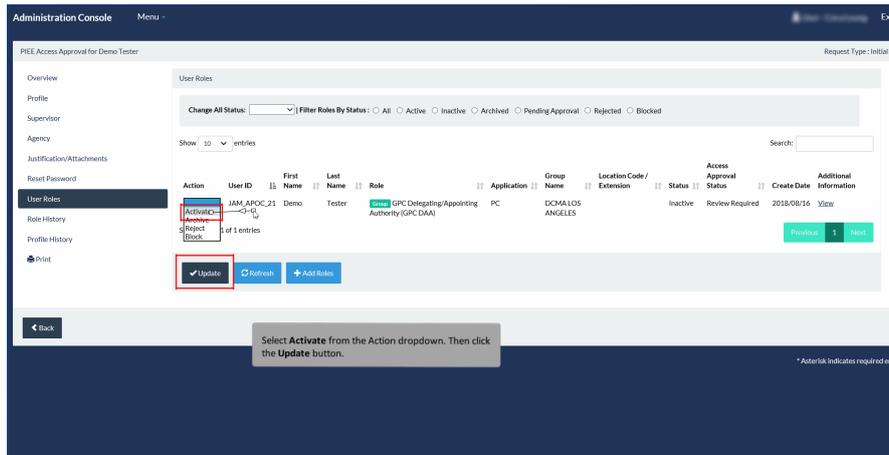
Click the User Roles tab on the left side to view all role(s) that need to be activated.

Step 45



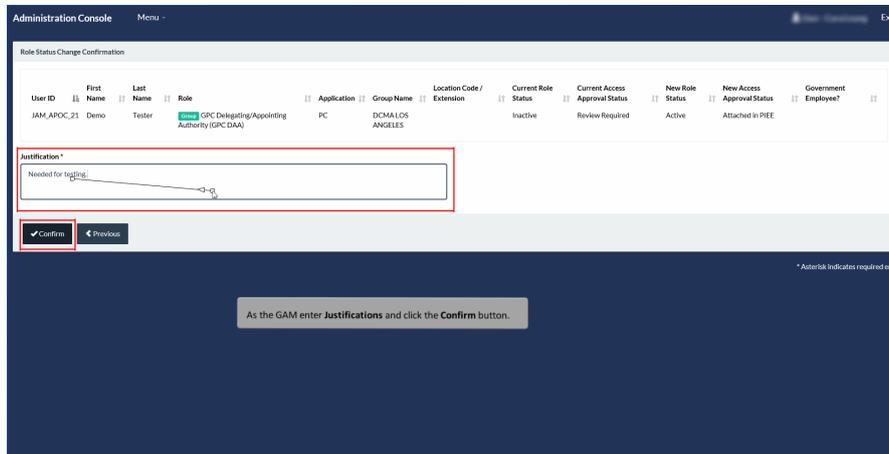
Locate the role(s) that need to be activated by the GAM.

Step 46



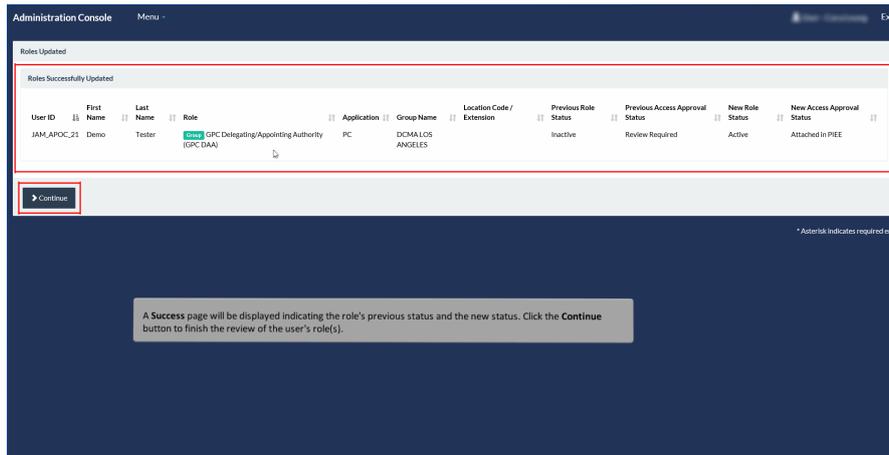
Select Activate from the Action dropdown. Then click the Update button.

Step 47



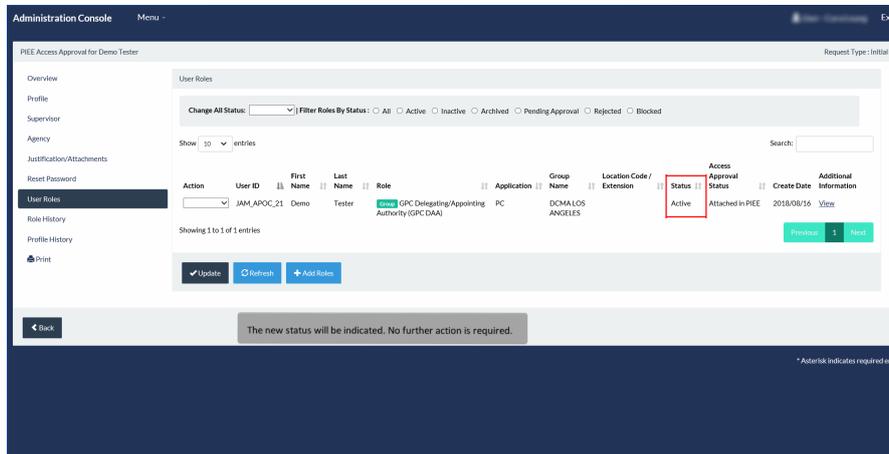
As the GAM enter Justifications and click the Confirm button.

Step 48



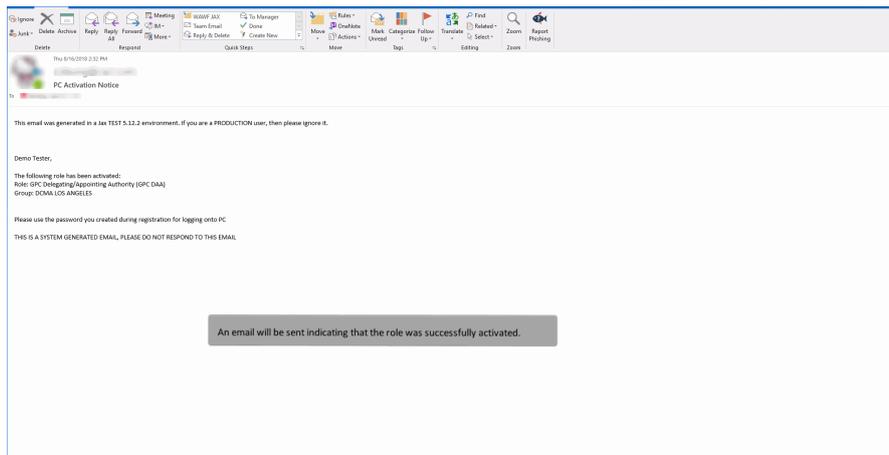
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role(s).

Step 49



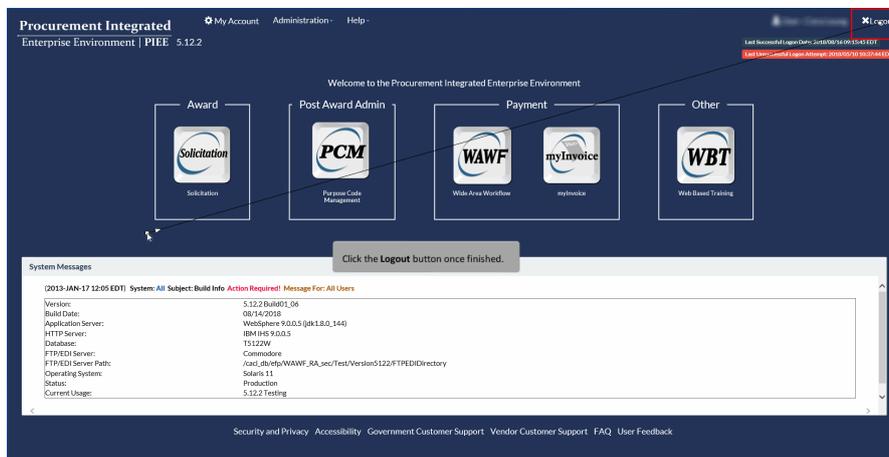
The new status will be indicated. No further action is required.

Step 50



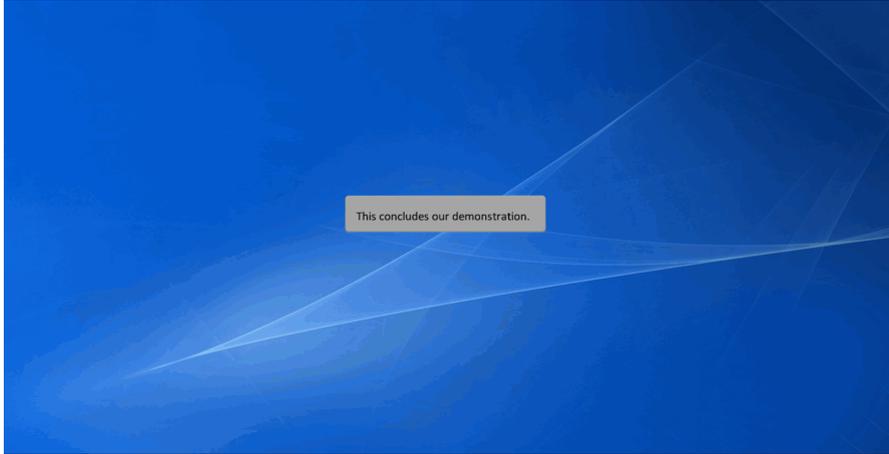
An email will be sent indicating that the role was successfully activated.

Step 51



Click the Logout button once finished.

End



This concludes our demonstration.