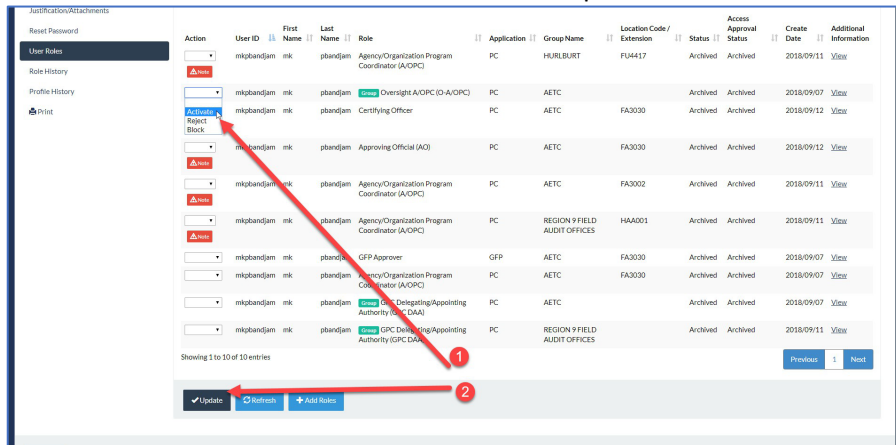


Activating a JAM Role in Inactive/Archived Status

Scenario 1: Archived or Inactive status, and the User has an active appointment in JAM

1. The Government Administrator (GAM) logs in and requests to activate the user role.
2. The GAM will select Activate from the Action dropdown menu and select the Update button.



3. The Supervisor will receive an email to approve the user's access. The Supervisor approves and signs the update.
4. The user is now activated and can access the JAM application.

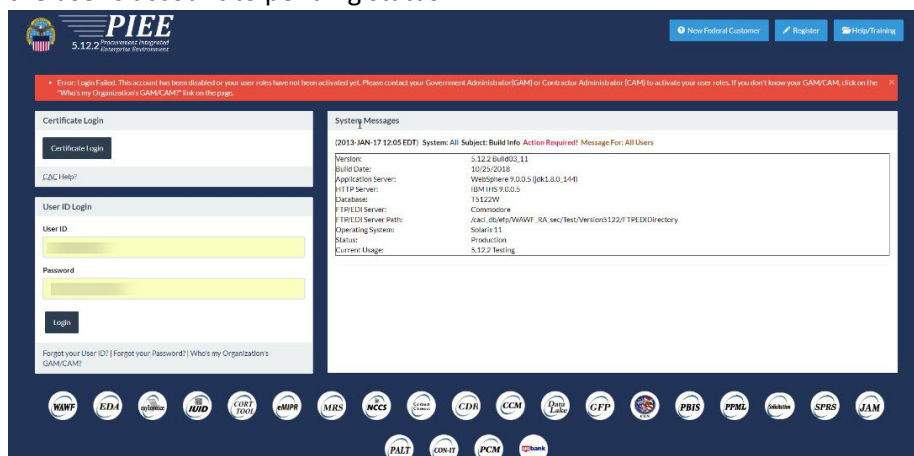
Note: When A/BO and CO roles are initiated as a combo, they may only be activated by the GAM once both appointments are approved and must be activated or deactivated simultaneously.

Scenario 2: Inactive status and the User does not have active an appointment in JAM

1. If the user status is inactive, the GAM will need to archive the role to restart the appointment process; otherwise, the user will be unable to request activation.
2. Once this is complete, proceed to Scenario 3.

Scenario 3: Archived status and the User does not have an active appointment in JAM

1. If the user is unable to login to PIEE, the user will need to submit a request to the GAM to set the user's account to pending status.



- Once the user is logged in, navigate to 'Manage Roles'.
- Select the archived JAM role that needs to be reactivated by checking the box that corresponds with the role being reactivated.

Manage Roles

Filter Roles By Status: ☐ All ☐ Active ☐ Inactive ☐ Archived ☐ Pending Approval ☐ Rejected ☐ Blocked

Show 10 entries

Select	Application	Role	Group	Location Code/Ext.	Status	Access Approval	Additional Information
<input type="checkbox"/>	GFP	GFP Approver	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM PBIS	View Component Program Manager (CPM)	Air Force, Department of the		ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM PBIS	Agency/Organization Program Coordinator (A/OPC)	REGION 9 FIELD AUDIT OFFICES	HAA001/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM PBIS	Agency/Organization Program Coordinator (A/OPC)	HURLBURT	FU4417/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM PBIS	Agency/Organization Program Coordinator (A/OPC)	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM PBIS	Agency/Organization Program Coordinator (A/OPC)	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View
<input checked="" type="checkbox"/>	PC (BANKS) JAM PBIS	View Oversight A/OPC (O-A/OPC)	AETC		ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM	Certifying Officer	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM	Approving Official (AO)	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View
<input type="checkbox"/>	PC (BANKS) JAM	Cardholder (CH)	AETC	FA3030/NA	ARCHIVED	ARCHIVED	View

Showing 1 to 10 of 12 entries

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☒ Request Activation [Home](#) [Help](#)

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

- The following steps will be completed to activate the role.
 - Verify profile

Request Activation

Verify all the information within your account, and then update the necessary roles.

Request Activation

- Profile **OK**
- Supervisor / Agency
- Roles
- Justification

User Profile

First Name * Middle Name Last Name * Suffix

Home Organization DoDAAC/FEDAAC * Organization * Job Series * Job Title * Grade/Rank *

Email * Confirm Email * Cyber Awareness Training Date *

Commercial Telephone * Extension Intl Country Code and Phone * Mobile Telephone DSN Telephone

Citizenship * Designation *

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

- Verify Supervisor/Agency

Request Activation

- Profile
- Supervisor / Agency **OK**
- Roles
- Justification

Additional Profile Information

Supervisor Information

First Name * Last Name * Job Title *

Email * Confirm Email *

DSN Telephone Phone * Extension Intl Country Code and Phone *

Agency Information

Agency Name * Address *

City * State * Zip * Country *

Organization Office Symbol

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

c. Verify role(s)

PIEE 5.12.2 Procurement Integrated Enterprise Environment

User: mkpbandjam Status: Pending Logout

Last Successful Login Date: 2018/10/21 09:54:33 EDT
Last Unsuccessful Login Attempt: 2018/10/21 09:54:33 EDT

Request Activation

1. Profile
2. Supervisor / Agency
3. Roles
4. Justification

Roles

The following roles will be sent for activation.

[View Summary](#)

Application	Role	Location Code Type	Location Code	Extension	Group	Status	Access Approval	Action
PC BANKS JAM PBIS	Overnight A/OPC (O A/OPC)	N/A	N/A	N/A	AETC	ARCHIVED	ARCHIVED	Grant Access Remove

Showing 1 to 1 of 1 entries

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

d. Justification/attachments

PIEE 5.12.2 Procurement Integrated Enterprise Environment

User: mkpbandjam Status: Pending Logout

Last Successful Login Date: 2018/10/21 09:54:33 EDT
Last Unsuccessful Login Attempt: 2018/10/21 09:54:33 EDT

Request Activation

1. Profile
2. Supervisor / Agency
3. Roles
4. Justification

Justification / Attachments

Provide justification for access and upload any necessary attachments.

Justification*

Justification here

Attachments

[Browse...](#) [Upload](#)

Warning: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

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

5. Once these steps are complete, a success page is displayed.

PIEE 5.12.2 Procurement Integrated Enterprise Environment

Success

You have successfully sent a request for activation of roles for the following applications:

- BANKS - U.S. Bank
- JAM - Joint Appointment Module
- PBIS - Procurement Business Intelligence Service
- PC - Purchase Card

Your approval request for the roles will now go to your Supervisor/Sponsor for approval. Once you have been approved by your Supervisor/Sponsor, you will receive an email notification of the roles that have been approved, and then the approval request will go to an administrator for approval. Once your roles have been activated by an administrator, you will receive another email indicating the activated role(s) for your account. If you have any questions or concerns, please contact Customer Support.

[Home](#)

6. The Supervisor will receive an email for approval of the role(s).

7. After approval, the User will receive a token email to initiate the appointment.
8. Once this is complete, the user will be activated and can access the JAM application.