

New User – Active Warrant

Reference Guide

Homepage

New User

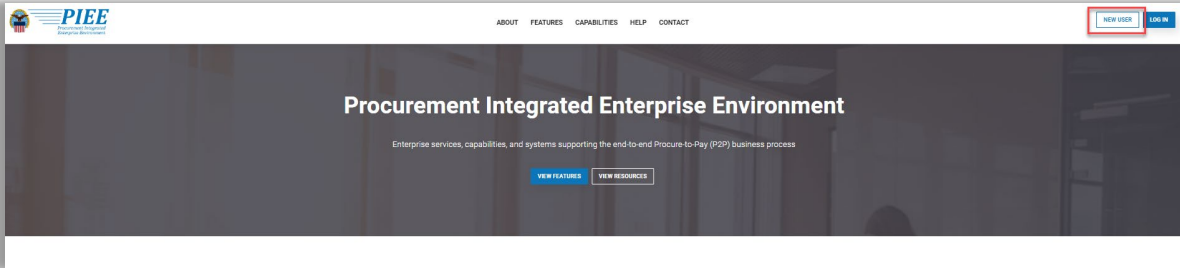
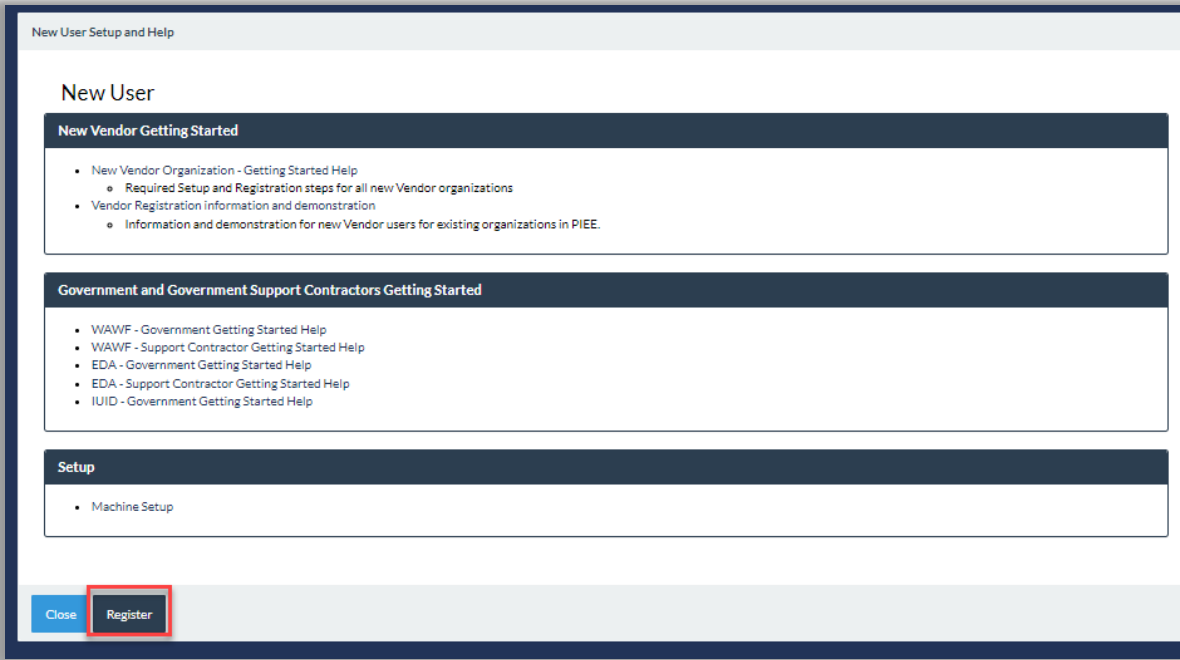
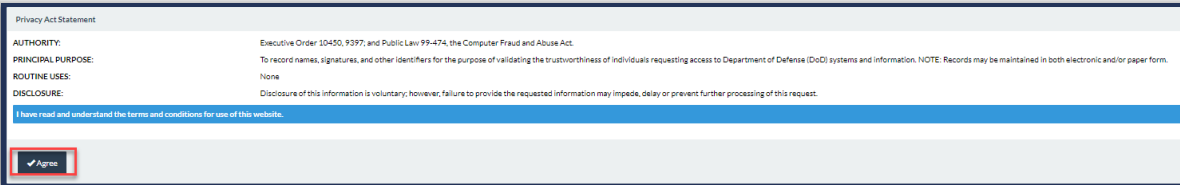
Registration

Active Warrant Upload

Table of Contents

Roles	1
Registration.....	1
Upload Active Warrant	4
Registration Continued.....	6

Roles	<p>User types that are able to register for a Job Series 1102 with an active warrant:</p> <ul style="list-style-type: none"> Government Users
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Registration	<p>To register as a government user with an 1102 Job Series, select the New User button on the PLEE landing page.</p> <div data-bbox="316 382 1490 648">  </div> <p>The New User Setup and Help page populates. Select the Register button at the bottom of the page to continue.</p> <div data-bbox="316 831 1490 1486">  </div> <p>Selecting the Register button populates the Privacy Act Statement screen. Select Agree to continue with the registration process.</p> <div data-bbox="316 1669 1490 1852">  </div> <p>On the following page, select the user type.</p>
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NOTE: Only government users may register with the 1102 Job Series.

This screenshot shows a registration page titled "What type of user are you?". It features a list of user types with corresponding person icons: "Government - DoD", "Government - Non-DoD", "Government Support Contractor - Supporting DoD Organization", "Government Support Contractor - Supporting Non-DoD Organization", "Vendor", and "State/Local Employee". Below the list, a note states: "Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment." At the bottom, there are two buttons: "Previous" and "Help".

Upon selecting the user type, the Authentication page displays. Select the desired Authentication method to continue.

NOTE: For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT Homepage under Info for all Users.

This screenshot shows the "Authentication" page. On the left is a "Registration Steps" sidebar with links for: 1. Registration Home, 2. Authentication (active), 3. Profile, 4. Supervisor / Agency, 5. Roles, 6. Justification, 7. Summary, and 8. Agreement. The main content area is titled "Authentication" and asks "How will you be accessing the Procurement Integrated Enterprise Environment applications? *". A dropdown menu is open, showing options: "Common Access Card / Personal Identity Verification", "--- Please Select ---", "Common Access Card / Personal Identity Verification" (highlighted in blue), "Software Certificate", and "User ID \ Password". Below the dropdown, a note reads: "Please follow the Machine Setup instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types." There is a "LOG IN WITH CAC / PIV" button and a "CAC Help?" link. At the bottom, there are "Previous", "Home", and "Help" buttons.

If the Authentication method selected is User ID/Password, the Security Questions page displays. Fill in the applicable fields and select **Next** to continue.

Registration Steps

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

Security Questions

WARNING: We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

Question 1 * Answer 1 * Answer Confirmation 1 *

Where is your high school located?

Question 2 * Answer 2 * Answer Confirmation 2 *

Where is your high school located?

Question 3 * Answer 3 * Answer Confirmation 3 *

Where is your high school located?

Next Previous Help

The User Profile page displays. Fill out the applicable fields. In the **Job Series** field, select 1102.

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 * Middle Name Last Name * Suffix

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

DoDAAC Lookup --- Please Select

Email * Confirm Email * Cyber Awareness Training Date *

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

Citizenship * Designation *

US --- Please Select ---

Next Previous Save Registration Help

Once the necessary fields are filled out, select the **Next** button at the bottom of the screen to continue. Selecting this button displays a Warrant Information popup.

Warrant Information

Info You are required to enter the warrant information because you have entered Job Series of 1102.

Do you have an Active Warrant?

Cancel Yes No

Select Cancel to return to the previous screen. Select **No** to move on to the [following screen](#). Enter the Warrant ID and select **Yes** to populate the [Upload Active Warrant](#).

NOTE: Users that do not have an Active Warrant are registered as Contracting Specialist. Only users with Active Warrants may register as Contracting Officers.

Upload Active Warrant

The Upload Active Warrant page displays. If the Warrant ID entered is associated with an active warrant in JAM, then the fields pre-populate with information associated with the active warrant. If there is no associated warrant within JAM, fill out the applicable fields.

Upload Active Warrant

Warrant Information

First Name *
Russell

Middle Name

Last Name *
Weaver

Suffix

DOD ID

Warrant Issuing Office *
SOS 12A

Organization *
DCMA SOUTHERN CALIFORNIA

Agency / Department *
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

Warrant Type Description *
--Select--

Warrant Number

Is Warrant Unlimited? *
--Select--

Warrant Limit

Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *

Temporary Warrant Termination Date

Approval Date *

File Name *

No file found. Click Add Active Warrant to browse for your active warrant to upload.

Action

Add Active Warrant

Approver

First Name

Last Name

Title

Work Phone Number

Work Email Address

Next Previous Help

NOTE: Warrants may be [uploaded to JAM](#) via a web service to be associated with a user later. If a warrant is uploaded for a user, they will receive and email with a Warrant ID to use during registration of the 1102 Job Series.

Once all the applicable fields are filled out click **Add Active Warrant** to upload the active warrant to the system.

Selecting the **Add Active Warrant** button populates the Add Active Warrant popup. Browse for the applicable file and select **Add** to continue.

The selected file is displayed.

At the bottom of the page, enter in the Approver's information. Select **Next** to [proceed with the registration process.](#)

File Name *

Active_Warrnat.pdf

View

Delete

Approver

First Name *

Last Name *

Title *

Work Phone Number *

Work Email Address *

Next

Previous

Help

**Registration
Continued**

The registration process continues after the Upload Warrant section is completed.

Additional Profile Information

Supervisor Information

First Name *	Last Name *	Job Title *	
<input type="text"/>	<input type="text"/>	<input type="text" value="Administrator"/>	
Email *	Confirm Email *		
<input type="text"/>	<input type="text"/>		
DSN Telephone	Phone !	Extension	Intl Country Code and Phone !
<input type="text"/>	<input type="text" value="55555555555555555555555555555555"/>	<input type="text"/>	<input type="text"/>

Alternate Supervisor Information (Optional) ⓘ

First Name !	Last Name !	Job Title !	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email !	Confirm Email !		
<input type="text"/>	<input type="text"/>		
DSN Telephone	Phone !	Extension	Intl Country Code and Phone !
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill in the applicable fields on the populated page and select **Next** to continue the registration process.

Agency Information

Agency Name *
Sheriff's Office

Address *
5378 International Drive

City *
Jacksonville

State
Florida

Zip *
32224

Country *
United States of America (th

Organization

Office Symbol

> Next < Previous ? Help

The roles page displays, select the role(s) that are being registered for by selecting the role from the list and selecting the **Add Roles** button.

Roles

Step 1. Select the appropriate Application from the list below
WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)
User Roles for WAWF
Acceptor
Acceptor View Only
Admin By View Only
Cost Voucher Administrator
Cost Voucher Approver
Cost Voucher Approver View Only

Step 3. Click 'Add Roles'
+ Add Roles

Once the desired roles have been selected, click the **Next** button at the bottom of the page to continue.

Agency

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location
SPM CCM JAM EDA	Contracting Officer	DoDAAC	S05

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

> Next < Previous Save Registration ? Help

The Justification/Attachments page displays. Fill in the applicable fields and select **Next** to continue.

Justification / Attachments

Info: Auto-registered EDA Role Advanced Reporting for N50054 from CLS Role Procurement Analyst/Policy Analyst

Provide justification for access and upload any necessary attachments.

Justification *

Attachments

Browse... Upload

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

Next Previous Help

The Registration Summary page displays. Verify all the information and select **Next** to continue.

Registration Summary - Please Verify All the Information

User Information

User ID: jldturedacontracts

User Type: Government

Login Method: User ID \ Password

User Profile

First Name *

Middle Name

Last Name *

Suffix

Home Organization: DoDAAC/FEDAAC

N50054

Organization: NAVY

Job Series: 1102

Job Title: Contracting

Grade/Rank *

Grade

Email *

Cyber Awareness Training Date: 2019/08/08

Commercial Telephone: 444444444

Extension

Intl Country Code and Phone

Mobile Telephone

DSN Telephone

Citizenship: US

Designation: CIVILIAN

Supervisor Information

First Name *

Last Name *

Job Title: Administrator

Email *

DSN Telephone

Phone: 5555555555

Extension

Intl Country Code and Phone

Agency Information

Agency Name: Sheriff's Office

Address: 5378 International Drive

City: Jacksonville

State: Florida

Zip: 32224

Country: United States

Organization

Office Symbol

The Agreement page displays. Read over the Statement of Accountability Agreement and click **Signature** to complete the registration process.

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- ary
- ement

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.

Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence

☒ By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

2019/10/04

Government Organization *

N50054

✓ Signature

← Previous

Help

Upon signing, a success screen displays with the list of roles registered for.

Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- CCM - Contracting Communication Module
- EDA - Electronic Data Access
- JAM - Joint Appointment Module
- SPM - Surveillance and Performance Monitoring Module
- WAWF - Wide Area Workflow
- myInvoice

The approval request will go to your Supervisor(s)/Sponsor.

Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.

If you have any questions, please contact the Customer Support.

Home