

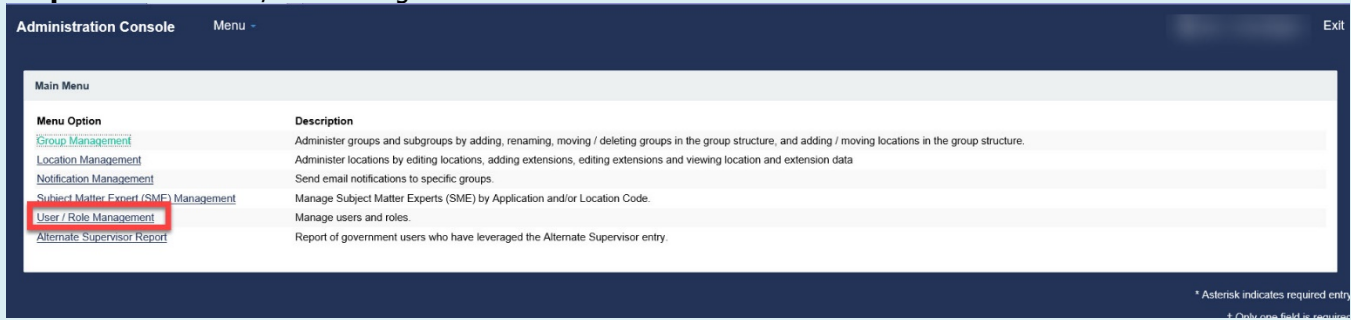
# Reset User

## Reference Guide

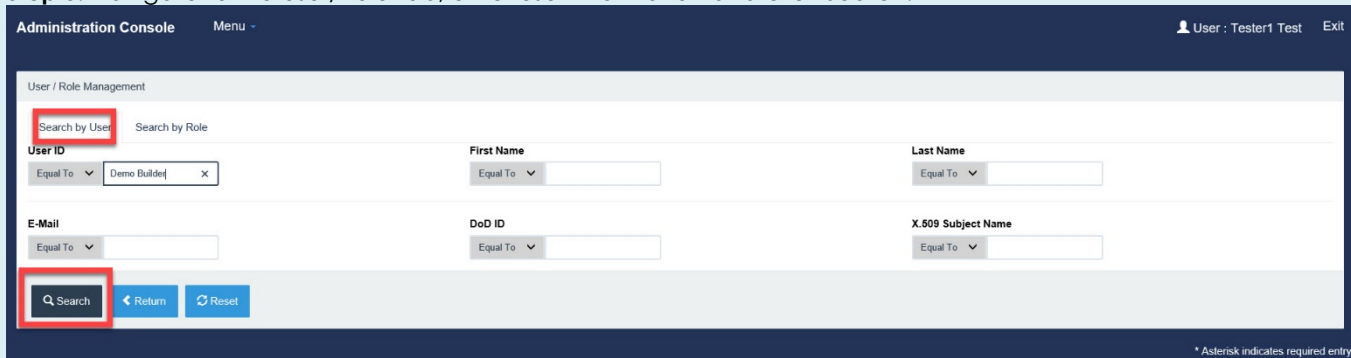
**Step 1:** GAM goes to PIEE Administration Console.



**Step 2:** Click on User/Role Management



**Step 3:** Navigate to the User/Role tab, enter user information and click Search.



**Step 4:** Navigate to the User Roles tab and Deactivate.

| Reset Certificate | Action     | User ID | First Name | Last Name | Role  | Application | Group Name | Code / Extension | Status | Approval Status  | Create Date | Additional Information |
|-------------------|------------|---------|------------|-----------|---|-------------|------------|------------------|--------|------------------|-------------|------------------------|
| User Roles        | Deactivate |         |            | Blajian   | Agency/Organization Program Coordinator (A/OPC) | PC          | HURLBURT   | FU4417           | Active | Attached in PIEE | 2019/01/10  | <a href="#">View</a>   |

**Step 5:** Navigate to the Profile tab and Set to Pending.

Administration Console    Menu -

PIEE Access Approval for Cora Blajian    Request Type : Modification

Overview  
**Profile**  
Supervisor  
Agency  
Justification/Attachments  
Reset Certificate  
User Roles  
Role History  
Profile History  
Print

User Profile

**Info:** An Access Approval modification request will be generated to your Supervisor(s)/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.

|   |  |  |                                   |                           |
|---|--|--|-----------------------------------|---------------------------|
| <b>First Name *</b><br>Cora   | <b>Middle Name</b>                         | <b>Last Name *</b><br>Blajian                        | <b>Suffix</b>                     |                           |
| <b>Home Organization DoDAAC/FEDAAC *</b><br>GPC DoDAAC Lookup<br>FU4417 | <b>Organization *</b><br>Air Force         | <b>Job Series *</b><br>1102                          | <b>Job Title *</b><br>Contracting | <b>Grade/Rank *</b><br>81 |
| <b>Email *</b><br>cora@tritius.com                                      | <b>Confirm Email *</b><br>cora@tritius.com | <b>Cyber Awareness Training Date *</b><br>2019/01/03 |                                   |                           |
| <b>Commercial Telephone !</b><br>904.596.8721                           | <b>Extension</b>                           | <b>Intl Country Code and Phone !</b>                 | <b>Mobile Telephone</b>           | <b>DSN Telephone</b>      |
| <b>Citizenship *</b><br>US  | <b>Designation *</b><br>CIVILIAN           | <b>Annual Revalidation Date</b><br>2019/01/09        |                                   |                           |

**Warrant Information?**  
Yes

**EDI Attachment Location Path**

Save    **Set To Pending**

**Step 6:** Navigate to the Reset Certificate, enter Justification and click Submit.

Administration Console    Menu -    User : Tester1 Test    Exit

PIEE Access Approval for Demo Builder    Request Type : Deactivation

Overview  
Profile  
Supervisor  
Agency  
**Justification/Attachments**  
**Reset Certificate**  
User Roles  
Role History  
Profile History  
Print

Reset User Certificate

|  |  |   |                                      |                           |
|--|--|---|--------------------------------------|---------------------------|
| <b>First Name</b><br>Demo                        | <b>Middle Name</b>                                 | <b>Last Name</b><br>Builder                   | <b>Suffix</b>                        |                           |
| <b>Home Organization DoDAAC/FEDAAC</b><br>S0512A | <b>Organization</b><br>DCMA                        | <b>Job Series</b><br>1140                     | <b>Job Title</b><br>Trade Specialist | <b>Grade/Rank</b><br>Rank |
| <b>Email</b>                                     | <b>Cyber Awareness Training Date</b><br>2018/03/27 |   |                                      |                           |
| <b>Commercial Telephone</b><br>1                 | <b>Extension</b>                                   | <b>Intl Country Code and Phone</b><br>1       | <b>Mobile Telephone</b>              | <b>DSN Telephone</b>      |
| <b>Citizenship</b><br>US                         | <b>Designation</b><br>CIVILIAN                     | <b>Annual Revalidation Date</b><br>2018/03/27 |                                      |                           |

**Justification \***  
Need to reset

Submit

**Step 7:** On the top of the page, the one-time password will be provided.

Administration Console Menu - User : Tester1 Test Exit

• INFO: The certificate has been reset. The new one time password is: Wb@2Y97ve9283bz. This password should be transferred via phone and/or secure fax ONLY. The one time password should NOT be emailed and should ONLY be given AFTER the user has been authenticated. An email has been sent to EDIP19010006028 to inform them of the password change. The user will be able to login with UserId/Password until 06/07/2019.

PIEE Access Approval for Demo Builder Request Type : Deactivation

**Overview**

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

**Overview**

Pending Supervisor/Sponsor Approval

Info  
No roles were found for Pending Supervisor/Sponsor Approval.

Pending Admin Approval

Info  
No roles were found for Pending Admin Approval.

Active Roles

Info  
No roles were found for Active Roles.

[Refresh](#)

**Step 8:** User logs in and updates Profile and any roles.

Logout

**PIEE**  
6.0.0 Procurement Integrated Enterprise Environment

**User Maintenance**

Info An Access Approval modification request will be generated to your Supervisor(s)/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.

|  |  |   |   |
|--|--|---|---|
| <b>First Name *</b><br><input type="text" value="Demo"/>   | <b>Middle Name</b><br><input type="text"/>                                       | <b>Last Name *</b><br><input type="text" value="Builder"/>                        | <b>Suffix</b><br><input type="text"/>   |
| <b>Home Organization DoDAAC/FEDAAC *</b> <small>Info</small> <small>GPC</small><br>DoDAAC Lookup<br><input type="text" value="HQ041\$"/> | <b>Organization *</b><br><input type="text" value="DCMA"/>                       | <b>Job Series *</b><br><input type="text" value="0006"/>                          | <b>Job Title *</b><br><input type="text" value="Correctional Institution Administrator"/> |
| <b>Email *</b><br><input type="text" value="demobuildercaci@gmail.com"/>   | <b>Confirm Email *</b><br><input type="text" value="demobuildercaci@gmail.com"/> | <b>Cyber Awareness Training Date *</b><br><input type="text" value="2019/05/23"/> |   |
| <b>Commercial Telephone !</b><br><input type="text" value="1"/>  | <b>Extension</b><br><input type="text"/>   | <b>Intl Country Code and Phone !</b><br><input type="text"/>                      | <b>Mobile Telephone</b><br><input type="text"/>   |
| <b>Citizenship *</b><br><input type="text" value="US"/>  | <b>Designation *</b><br><input type="text" value="CIVILIAN"/>                    |   |   |
| <b>Warrant Information?</b><br><input type="text"/>  |  |   |   |

! Symbol indicates situational entry, at least one is required