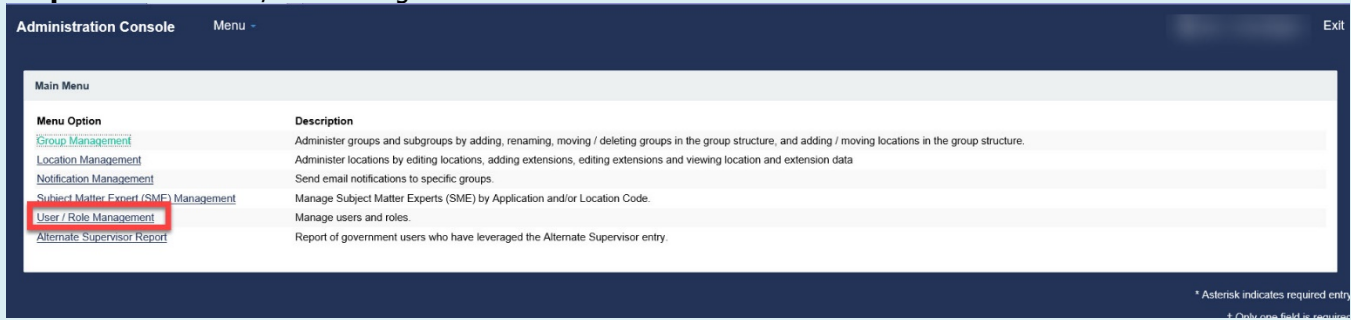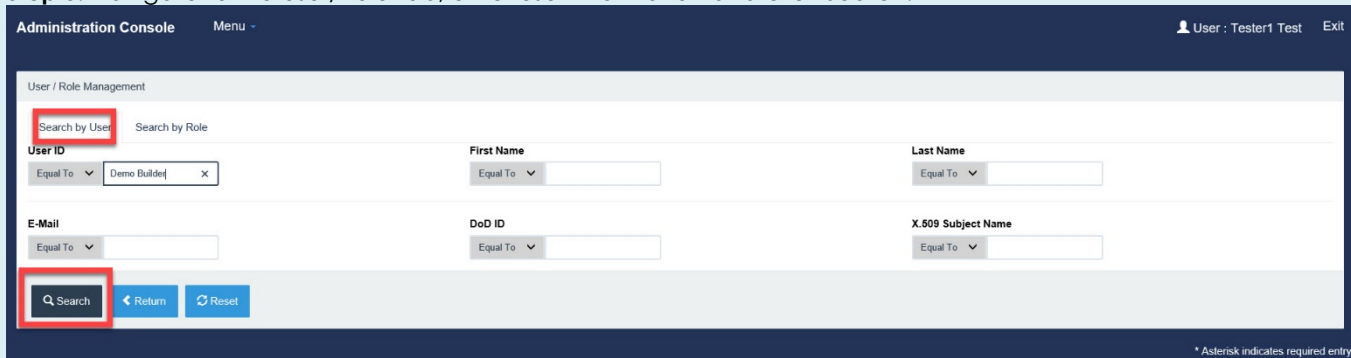# Reset User
Reference Guide

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.

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

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

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

• 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 EDIPI9010006028 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
Overview	
Profile	**Pending Supervisor/Sponsor Approval**
Supervisor	
Agency	Info
Justification/Attachments	No roles were found for Pending Supervisor/Sponsor Approval.
Reset Password	
User Roles	**Pending Admin Approval**
Role History	
Profile History	Info
🖶 Print	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.

≡≡≡**PIEE**
6.0.0 *Procurement Integrated Enterprise Environment*   ✕Logout

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.

First Name *	**Middle Name**	**Last Name** *	**Suffix**
Demo		Builder	

Home Organization DoDAAC/FEDAAC * ⓘ 📄**GPC DoDAAC Lookup**	**Organization** *	**Job Series** *	**Job Title** *	**Grade/Rank** *
HQ0419 ✕	DCMA	0006 ⌄	Correctional Institution Administratior	Rank

Email *	**Confirm Email** *	**Cyber Awareness Training Date** *
demobuildercaci@gmail.com	demobuildercaci@gmail.com	2019/05/23

Commercial Telephone !	**Extension**	**Intl Country Code and Phone** !	**Mobile Telephone**	**DSN Telephone**
1				

Citizenship *	**Designation** *
US ⌄	CIVILIAN ⌄

Warrant Information?
[⌄]

✔ Submit   ◀ Cancel   ⓘ Help   ☑ Justification/Attachments

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