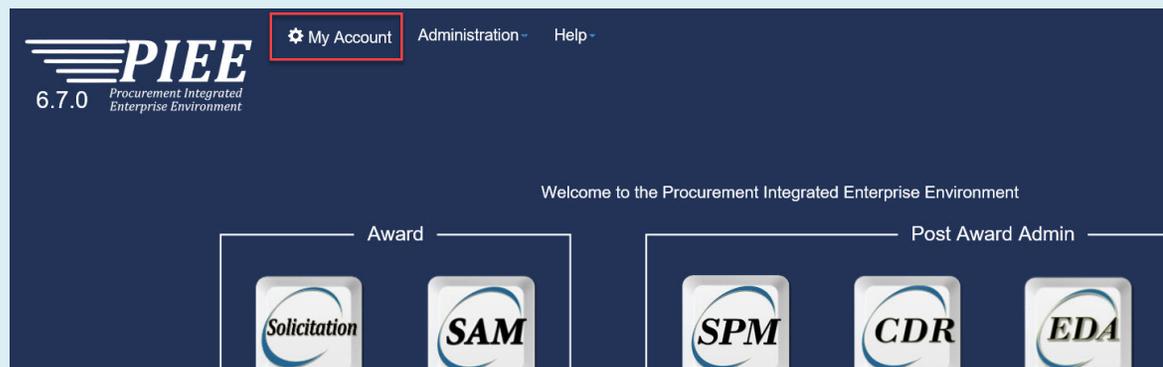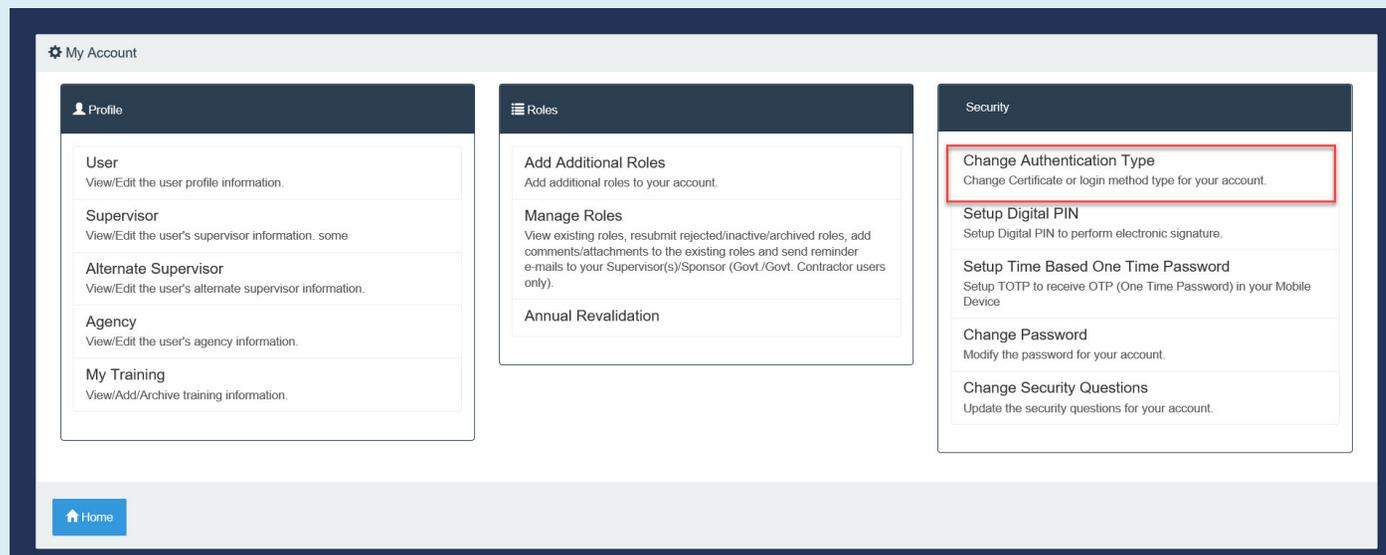# Change Authentication Type

This is the process to change the login Authentication Type for a PIEE user. There are instructions for changing a User ID/Password user to a Software Certificate/CAC/PIV login and changing Software Certificate/CAC/PIV to User ID/Password.

Change User ID/Password to Software Certificate/CAC/PIV

Step 1: Log into PIEE and click the My Account link at the top of the page.

Step 2: On the My Account page, click the Change Authentication Type link.

Step 3: Select Software Certificate or Common Access Card from the drop-down.

Step 4: Click the Choose File button and locate an exported Certificate.

For additional information on how to Export a Certificate, refer to the **Certificate Export for Registration** guide located on the WBT User Profile Support page.

Step 5: Click the Upload Cert button to continue.

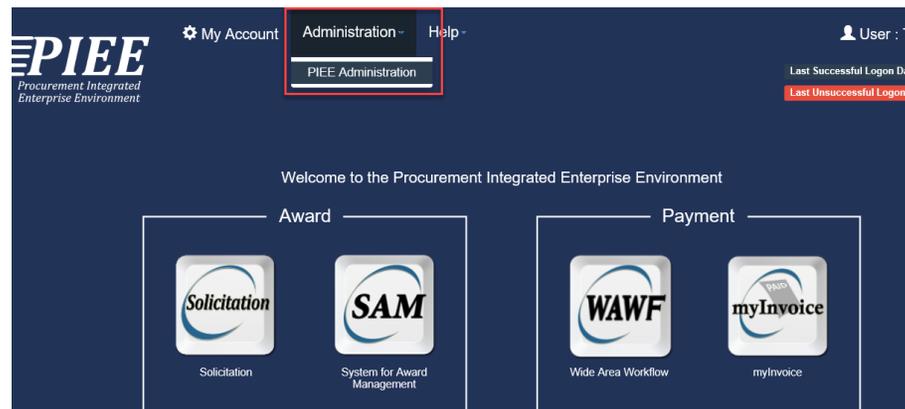Step 6: Review the certificate information and click the Submit button.

Step 7: The user will be returned to the My Account screen with a Success Info message. The User will be required to use their new form of User Authentication to log in and to sign documents.

- Info: Your User Authentication Type has been updated successfully. After logging out of Procurement Integrated Enterprise Environment application, you will be required to use your new form of User Authentication to log in and to sign documents.

⚙ My Account

👤 Profile	≡ Roles	Security
User View/Edit the user profile information.	**Add Additional Roles** Add additional roles to your account.	**Change Authentication Type** Change Certificate or login method type for your account.
Supervisor View/Edit the user's supervisor information. some	**Manage Roles** View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).	**Setup Digital PIN** Setup Digital PIN to perform electronic signature.
Alternate Supervisor View/Edit the user's alternate supervisor information.		**Setup Time Based One Time Password** Setup TOTP to receive OTP (One Time Password) in your Mobile Device
Agency View/Edit the user's agency information.		**Change Password** Modify the password for your account.
My Training View/Add/Archive training information.		**Change Security Questions** Update the security questions for your account.

🏠 Home

Change User Software Certificate/CAC/PIV to User ID/Password

Step 1: A GAM is required to remove the certificate from a registered PIEE User. Contact a GAM to remove the certificate account.

Step 2: A GAM logs into PIEE and clicks the Administration dropdown and then clicks the PIEE Administration option.

PIEE
Procurement Integrated
Enterprise Environment

⚙ My Account   Administration ▾   Help ▾   👤 User : To

PIEE Administration

Last Successful Logon Date
Last Unsuccessful Logon At

Welcome to the Procurement Integrated Enterprise Environment

Award

Solicitation
Solicitation

SAM
System for Award Management

Payment

WAWF
Wide Area Workflow

myInvoice
myInvoice

Step 3: Click the "User / Role Management" link to search for the user.

Step 4: Search for the user by their information, this can be done using the Search by User or Search by Role tabs. After entering the user's information click the Search button.

Step 5: Click the user's User Id link to open their profile information.

Administration Console Menu ▾   👤 User : Tommy Rall   Exit

Search Result

Show [10 ▾] entries   Search: [_____]

User Id ⬍	First Name ⬍	Last Name ⬍	E-Mail	⬍	DoD ID ⬍	X.509 Subject Name	⬍	Application (s) ⬍
phrynefisher	Phryne	Fisher	b⬛⬛		9530005600	CN=⬛⬛⬛		SPM	WAWF

Showing 1 to 1 of 1 entries   [Previous] [1] [Next]

[◄ Back] [⊕ Download]

Step 6: Click the Reset Certificate button on the left side to continue.

Administration Console Menu ▾

PIEE Access Approval for Phryne Fisher

Overview
Profile
Supervisor
Agency
Justification/Attachments
Reset Certificate
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.

Step 7: Review the user's information and enter a Justification. Click the Submit button.

Step 8: An Info message will be displayed with a new one-time password. This 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 the user to information them of the password change.
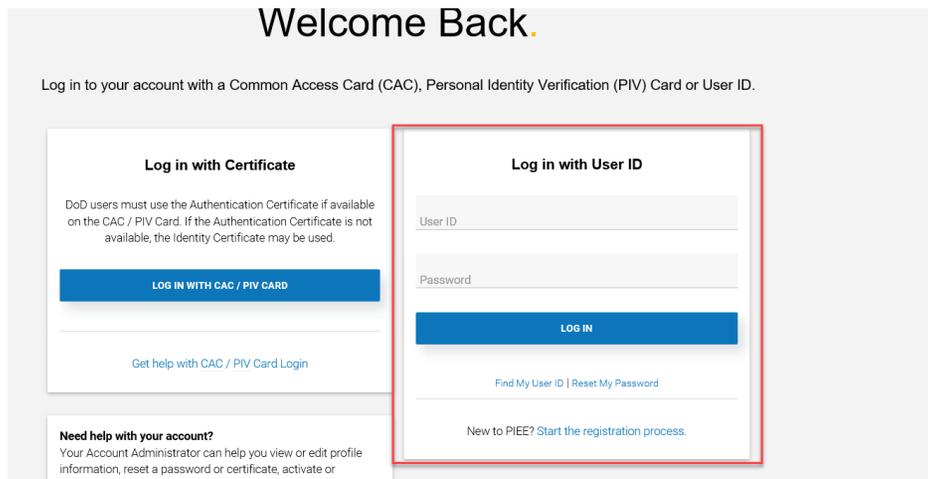

Step 9: The user will receive an email informing them of the change. The GAM will need to contact the user with the one-time password.

Procurement Integrated Enterprise Environment certificate Reset Notification

B

EXTERNAL EMAIL - This email originated from outside of CACI. Do not click any links or attachments unless you recognize and trust the sender.

This email was generated in COBRAKAI{DB name: DAPIEE02 , Version:6.7.0 - JAX_DEV} environment. If you are a PRODUCTION user, then please ignore it.

Your certificate has been reset by an administrator.

A one-time password for logging on to Procurement Integrated Enterprise Environment has been given via phone and/or secure fax for User ID phrynefisher.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Step 10: As the user login with the one-time password.

Step 11: Once logged in the user will be prompted to set their new password. Enter the Password and Password Confirmation fields while following the listed Password Rules. Then click the Submit button.
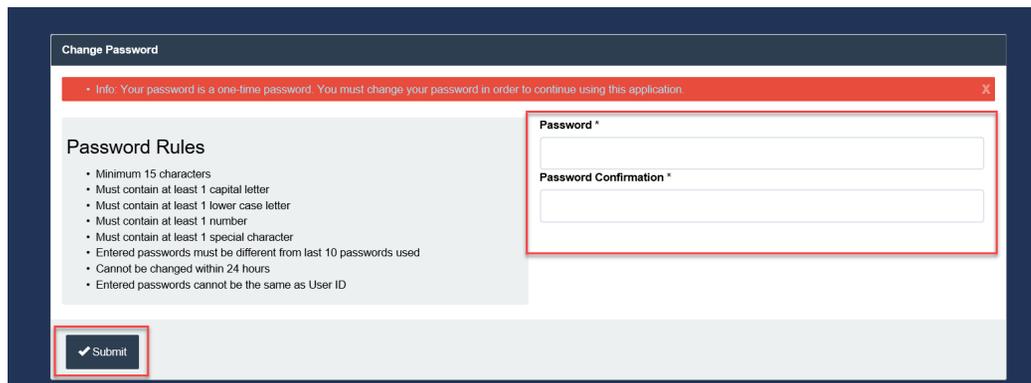
Step 12: An info message will be displayed indicating a successful password reset.