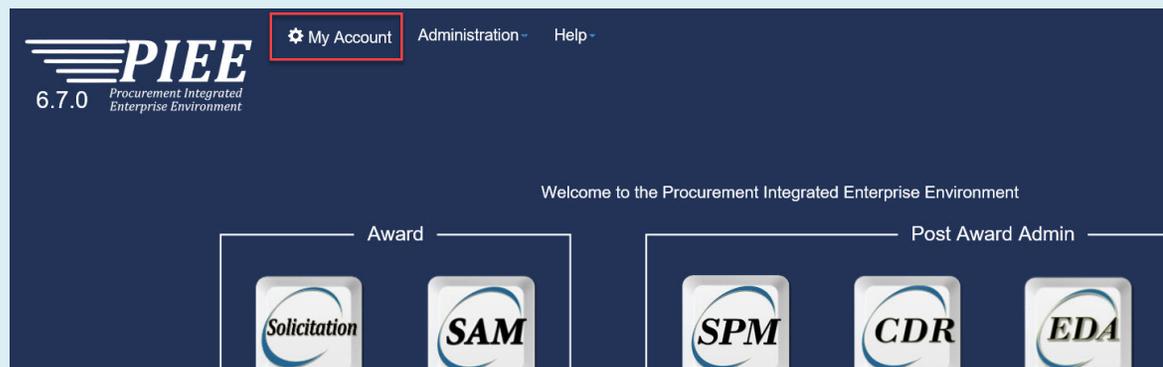


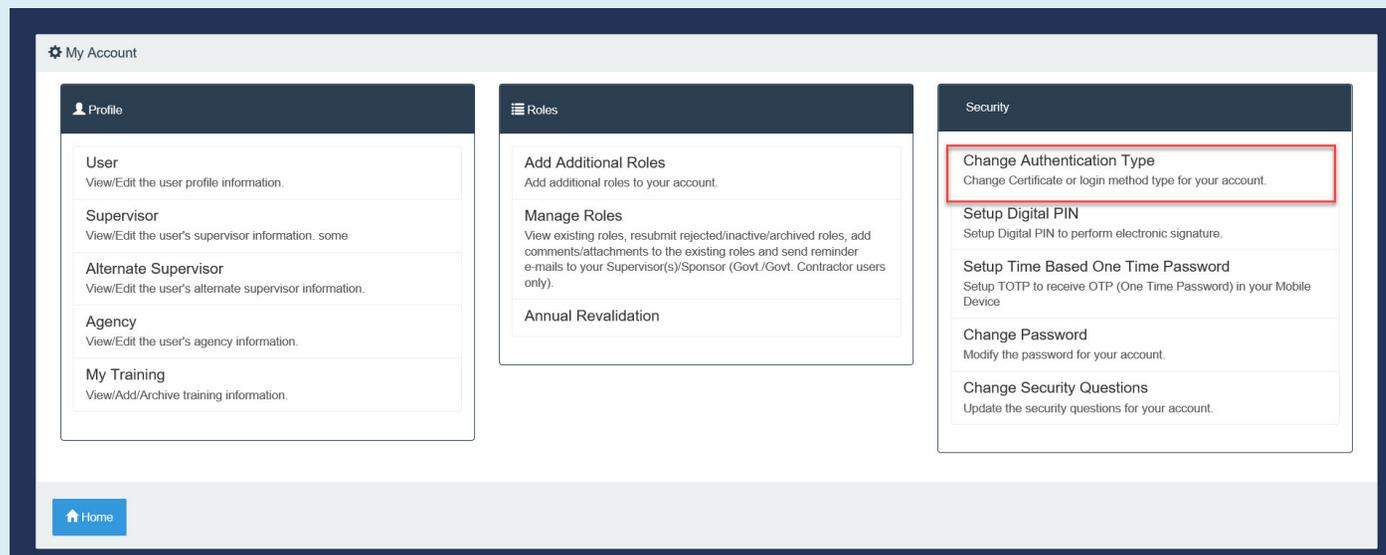
# Change Authentication Type

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.

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.



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

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

Change Authentication Type

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

--- Please Select ---

--- Please Select ---

Software Certificate

Common Access Card / Personal Identity Verification

Home Upload Cert Cancel Help

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.

Change Authentication Type

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

Common Access Card / Personal Identity Verification

Please follow the [Machine Setup](#) Instructions prior to changing your Authentication Type from User ID / Password to Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

Please click on the Certificate Login button to select the appropriate certificate.

File Name \*

Choose File...

Get help with CAC / PIV Card Change Authentication Type?

Home Upload Cert Cancel Help

Step 5: Click the Upload Cert button to continue.

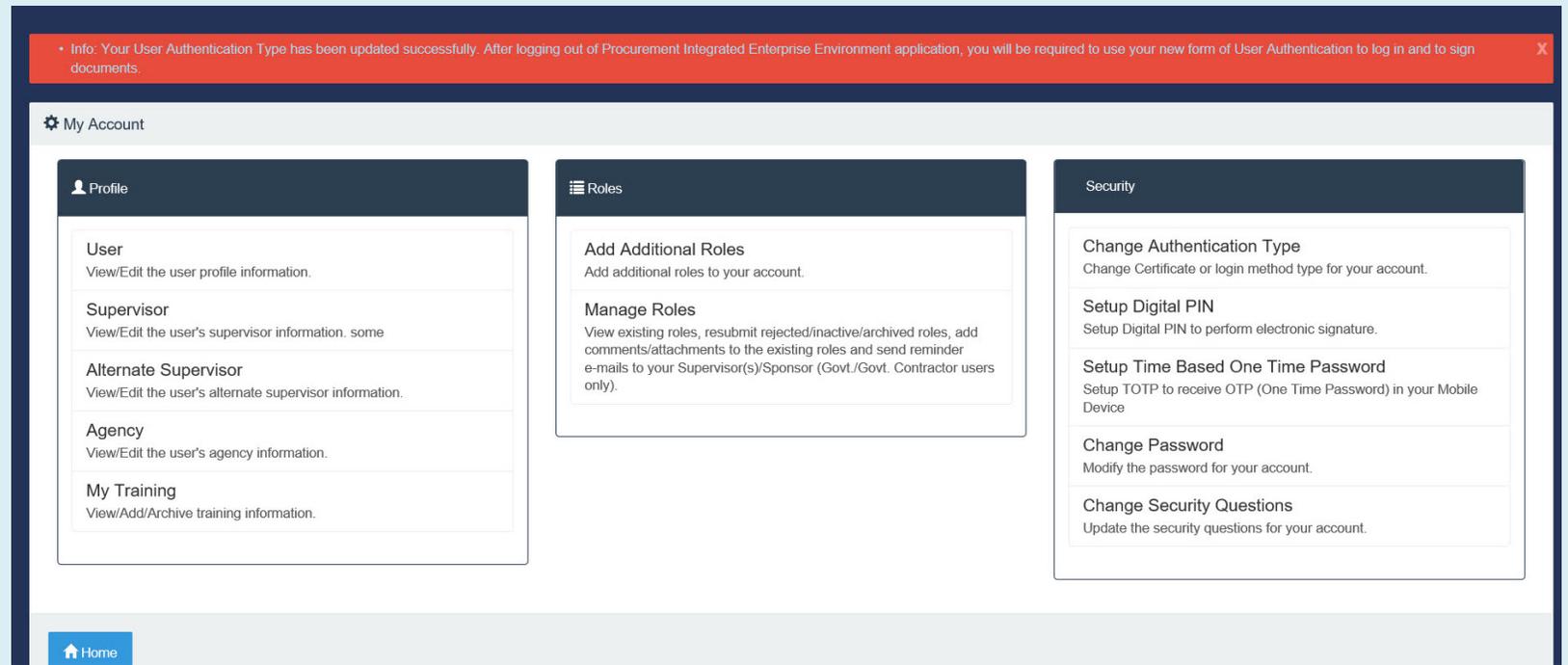
Step 6: Review the certificate information and click the Submit button.

Change Authentication Type

User ID	Valid From Date	Subject Common Name
jldd	2020/06/26 00:00:00	'87
Authentication Type	Valid To Date	Serial Number
Common Access Card / Personal Identity Verification	2020/08/31 00:00:00	B

Submit Previous Help

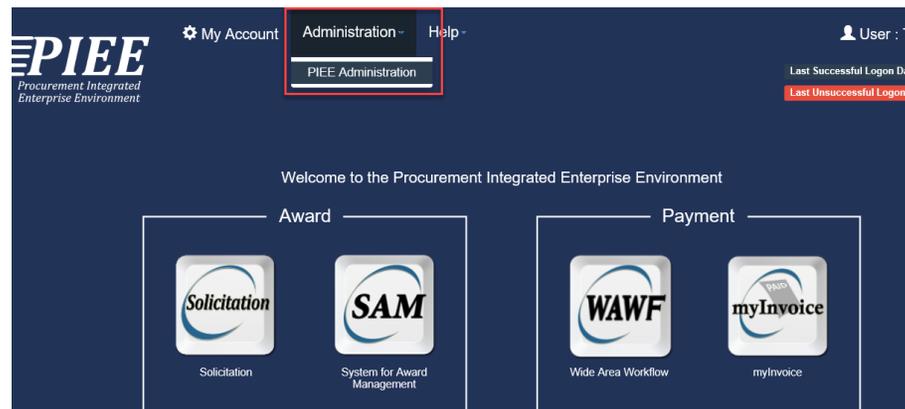
Step 7: The user will be returned to the My Account screen with a Success Info message. The User will be required to use their new form of User Authentication to log in and to sign documents.



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.

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



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

The screenshot shows the 'Administration Console' interface. At the top, there is a dark blue header with 'Administration Console' and a 'Menu' dropdown. Below this is a 'Main Menu' section containing a table of menu options. The 'User / Role Management' link is highlighted with a red rectangular box.

Menu Option	Description
<a href="#">Group Management</a>	Administer groups and subgroups by adding, renaming, moving / deleting group
<a href="#">Location Management</a>	Administer locations by editing locations, adding extensions, editing extensions
<a href="#">Notification Management</a>	Send email notifications to specific groups.
<a href="#">Subject Matter Expert (SME) Management</a>	Manage Subject Matter Experts (SME) by Application and/or Location Code.
<b><a href="#">User / Role Management</a></b>	Manage users and roles.
<a href="#">Alternate Supervisor Report</a>	Report of government users who have leveraged the Alternate Supervisor entr

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.

The screenshot shows the 'User / Role Management' search interface. At the top, there is a dark blue header with 'Administration Console', a 'Menu' dropdown, and a user profile icon labeled 'User : Tom'. Below this is a 'User / Role Management' section with two tabs: 'Search by User' and 'Search by Role'. The 'Search by User' tab is highlighted with a red box. Below the tabs are search criteria fields for 'User ID', 'First Name', 'Last Name', 'E-Mail', 'DoD ID', and 'X.509 Subject Name'. Each field has a dropdown menu set to 'Equal To' and an input box. At the bottom, there are three buttons: 'Search' (highlighted with a red box), 'Return', and 'Reset'.

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

The screenshot shows the Administration Console interface. At the top, it says "Administration Console" and "Menu". On the right, it shows "User : Tommy Rall" and "Exit". Below this is a "Search Result" section. It includes a "Show 10 entries" dropdown and a "Search:" input field. A table lists search results with columns: "User Id", "First Name", "Last Name", "E-Mail", "DoD ID", "X.509 Subject Name", and "Application (s)". The first entry is for "phrynefisher", with "First Name: Phryne", "Last Name: Fisher", "E-Mail: b...", "DoD ID: 9530005600", "X.509 Subject Name: CN=", and "Application (s): SPM | WAWF". The "User Id" link is highlighted with a red box. Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" buttons. At the bottom, there are "Back" and "Download" buttons.

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

The screenshot shows the Administration Console profile page for "Phryne Fisher". The page title is "PIEE Access Approval for Phryne Fisher". On the left is a navigation menu with options: "Overview", "Profile", "Supervisor", "Agency", "Justification/Attachments", "Reset Certificate" (highlighted with a red box), "User Roles", "Role History", "Profile History", and "Print". The main content area shows "Overview" with two sections: "Pending Supervisor/Sponsor Approval" and "Pending Admin Approval". Each section has an "Info" button and a message: "No roles were found for Pending Supervisor/Sponsor Approval." and "No roles were found for Pending Admin Approval." respectively.

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

PIEE Access Approval for Phyrne Fisher Request Type : Modification

Overview

Profile

Supervisor

Agency

Justification/Attachments

**Reset Certificate**

User Roles

Role History

Profile History

Print

**Reset User Certificate**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>	
Phyrne		Fisher		
<b>Home Organization DoDAAC/FEDAAC</b>	<b>Organization</b>	<b>Job Series</b>	<b>Job Title</b>	<b>Grade/Rank</b>
S0512A	DCMA	0006	Correctional Institi	Grade
<b>Email</b>	<b>Cyber Awareness Training Date</b>			
	2020/09/04			
<b>Commercial Telephone</b>	<b>Extension</b>	<b>Intl Country Code and Phone</b>	<b>Mobile Telephone</b>	<b>DSN Telephone</b>
999999999				
<b>Citizenship</b>	<b>Designation</b>	<b>Document Workflow Escalation Notification</b>	<b>Annual Revalidation Date</b>	
US	CIVILIAN	Y	2020/08/19	

**Justification \***

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.

Administration Console Menu User : Tommy Rall Exit

• INFO: The certificate has been reset. The new one time password is: Bq@ IEb. 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 phyrnefisher to inform them of the password change. The user will be able to login with UserId/Password until 09/19/2020.

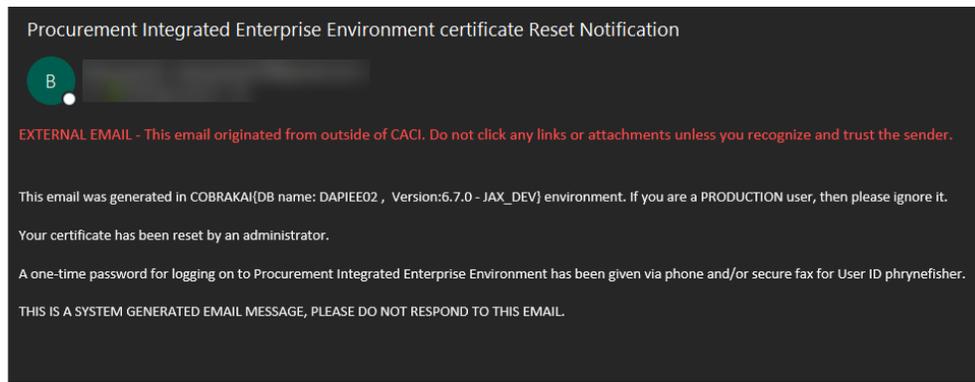
PIEE Access Approval for Phyrne Fisher Request Type : Modification

Overview

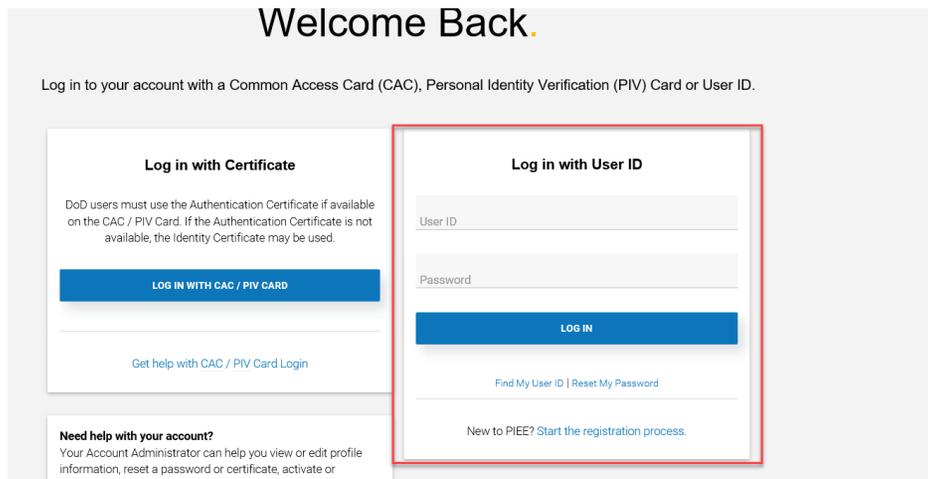
Profile

Pending Supervisor/Sponsor Approval

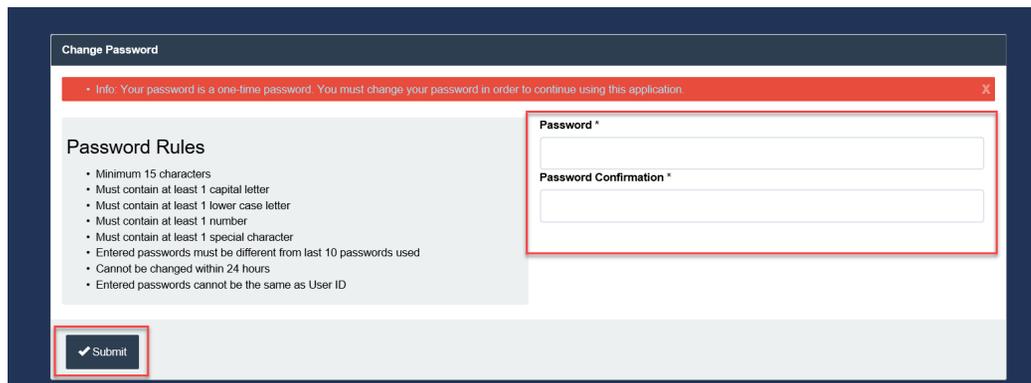
Step 9: The user will receive an email informing them of the change. The GAM will need to contact the user with the one-time password.



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.

The screenshot displays the user interface for the Procurement Integrated Enterprise Environment (PIEE) version 6.7.0. The header includes the logo, version number, and navigation links for 'My Account' and 'Help'. The user is identified as 'Phryne Fisher' with a 'Logout' option. A red notification bar at the top center contains the message: 'Info: Your password has been successfully reset.' Below the notification, the text 'Welcome to the Procurement Integrated Enterprise Environment' is displayed. The main content area is divided into two sections: 'Award' and 'Post Award Admin'. The 'Award' section contains icons for 'Solicitation' and 'SAM'. The 'Post Award Admin' section contains icons for 'SDM', 'CCM', and 'FDA'.