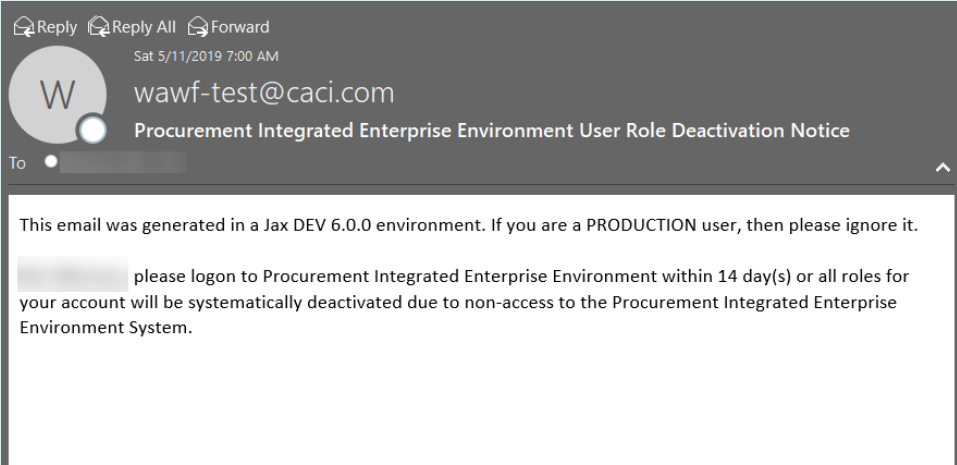


Activation of a Deactivated User Role

Quick Reference Guide

Deactivation Notification – Role Activation Request – Role Activation

Deactivation Notice	PIEE will notify the user of a pending role deactivation	<p>A user role will be systematically deactivated after the account is not logged into for 60 days. The user will receive an email notification of the pending deactivation.</p>  <p>The screenshot shows an email interface with the following details: Sender: wawf-test@caci.com, Subject: Procurement Integrated Enterprise Environment User Role Deactivation Notice. The email body contains the text: 'This email was generated in a Jax DEV 6.0.0 environment. If you are a PRODUCTION user, then please ignore it. [Redacted] please logon to Procurement Integrated Enterprise Environment within 14 day(s) or all roles for your account will be systematically deactivated due to non-access to the Procurement Integrated Enterprise Environment System.'</p>
Activation Request	The user may request activation of a deactivated role.	<p><u>Option 1</u></p> <p>Request reactivation of an inactive role from the appropriate GAM/CAM. For contact information, select the Find My Account Administrator link on the PIEE portal page.</p> <p><u>Option 2</u></p> <p>Step 1: Contact the Help Desk to request that the account be placed in Pending status. When the account status is Pending, log in to the account to update the role status.</p>

Pending Status

You user account is currently in a Pending status. You may update your profile and role information, but you won't be allowed to access any of the Procurement Integrated Enterprise Environment applications.

My Account

Profile

User

View/Edit the user profile information

Roles

Add Additional Roles

Add additional roles to your account

Security

Change Password

Modify the password for your account

Step 2: Select Manage Roles.

The screenshot shows the 'Roles' management section. It includes three main options: 'Add Additional Roles' (Add additional roles to your account), '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)), and 'Security' (Char Modif, Char Updat). The 'Manage Roles' option is highlighted with a red box.

Step 3: Select the role(s) requiring activation.

The screenshot shows the 'Manage Roles' interface. At the top, there are filter options: 'Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked'. Below this is a table with columns: Select, Application, Role, Group, Location Code/Ext., Status, Access Approval, and Additional Information. Two roles are listed: 'WAWF' (Acceptor View Only) and 'SPM | JAM | CCM' (Contracting Officer Representative). The 'Request Activation' button is highlighted with a red box.

Select	Application	Role	Group	Location Code/Ext.	Status	Access Approval	Additional Information
<input type="checkbox"/>	WAWF	Acceptor View Only	DCMA LOS ANGELES	S0512A/NA	Archived	Archived	View
<input type="checkbox"/>	SPM JAM CCM	Contracting Officer Representative	DCMA LOS ANGELES	S0512A/NA	Archived	Archived	View

Showing 1 to 2 of 2 entries

Previous 1 Next

Info Select one or more roles using the checkbox available in the first column to request activation. The checkbox will be available if the role is not active or blocked.

Info If you have EDA Roles, click on the 'View' link to update/add sub roles to an existing role.

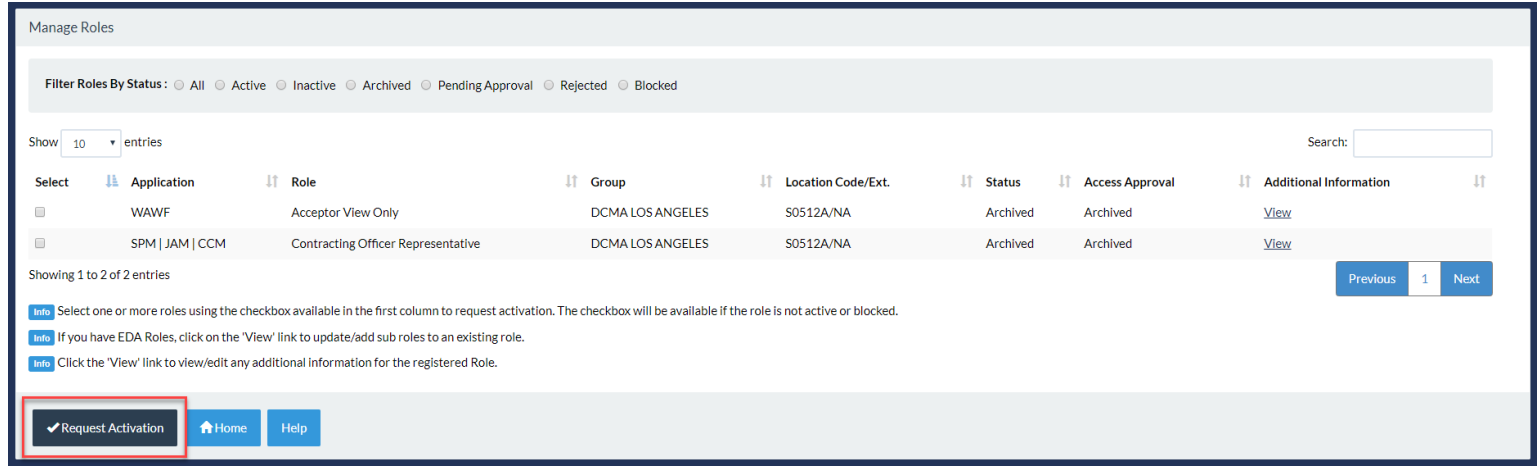
Info Click the 'View' link to view/edit any additional information for the registered Role.

Request Activation Home Help

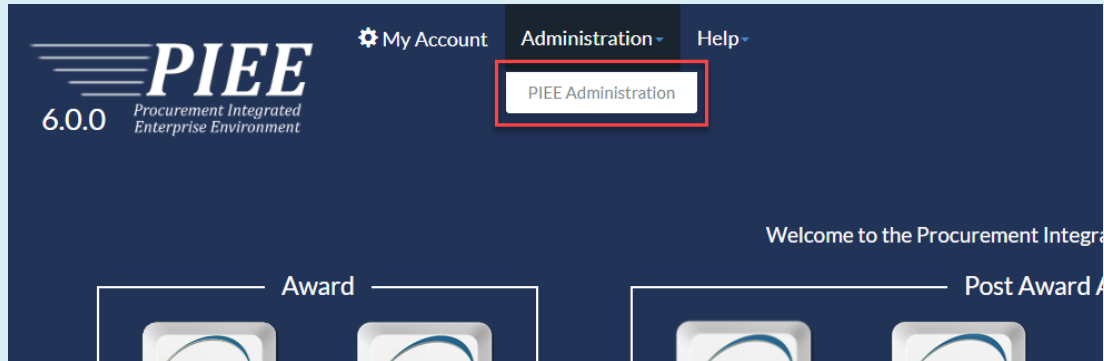
Step 4: Select Request Activation. The request will be sent to the GAM/CAM for activation. Once the user role is activated, the user will receive an email confirmation.

**GAM
Reactivation
of an
Inactive User
Role**

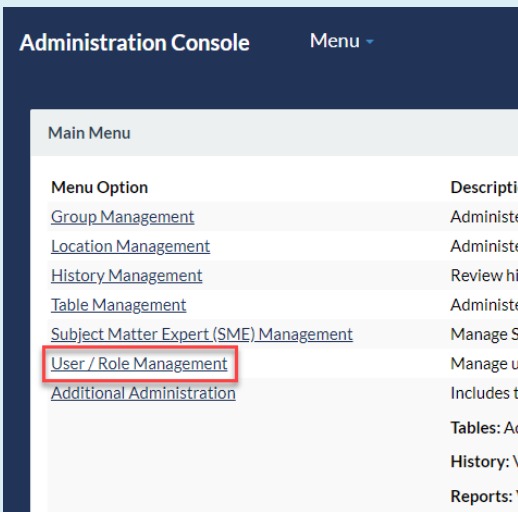
A GAM may reactivate a user role(s) that have been deactivated.



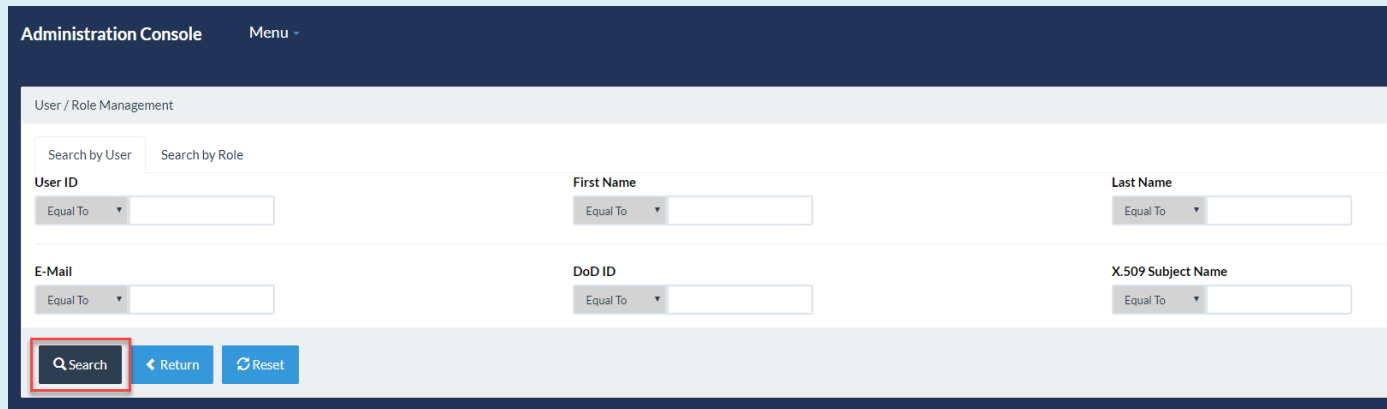
Step 1: On the PIEE portal page, select Administration > PIEE Administration.



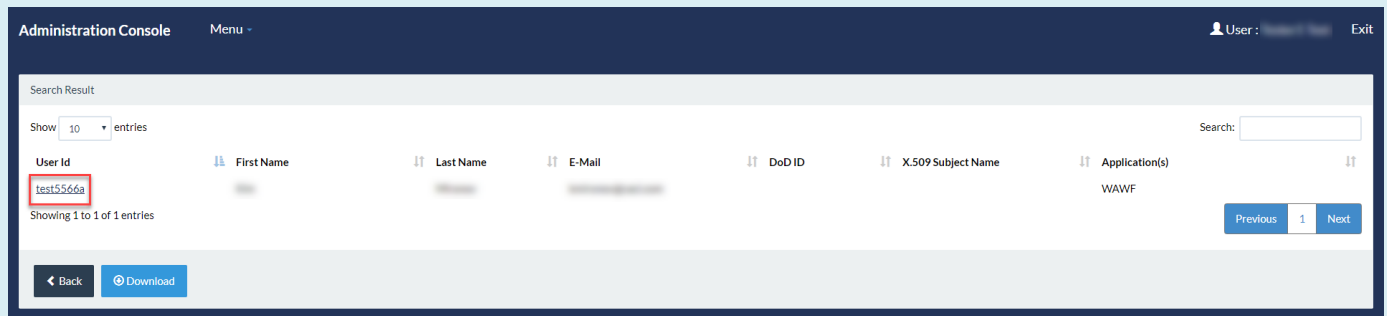
Step 2: From the Main Menu, select User/Role Management.



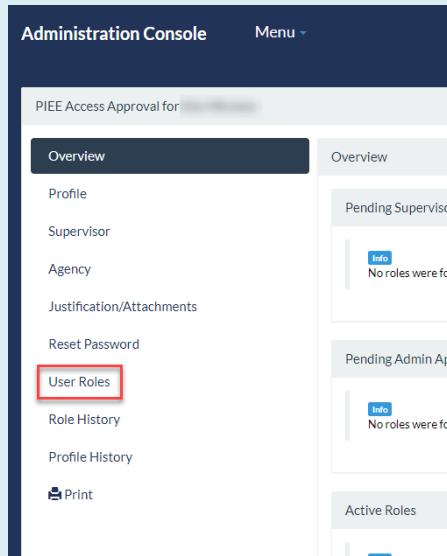
Step 3: On the User/Role Management page, enter criteria to search for the desired user. Select Search.



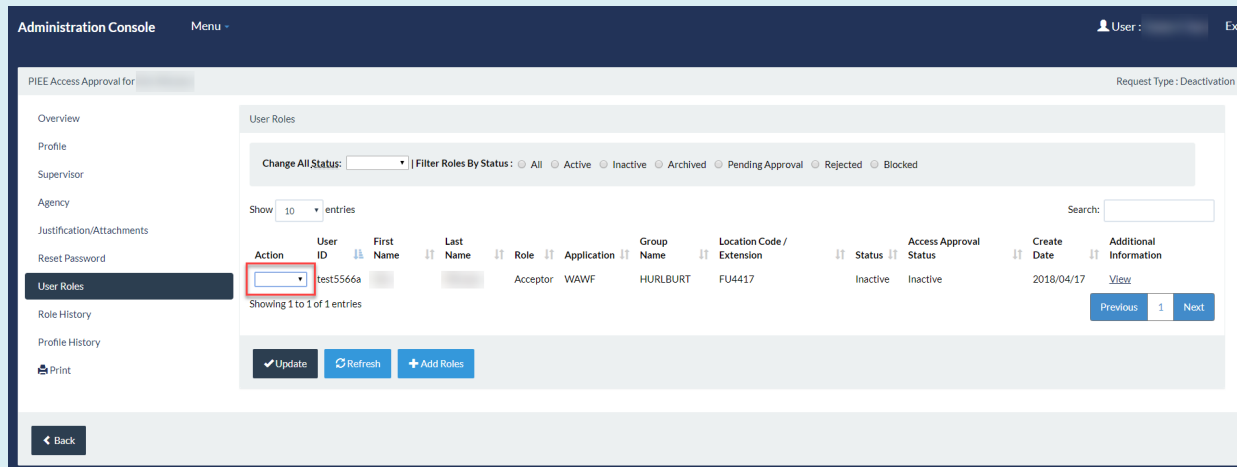
Step 4: Select the User ID.



Step 5: On the PIEE Access Approval page, select User Roles.



Step 6: Select the dropdown under the Action column. Select Activate.



Step 7: Select Update.

Administration Console Menu - User: [redacted] Exit

PIEE Access Approval for [redacted] Request Type: Deactivation

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

User Roles

Change All Status: [dropdown] | Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries Search: [input]

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
Activate	test5566a	[redacted]	[redacted]	Acceptor	WAWF	HURLBURT	FU4417	Inactive	Inactive	2018/04/17	View

Showing 1 to 1 of 1 entries

[Update] [Refresh] [Add Roles]

[Back]

Step 8: Add data in the Justification field.

Administration Console Menu -

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status
test5566a	[redacted]	[redacted]	Acceptor	WAWF	HURLBURT	FU4417	Inactive

Justification *

[Confirm] [Previous]

Step 9: Select Confirm.

Administration Console Menu

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status
test5566a			Acceptor	WAWF	HURLBURT	FU4417	Inactive

Justification *

Step 10: Select Continue.

Administration Console Menu User: [Name] Exit

Roles Updated

Roles Successfully Updated

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Previous Role Status	Previous Access Approval Status	New Role Status	New Access Approval Status
test5566a			Acceptor	WAWF	HURLBURT	FU4417	Inactive	Inactive	Active	Attached in PIEE

The user role Status is now Active.

Administration Console Menu User: [Name] Exit

PIEE Access Approval for [Name] Request Type: Deactivation

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Password

User Roles

Role History

Profile History

Print

User Roles

Change All Status: | Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked

Show 10 entries

Search:

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
	test5566a			Acceptor	WAWF	HURLBURT	FU4417	Active	Attached in PIEE	2018/04/17	View

Showing 1 to 1 of 1 entries

The user will receive an email notification that the role(s) is now active.

