

# User Account Reactivation Process

## Reference Guide

Homepage

Login

My Account

Reactivate or Add Roles

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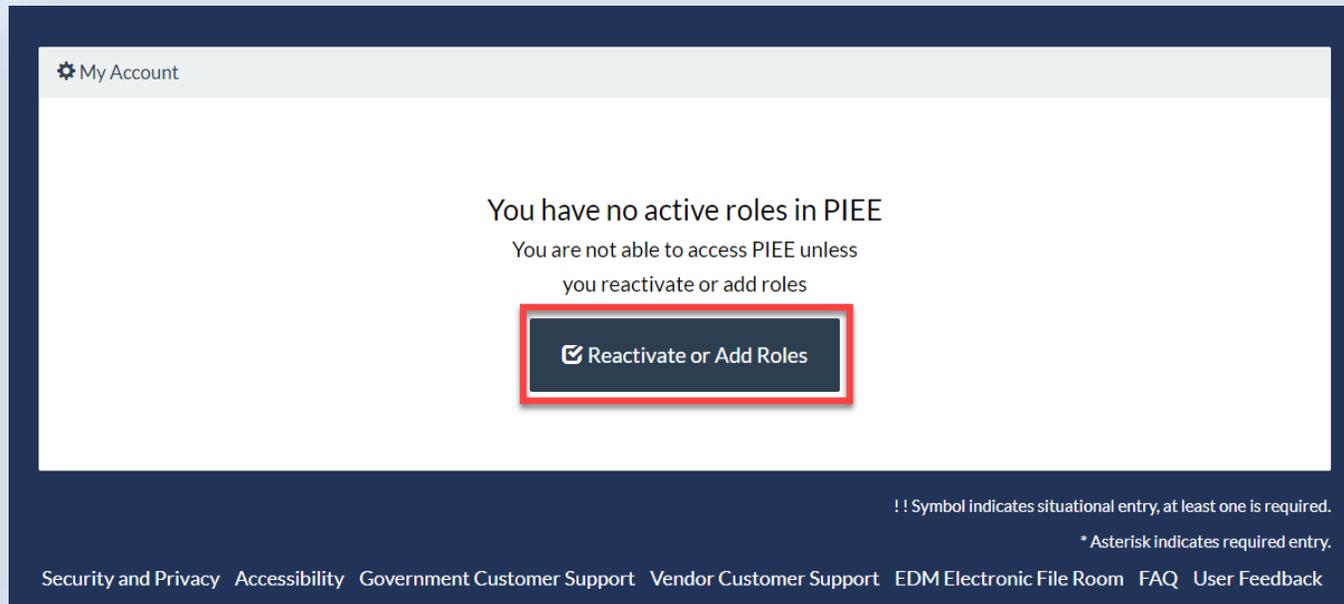
<b>Introduction</b>	The <b>User Account Reactivation Process</b> allows users to reactivate inactive/archived roles and add new ones when all user roles on the account are inactive/archived.

## Roles

All **Government** and **Government Support Contractor** users registered in PIEE have access to the User Account Reactivation Process.

## Login

Logging into PIEE with all inactive or archived roles takes the user to the User Account Reactivation Process to reactivate and add new ones.



Click the **'Reactivate or Add Roles'** button to begin the process.

## Profile

The User Profile screen displays all current user information; verify all profile information before continuing to the next step.

### Profile User Information fields:

- First Name \*
- Last Name \*
- Home Organization DoDAAC/FEDAAC \*
- Job Series \*
- Grade/Rank \*
- Confirm Email \*
- Commercial Telephone !
- Intel Country Code and Phone !
- Middle Name
- Suffix
- Organization \*
- Job Title \*
- Email \*
- Cyber Awareness Training Date \*
- Extension
- Mobile Phone

- DNS Telephone
- Designation \*
- Citizenship \*

**Request Reactivation/Add Roles**

Please verify your profile information.

User ID: pegarchiveduser

**1. Profile**

2. Supervisor / Agency

3. Reactivate Existing Roles

4. Add New Roles

5. Justification

6. Summary

7. Agreement

**User Profile**

**First Name \*** Paul Archived

**Middle Name**

**Last Name \*** Giac

**Suffix**

**Home Organization DoDAAC/FEDAAC \*** FU4417

**Organization \*** Air Force

**Job Series \*** 0019

**Job Title \*** Safety Technician

**Grade/Rank \*** A

**Email \*** pgiac@ci.com

**Confirm Email \*** pgiac@ci.com

**Cyber Awareness Training Date \*** 2022/02/24

**Commercial Telephone !** 1555555555

**Extension**

**Intl Country Code and Phone !**

**Mobile Telephone**

**DSN Telephone**

**Citizenship \*** US

**Designation \*** MILITARY

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**Button(s):**

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Click the **'Next'** button to continue the process.

**Supervisor/Agency**

The Additional Profile Information screen displays all current Supervisor, Alternate Supervisor, and Agency information; verify the Supervisor/Agency information before continuing to the next step.

**Supervisor Information:**

**Alternate Supervisor Information:**

**Agency Information:**

- First Name \*
- Last Name \*
- Job Title \*
- Email \*
- Confirm Email \*
- DNS Telephone
- Phone !
- Extension
- Intel Country Code and Phone !

- First Name \*
- Last Name \*
- Job Title \*
- Email \*
- Confirm Email \*
- DNS Telephone
- Phone !
- Extension
- Intel Country Code and Phone !
- Reason !

- Agency Name \*
- Address \*
- City \*
- Zip \*
- Country \*
- Organization

1. Profile

2. Supervisor / Agency ↕

3. Reactivate Existing Roles

4. Add New Roles

5. Justification

6. Summary

7. Agreement

User ID: pegarchiveduser

### Additional Profile Information

**Info** Please verify your Supervisor/Agency information.

Supervisor Information

<b>First Name *</b>	<b>Last Name *</b>	<b>Job Title *</b>	
<input type="text" value="Frank"/>	<input type="text" value="Frankinson"/>	<input type="text" value="guy"/>	
<b>Email *</b>		<b>Confirm Email *</b>	
<input type="text" value="gia@yahoo.com"/>		<input type="text" value="gia@yahoo.com"/>	
<b>DSN Telephone</b>	<b>Phone !</b>	<b>Extension</b>	<b>Intl Country Code and Phone !</b>
<input type="text"/>	<input type="text" value="1111111"/>	<input type="text"/>	<input type="text"/>

Alternate Supervisor Information (Optional) ⓘ

<b>First Name !</b>	<b>Last Name !</b>	<b>Job Title !</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Email !</b>		<b>Confirm Email !</b>	
<input type="text"/>		<input type="text"/>	
<b>DSN Telephone</b>	<b>Phone !</b>	<b>Extension</b>	<b>Intl Country Code and Phone !</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason !

Agency Information

Agency Name \*      Address \*

City \*      State      Zip \*      Country \*

Organization      Office Symbol

**Button(s):**

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Click the '**Next**' button to continue the process.

**Reactivate Existing Roles**

The Reactivate Existing Roles screen displays all previously registered roles on the account; reactivate roles during this step.

Select role(s) for reactivation, if any. New Roles can be added in the next stop.

**Filter Roles by Status:**

- All
- Active
- Inactive

**Role Table Columns:**

- Checkbox
- Application
- Role

- Archived
- Pending Approval
- Rejected
- Blocked
- Group
- Location Code/Ext.
- Status
- Access Approval
- Find My GAM
- Additional Information

Reactivate Existing Roles User ID: pegarchiveduser

**Info** Select role(s) for reactivation, if any. New roles can be added in the next step.

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

Show 10 entries Search:

<input type="checkbox"/>	Application	Role	Group	Location Code/Ext.	Status	Access Approval	Find My GAM	Additional Information
<input type="checkbox"/>	WAWF	IGT Originator	FU4	FU4417/NA	Archived	Archived	<a href="#">Admin Lookup</a>	<a href="#">View</a>
<input type="checkbox"/>	GFP	Contracting Officer	FU4	FU4417/NA	Archived	Archived	<a href="#">Admin Lookup</a>	<a href="#">View</a>

Showing 1 to 2 of 2 entries Previous 1 Next

**Info** Select view to add sub-roles and/or profile attachments.

> Next < Previous Help Account Activation Guide

NOTE: Select view to add sub-roles and/or profile attachments.

The contact information for Government Account Administrators (GAM) is available for each role under the **Find My GAM** column and by clicking the **Admin Lookup** option. A manual search may be performed on the [Find My Account Administrator](#) page.

**Button(s):**

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- Previous
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Click the **Next** button to continue the process.

The Roles screen displays; add new roles during this step. Roles selected for reactivation from the previous step are in the Role Summary section below in a read-only state. If an existing role needs a new Location Code or Group, delete the role from the Role Summary section. Add as a new role with the updated Location Code/Group.

### Adding New Roles:

Step 1. Select the appropriate Application from the list below

Step 2. Select One or More Roles from the list below (Ctrl+Click)

Step 3. Click 'Add Roles'

Step 4. Fill Out the Required information for the applicable applications

The screenshot shows a web interface for managing roles. On the left is a sidebar with a list of navigation items: 1. Profile, 2. Supervisor / Agency, 3. Reactivate Existing Roles, 4. Add New Roles (highlighted with a mouse cursor), 5. Justification, 6. Summary, and 7. Agreement. The main content area is titled 'Roles' and includes a user ID 'pegarchiveduser'. It features four instructional steps: Step 1: 'Select the appropriate Application from the list below' with a dropdown menu showing 'WAWF - Wide Area Workflow'; Step 2: 'Select One or More Roles from the list below (Ctrl+Click)' with a list of roles for WAWF including 'Acceptor', 'Acceptor View Only', 'Admin By View Only', 'Cost Voucher Administrator', 'Cost Voucher Approver', and 'Cost Voucher Approver View Only'; Step 3: 'Click 'Add Roles'' with a '+ Add Roles' button; and Step 4: 'Fill out the required information for the applicable applications' with a 'Roles Summary' section.

## Add New Roles

- Application
- Role
- Location Code Type
- Location Code
- Extension
- Group
- Action

6. Summary  
7. Agreement

**Step 4. Fill out the required information for the applicable applications**

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Find My GAM	Action
GFP	Contracting Officer	DoDAAC	FU4417	N/A	FU4	<a href="#">Admin Lookup</a>	<a href="#">Delete</a>
WAWF	IGT Originator	DoDAAC	FU4417	NA	FU4	<a href="#">Admin Lookup</a>	<a href="#">Delete</a>
WAWF   CCM   MINV   BANKS	Acceptor	DoDAAC	FU4417			<a href="#">Admin Lookup</a>	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the [PIEE Role List Matrix](#).

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[Help](#)
[Account Activation Guide](#)
[PIEE Role List Matrix](#)

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

Tip: You can view a list of all PIEE roles and their descriptions and functions in the [PIEE Role List Matrix](#).

**Button(s):**

- Next
- Previous
- Help
- Account Activation Guide
- [PIEE Role List Matrix](#)

**Justification**

The Justification / Attachments screen displays; Provide Justification for access and upload any necessary attachments.

Enter a Justification into the text box; this field is mandatory.

Attachments are optional; click the **'Browse'** button to locate the file and click the **'Upload'** button.

1. Profile

2. Supervisor / Agency

3. Reactivate Existing Roles

4. Add New Roles

5. Justification

6. Summary

7. Agreement

Justification / Attachments User ID: pegarchiveduser

**Info** Provide justification for access and upload any necessary attachments.

Justification \*

Attachments

Browse... Upload

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Next Previous Help

WARNING: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

**Button(s):**

- Next
- Previous
- Help

Click the '**Next**' button to continue the process.

**Summary**

The Registration Summary page displays and contains all previously entered information; verify all information before continuing to the next step. If changes are required, click the '**Edit**' button to the right of the section that needs additional changes to go to the page.

Registration Summary - Please Verify All the information User ID: pegarchiveduser

1. Profile
2. Supervisor / Agency
3. Reactivate Existing Roles
4. Add New Roles
5. Justification
6. Summary
7. Agreement

**User Information**

User ID: **pegarchiveduser**

User Type: **Government**

Login Method: **User ID \ Password**

**User Profile** Edit

First Name *	Middle Name	Last Name *	Suffix
Paul Archived		Giac	
Home Organization DoDAAC/FEDAAC *	Organization *	Job Series *	Job Title *
FU4417	Air Force	0019	Safety Technician
	Grade/Rank *		
	A		
Email *	Cyber Awareness Training Date *		
pgiac@cl.com	2022/02/24		
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
1555555555			
Citizenship *	Designation *		
US	MILITARY		

**Supervisor Information** Edit

First Name *	Last Name *	Job Title *
Frank	Frankinson	guy

**Agency Information** Edit

Agency Name *	Address *
CACI	12345

Reason !

**User Roles** Edit

Role	Location Code Type	Location Code	Extension	Group
IGT Originator	DoDAAC	FU4417	NA	FU4
Contracting Officer	DoDAAC	FU4417	NA	FU4
Acceptor	DoDAAC	FU4417		FU4

➔ Next

⬅ Previous

**Button(s):**

- Next
- Previous

Click the **'Next'** button to continue the process.

The Agreement page is displayed. Please review the Statement of Accountability Agreement. The Home Organization DoDAAC is automatically populated in the Government Organization field: PIIESSO-SSOAC-1518 - When self-registering in PIEE, the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile. Click the Signature button to sign the document indicating you have read and agreed.

## Agreement

1. Profile  
2. Supervisor / Agency  
3. Reactivate Existing Roles  
4. Add New Roles  
5. Justification  
6. Summary  
7. Agreement

Agreement User ID: pegarchiveduser

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.  
**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**  
**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.  
At any time, the U.S. Government may inspect and seize data stored on this information system.  
Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.  
This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential as further explained below:

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date: 2022/04/12  
Government Organization \*: FU4417

### Button(s):

- Signature
- Previous
- Help

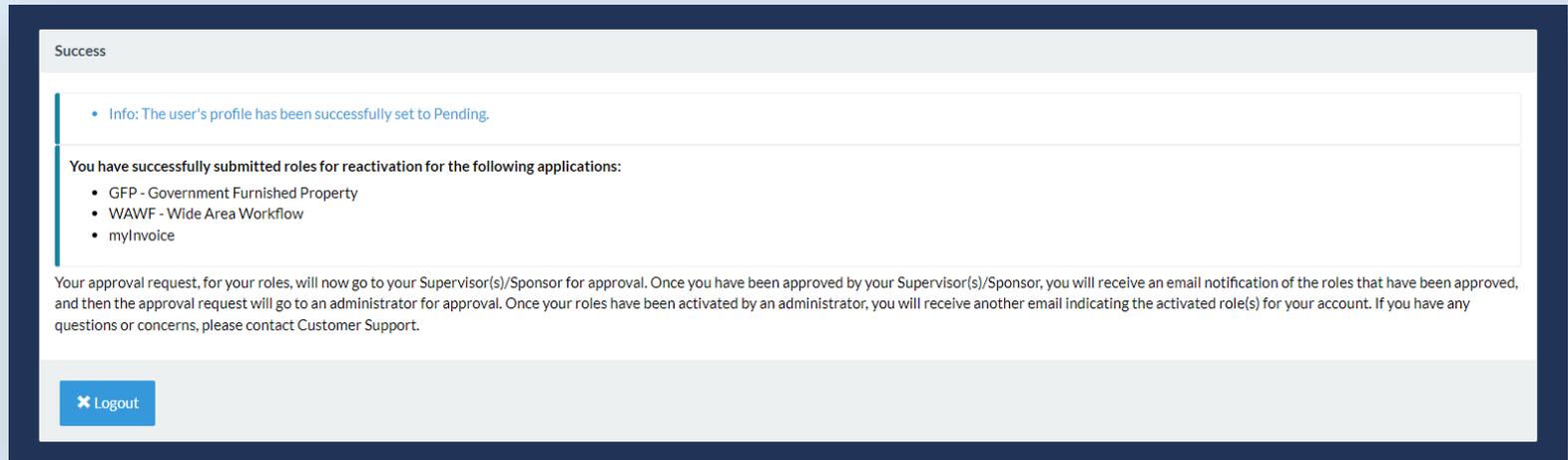
Click the **'Signature'** button to continue the process.

Successfully Submitting a User Account Reactivation Request for existing roles and new roles direct the user to a Success screen with the information for the selected role applications. The user account is in the **'Pending Supervisor Approval'** status. An email is sent to the user's Supervisor with the role(s), informing them the user account is requesting reactivation. The User Account Reactivation Process continues with the Supervisor reviewing the request.

The Success Message Contains the Applications registered for, e.g.,

You have successfully submitted roles for reactivation for the following applications:

- WAWF – Wide Area Workflow



## Submit Success

Information provided on the Success screen:

- Applications selected for reactivation

Button(s):

- Logout

## Following Steps by Other Users

### Supervisor Approval

When a user completes the reactivation process, an email notification is sent to the Supervisor with the information to review the request and approve or reject it. Review the [Supervisor Sponsor Approving a Role](#) training on the WBT for more details.

**Admin Activation**

After the Supervisor approves the request, a Government Administrator (GAM) must log in to PIEE to activate a requested role(s). The GAM must be within the same group or higher of the registered role's DoDAAC. Review the [GAM CAM Activates a Role](#) training on the WBT for more details.