# User Account Reactivation Process

**Reference Guide**

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## Introduction

The **User Account Reactivation Process** 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.

![My Account](image)

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
Button(s):
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Click the ‘Next’ button to continue the process.

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/Agency

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
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
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.

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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

- Application
- Role
- Location Code Type
- Location Code
- Extension
- Group
- Action
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):**
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- [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.
WARNING: Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

**Button(s):**
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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.
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: PIEESSO-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.

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

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. |