

User Role Activation/Deactivation Process

Reference Guide



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Deactivation Notice

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.

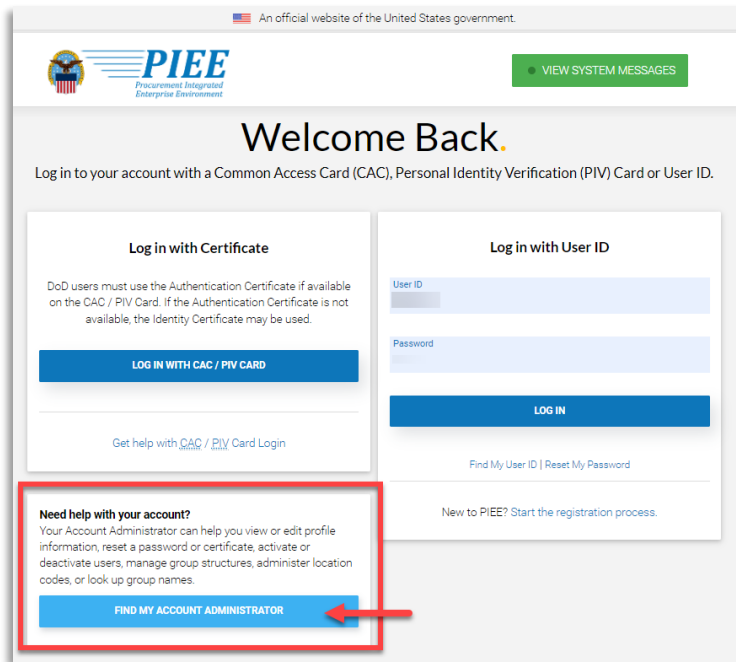
PIEE will notify the user of a pending role deactivation.



The user may request activation of a deactivated role.

Option 1

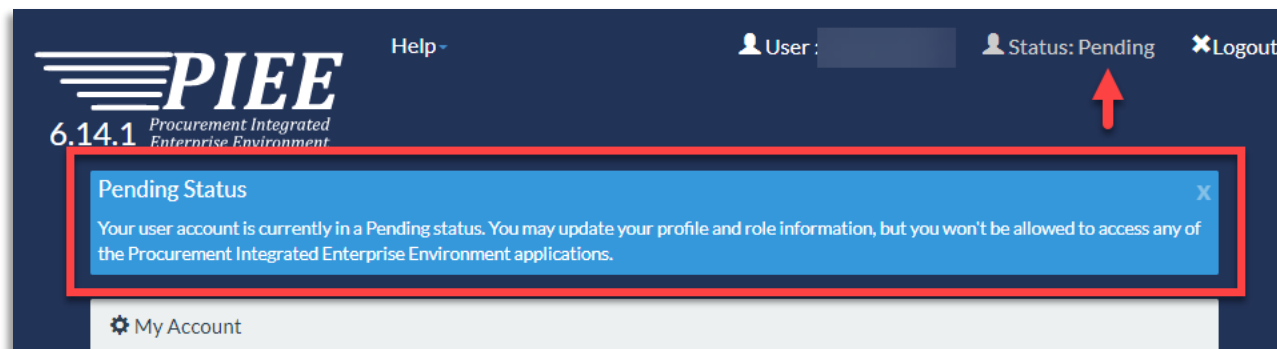
Request reactivation of an inactive role from the appropriate GAM/CAM. For contact information, select the Find My Account Administrator link on the PIEE portal page.



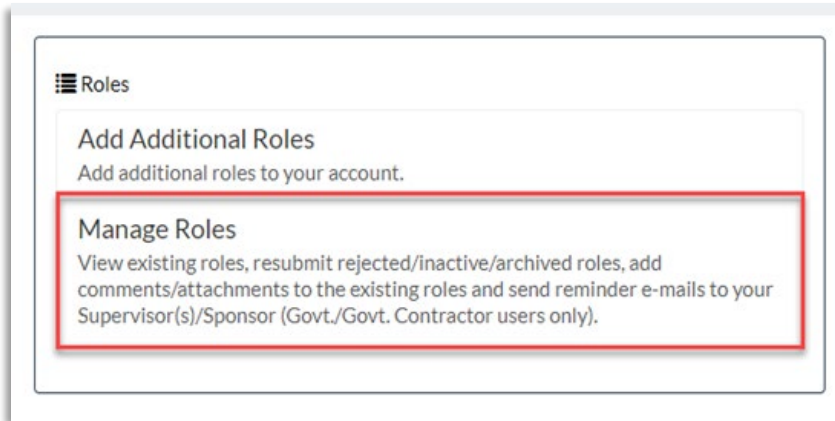
Activation Request

Option 2

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.

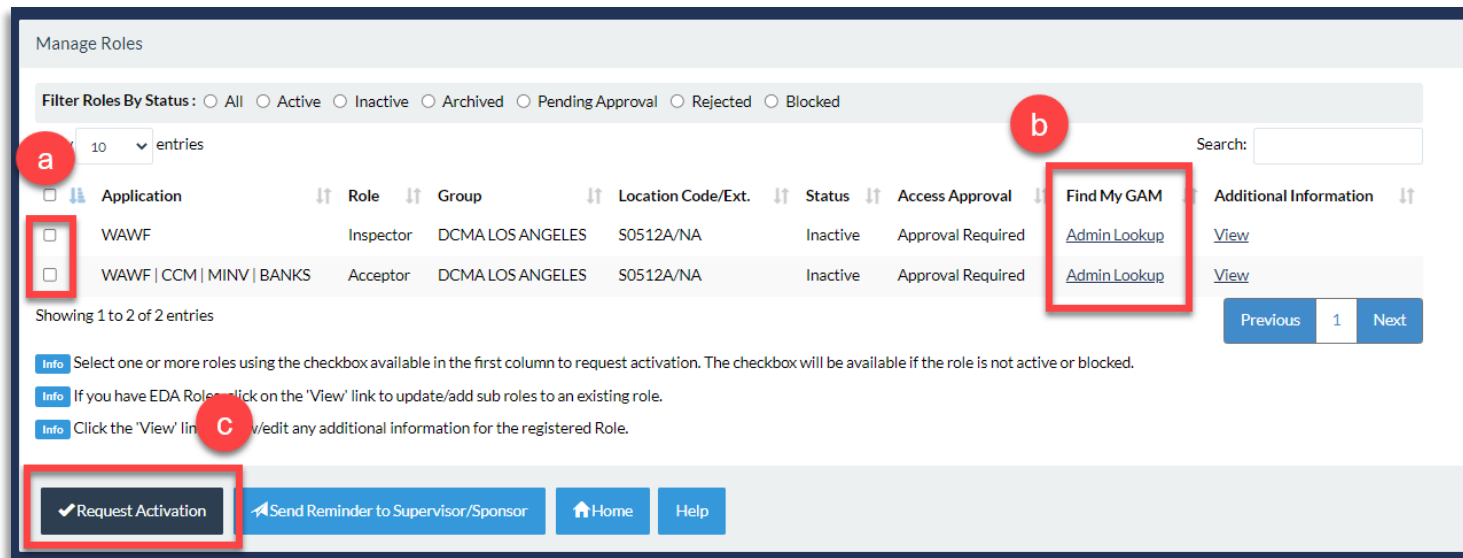


Step 2: Select Manage Roles.



Step 3:

- a: Select the role(s) requiring activation.
- b: There is also another opportunity to look up the administrator from this page.
- c: Select the **Request Activation** button. The request will be sent to the Supervisor/Sponsor for approval. Once the user role is approved, a GAM will need to activate the role.



Step 4: The user is asked to verify their profile information: Supervisor information and the roles being requested for activation. After all information is verified, add the required **Justification** and select the **Next** button.

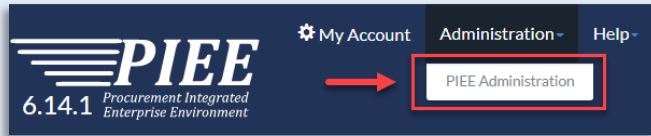
The screenshot shows a web interface for 'Request Activation'. On the left, a sidebar lists four steps: 1. Profile, 2. Supervisor / Agency, 3. Roles, and 4. Justification (which is currently selected). The main content area is titled 'Justification / Attachments' and includes a 'User ID: test_rdg' label. An information box states: 'Provide justification for access and upload any necessary attachments.' Below this is a 'Justification *' text area containing the word 'Reminder'. Underneath is an 'Attachments' section with a 'Browse...' button and an 'Upload' button. A warning message reads: 'Warning! Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' At the bottom, there are three buttons: 'Next', 'Previous', and 'Help'. The 'Next' button is highlighted with a red box and a red arrow points to it.

The user will receive a success message for Requesting Activation.

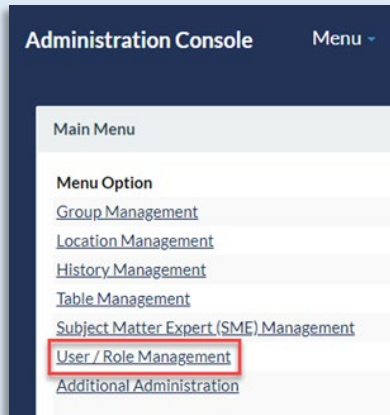
The screenshot shows a 'Success' message box. The text inside reads: 'You have successfully sent a request for activation of roles for the following applications:' followed by a bulleted list: 'BANKS - U.S. Bank', 'CCM - Contracting Communication Module', 'WAWF - Wide Area Workflow', and 'myInvoice'. Below the list, a paragraph explains: 'Your approval request for the roles will now go to your Supervisor(s)/Sponsor for approval. Once you have been approved by your Supervisor(s)/Sponsor, you will receive an email notification of the roles that have been approved, and then the approval request will go to an administrator for approval. Once your roles have been activated by an administrator, you will receive another email indicating the activated role(s) for your account. If you have any questions or concerns, please contact Customer Support.' At the bottom left of the message box is a 'Home' button with a house icon.

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

Step 1: On the PIEE portal page, select **PIEE Administration** under the Administration tab.



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



GAM Reactivation of an Inactive User Role

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

Step 4: Select the User ID.

Search Result

Show 10 entries

Search:

User Id	First Name	Last Name	E-Mail	DoD ID	X.509 Subject Name	Application(s)	Account Type	Warrant
test_rdg	Rachel	Smith				WAWF	CIVILIAN	N
test_reject01	kristy	hardy				WAWF		N
Test_roles01	kristy	hardy				WAWF		N

Showing 51 to 60 of 171 entries

Previous 1 ... 6 7 ... 18 Next

Back Download

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

Administration Console Menu

PIEE Access Approval for [redacted]

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

Step 6: Select **Activate** in the dropdown under the Action column. Then click the **Update** button.

PIEE Access Approval for jeremy miller 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	Account Type	V
<input type="button" value="Activate"/> <input type="button" value="Reject"/> <input type="button" value="Block"/>	user_R09520	jeremy	millar	Contracting Officer Representative	SPM	STRIKE FIGHTER WING US PAC FLEET	R09520	Archived	Archived	2015/09/04	CONTRACTOR	N

Showing 1 to 1 of 1 entries

Tip You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Step 7: Add data in the **Justification** field, then select the **Confirm** button.

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status	Current Access Approval Status	New Role Status	New Access Approval Status
user_R09520	jeremy	millar	Contracting Officer Representative	SPM	STRIKE FIGHTER WING US PAC FLEET	R09520	Archived	Archived	Archived	Reactivation Approval Required

Justification *

testing

The user role Status is now Active.

Administration Console Menu User: Exit

PIEE Access Approval for 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

1

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

Sample email:

To

This email was generated in a Jax TEST 6.0.0 environment. If you are a PRODUCTION user, then please ignore it.

The following role has been activated:
 Role: Acceptor
 Group: HURLBURT
 DoDAAC: FU4417

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

If a reminder needs to be sent to the Supervisor/Sponsor, navigate to the Manage Roles page of the user awaiting role activation. On the **Manage Roles** page, select the role to remind supervisor/sponsor to activate and then click on the **Send Reminder to Supervisor/Sponsor**.

Sending Approval and/or Activation Reminder

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 'Show 10 entries' dropdown and a search box. The main table has columns: Application, Role, Group, Location Code/Ext., Status, Access Approval, Find My GAM, and Additional Information. Two roles are listed: 'WAWF' (Inspector, DCMA LOS ANGELES, S0512A/NA, Inactive) and 'WAWF | CCM | MINV | BANKS' (Acceptor, DCMA LOS ANGELES, S0512A/NA, Inactive). Both roles have checkboxes in the first column, which are highlighted with a red box. At the bottom, there are buttons for 'Request Activation', 'Send Reminder to Supervisor/Sponsor' (highlighted with a red box), 'Home', and 'Help'. Below the table, there are three info messages: '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.', 'If you have EDA Roles, click on the 'View' link to update/add sub roles to an existing role.', and 'Click the 'View' link to view/edit any additional information for the registered Role.'

A message appears confirming that reminder was sent to supervisor.

The screenshot shows a confirmation message at the top: 'Info: A reminder email was successfully sent to your supervisor at [redacted] com.' Below the message is the 'Manage Roles' interface, which is partially visible. A red arrow points to the confirmation message.

If the requested role has been approved, but is awaiting GAM activation, the user will see a screen that shows the role with no check box available. (example below)

The screenshot displays the 'Manage Roles' interface in the PIEE 6.13.0 Procurement Integrated Enterprise Environment. The interface includes a header with navigation links, a search bar, and a table of roles. The table has columns for Application, Role, Group, Location Code/Ext., Status, Access Approval, Find My GAM, Additional Information, and Appointment Status. Two roles are highlighted with red boxes and arrows. The first role, 'PC | SE', has a red box around its checkbox and the text 'Sponsor approved, pending GAM activation'. The second role, 'PC | FEDMALL | SPRS | JAM | BANKS', has a red box around its 'Admin Lookup' link in the 'Find My GAM' column and the text 'GAM look up - contact information'. Below the table, there are informational messages and a 'Request Activation' button.

Application	Role	Group	Location Code/Ext.	Status	Access Approval	Find My GAM	Additional Information	Appointment Status	
<input type="checkbox"/>	ADMIN	Admin CBAR - CBAR PMO	PROGRAM OVERSIGHT	Archived	Archived		View		
<input type="checkbox"/>	WAWF CCM MINV BANKS	Acceptor	FU4417	FU4417/NA	Archived	Archived	Admin Lookup	View	
<input type="checkbox"/>	EDA	Contracts	FU4417	FU4417/NA	Archived	Archived	Admin Lookup	View	
<input type="checkbox"/>	FP	FP Approver	FU4417	FU4417/NA	Archived	Archived	Admin Lookup	View	
<input type="checkbox"/>	PC SE	Identifying Officer	FU4417	FU4417/NA	Archived	Archived	Admin Lookup	View	
<input type="checkbox"/>	PC FEDMALL SPRS JAM BANKS	Cardholder (CH)	FU4417	FU4417/NA	Inactive	Inactive	Admin Lookup	View	
<input type="checkbox"/>	N/A	PC FEDMALL SPRS JAM BANKS	Cardholder (CH)	DHA - J4WPATT AFB (HT0070)	HT0070/NA	Inactive	Review Required	Admin Lookup	View
<input type="checkbox"/>	N/A	PC FEDMALL SPRS JAM BANKS	Cardholder (CH)	DCMA LOS ANGELES	S0512A/NA	Inactive	Review Required	Admin Lookup	View

If role requested has N/A for check box, that means the role has been approved and is awaiting GAM activation. **The only way to request activation is to reach out to the GAM.** The user will select **Admin/Lookup** in the **Find My GAM** column to retrieve contact information on assigned GAM to send request or reminder to activate the pending role.