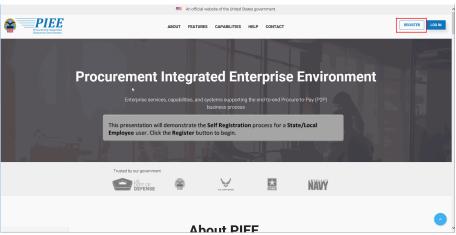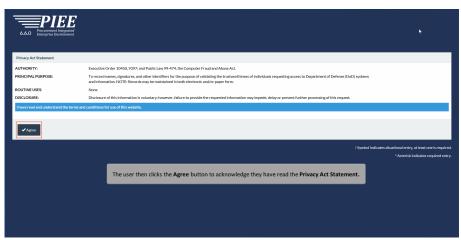Intro

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
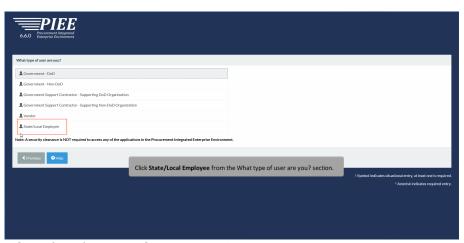
Step 1

This presentation will demonstrate the Self Registration process for a State/Local Employee user. Click the Register button to begin.
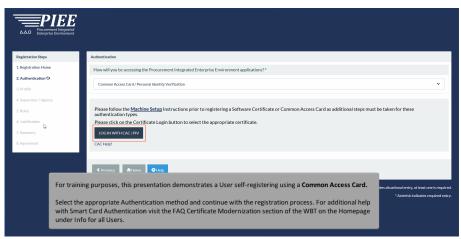
Step 2

The user then clicks the Agree button to acknowledge they have read the Privacy Act Statement.
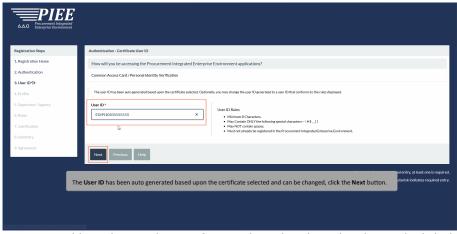
Step 3

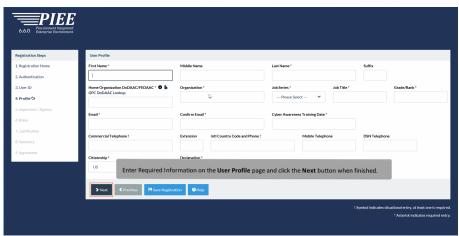Click State/Local Employee from the What type of user are you? section.

Step 4

For training purposes, this presentation demonstrates a User self-registering using a Common Access Card.

Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.
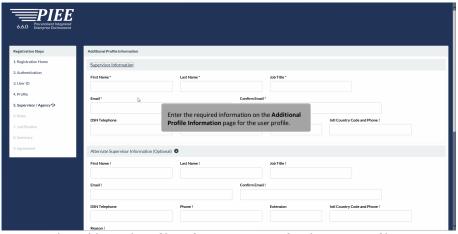
Step 5

The User ID has been auto generated based upon the certificate selected and can be changed, click the Next button.
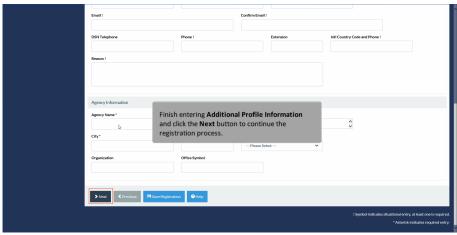
Step 6

Enter Required Information on the User Profile page and click the Next button when finished.
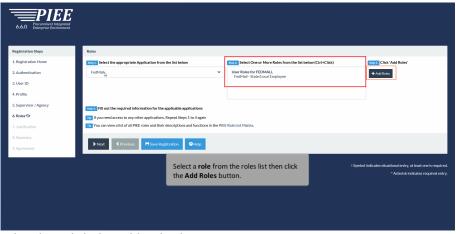
Step 7

Enter the required information on the Additional Profile Information page for the user profile.
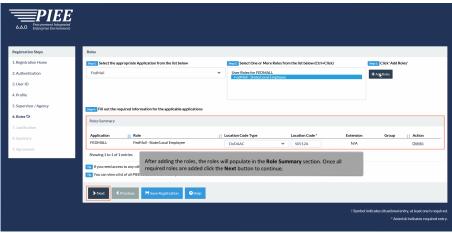
Step 8

Finish entering Additional Profile Information and click the Next button to continue the registration process.
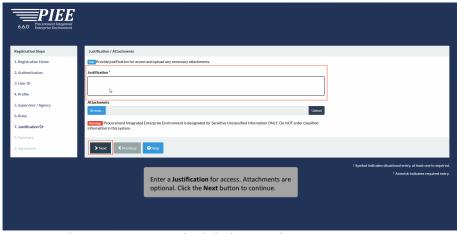
Step 9

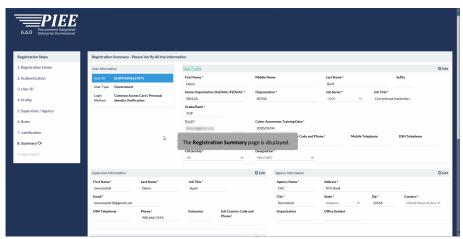Select a role from the roles list then click the Add Roles button.

Step 10

After adding the roles, the roles will populate in the Role Summary section. Once all required roles are added click the Next button to continue.
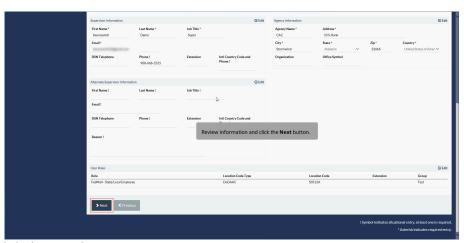
Step 11

Enter a Justification for access. Attachments are optional. Click the Next button to continue.
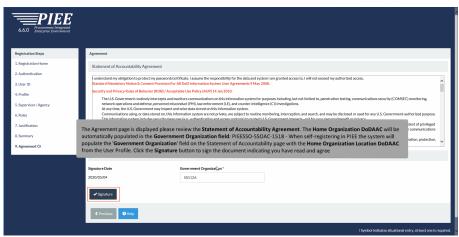
Step 12

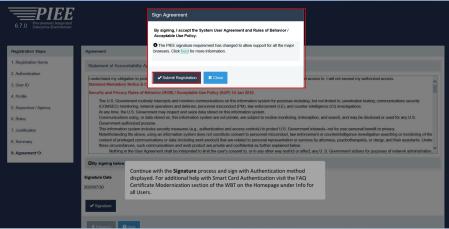The Registration Summary page is displayed.

Step 13

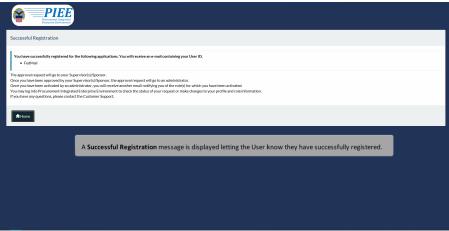Review information and click the Next button.

Step 14

The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be 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 agree

Step 15

Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 16

A Successful Registration message is displayed letting the User know they have successfully registered.

End

This concludes our demonstration.