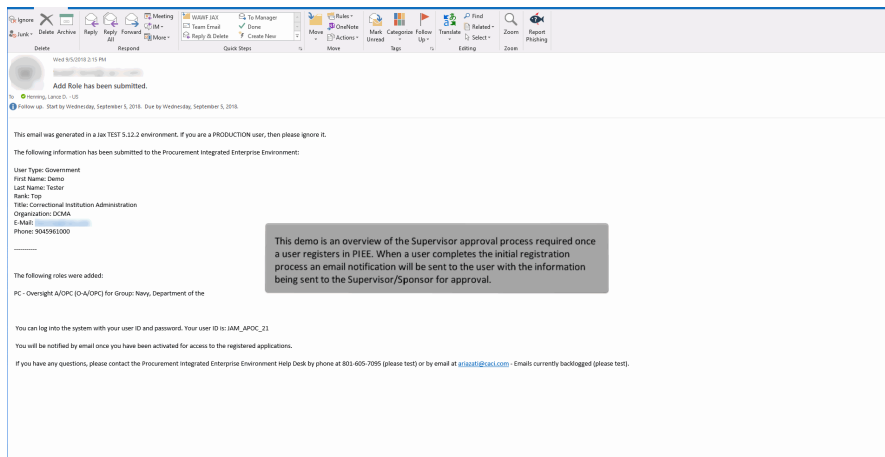


Intro



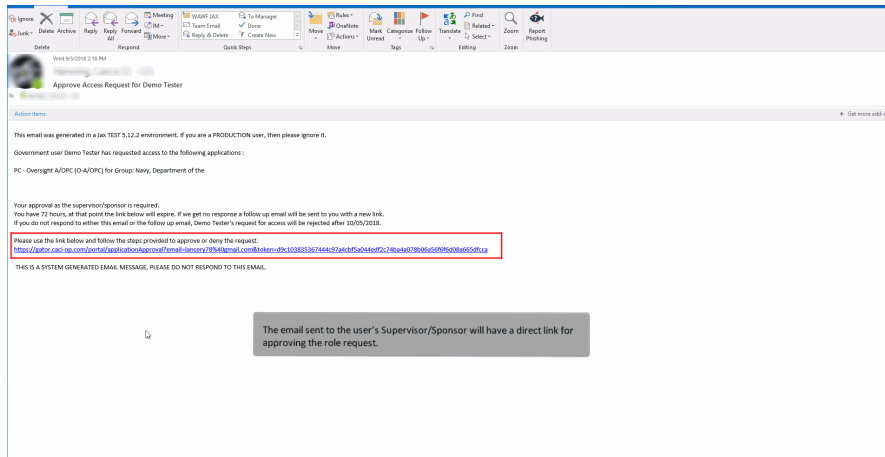
Supervisor Sponsor Approving a Role
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



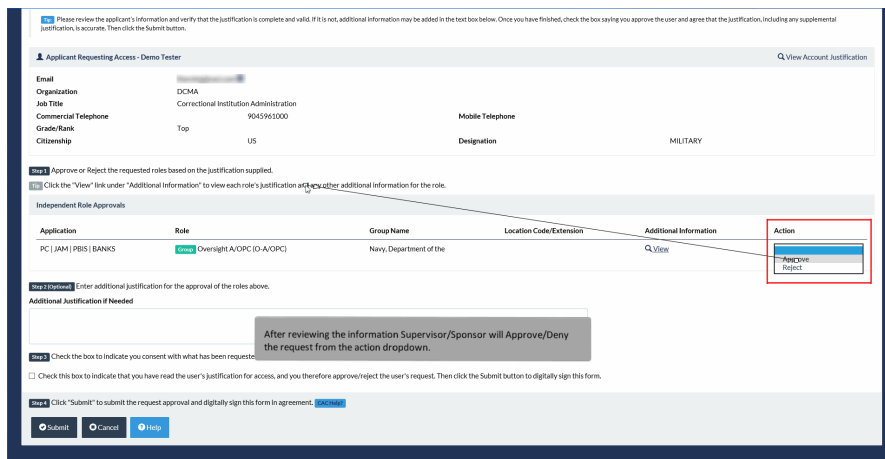
This demo is an overview of the Supervisor approval process required once a user registers in PIEE. When a user completes the initial registration process an email notification will be sent to the user with the information being sent to the Supervisor/Sponsor for approval.

Step 2



The email sent to the user's Supervisor/Sponsor will have a direct link for approving the role request.

Step 3



After reviewing the information Supervisor/Sponsor will Approve/Deny the request from the action dropdown.

Step 4

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Tester

Applicant Information:

- Email: [Redacted]
- Organization: DCMA
- Job Title: Correctional Institution Administration
- Commercial Telephone: 9045965000
- Grade/Rank: Top
- Citizenship: US
- Mobile Telephone: [Redacted]
- Designation: MILITARY

Step 1: Approve or Reject the requested roles based on the justification supplied.

Step 2: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC JAM RBIS BANKS	Overnight A/DPC (O-A/DPC)	Navy, Department of the		View	Approve

Step 3 (Followed): Enter additional justification for the approval of the roles above.

Additional Justification if Needed:

Needs for testings

Step 4: Check the box to indicate you consent with what has been requested and the justification supplied is accurate.

Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 5: Click "Submit" to submit the request approval and digitally sign this form in agreement.

Buttons:

Enter Additional Justifications and check the box indicating that you have read the user's Justifications. Click the Submit button.

Step 5

Approval/Detail for Application Request

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Builder

Applicant Information:

- Email: [Redacted]
- Organization: [Redacted]
- Job Title: [Redacted]
- Commercial Telephone: 1111111111
- Grade/Rank: [Redacted]
- Citizenship: US
- Mobile Telephone: 9045555555
- Designation: CONTRACTOR

Step 1: Verify the contract information entered by the user, and make any necessary modifications.

Contract Number Type	Contract Number	Delivery Order Number	Contract Expiration Date
Intermittent Agreement	123456789123	10001	2018/03/09

Step 2: Approve or Reject the requested roles based on the justification supplied.

Step 3: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
WANWF	IGT Originator	DCMA LOS ANGELES	S0512A.NA	View	Approve Reject

Step 4: The Supervisor/Sponsor will be able to update the Contract Instrument Details entered by the user during registration.

Step 5: Check the box to indicate you consent with what has been requested and the justification supplied is accurate.

Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

The Supervisor/Sponsor will be able to update the Contract Instrument Details entered by the user during registration.

Step 6

Approval/Denial for Application Request

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Builder [View Account Justification](#)

Email: [Redacted]
Organization: DCMA
Job Title: Title
Commercial Telephone: 00000000
Mobile Telephone:
Grade/Rank: Rank US
Citizenship: US
Designation: CIVILIAN

Step 1: Approve or Reject the requested profile modifications.

Profile Modification:
Modifications:
 Organization updated from Air Force to DCMA.

Step 2 (Optional): Enter additional justification for the approval of the roles above.

Additional Justification if Needed:
 If the user has made any modifications to their profile, that requires approval, the Supervisor/Sponsor will have the ability to **approve/reject** that here.

Step 3: Check the box to indicate you consent with what has been requested and the justification supplied is accurate.
 Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 4: Click "Submit" to submit the request approval and digitally sign this form in agreement. [Signatures](#)

If the user has made any modifications to their profile, that requires approval, the Supervisor/Sponsor will have the ability to approve/reject that here.

Step 7

Step 1: Approve or reject the requested roles based on the justification supplied.

Step 2 (Optional): Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

GAM Role Approvals Overall Action:

Application	Role	Group Name	Additional Information
PIEE	Admin Government Administrator	HURLBURT	View

Government/Contractor Admin Appointment Letter

1. You are hereby appointed as a Group Administrator (GAM) for the Wide Area Workflow (WAWF) electronic (e)-Business Suite. Your span of control includes the following group names: [HURLBURT]

2. As a GAM, you are a critical part of maintaining system security because you have the ability to grant/deny access to users.

3. You accept the GAM role as a trusted agent for your agency. You will comply with all agency policies regarding security functions performed in support of your agency and the WAWF e-Business Program Office.

4. You are responsible for:
 a. Establish and maintain the GAM Appointment Letter.
 b. Activate/Inactivate the GAM Appointment Letter.
 c. Establish the GAM Appointment Letter.
 d. Any GAM activating another GAM must maintain an appointment letter for the new GAM.

5. When determining privileges and profiles, you will comply with the principle of least privilege (Granting minimal access for that which the user needs).

6. As a GAM you will verify the identity of an individual by validating the access approval process within the WAWF e-Business Suite. In addition, you are responsible for ensuring compliance with the WAWF e-Business Suite access control policy along with additional access control guidance issued by your Agency and/or Service.

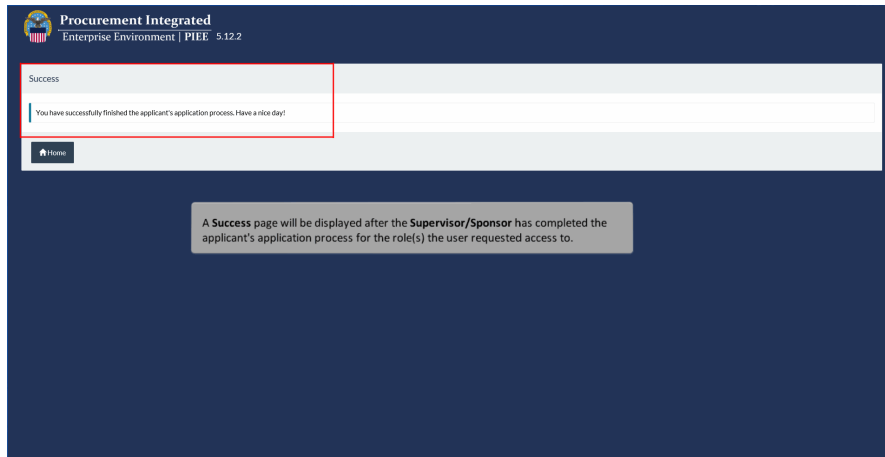
verify that this user has a need to know for the requested system access and that the concept of least access was applied. I approve this access for activation by the system administrator.

Step 2 (Optional): Enter additional justification for the approval of the roles above.

Additional Justification if Needed:

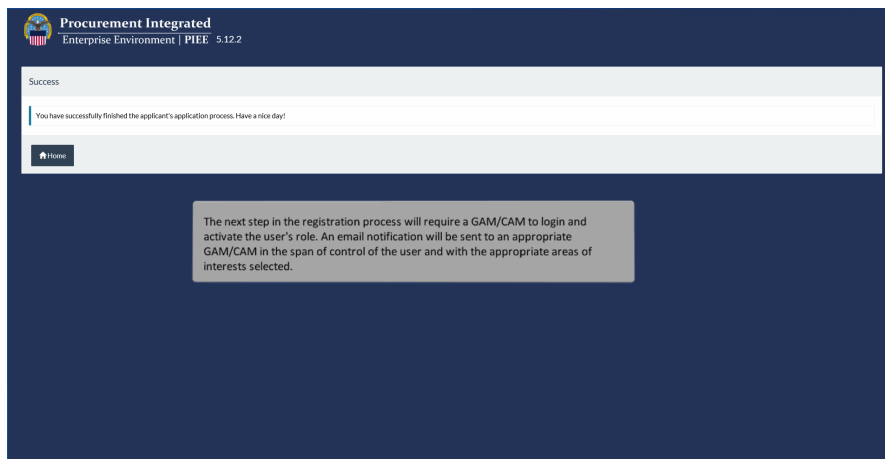
If the user is requesting a new GAM role, then the Supervisor will be required to approve/reject their GAM Appointment Letter.

Step 8



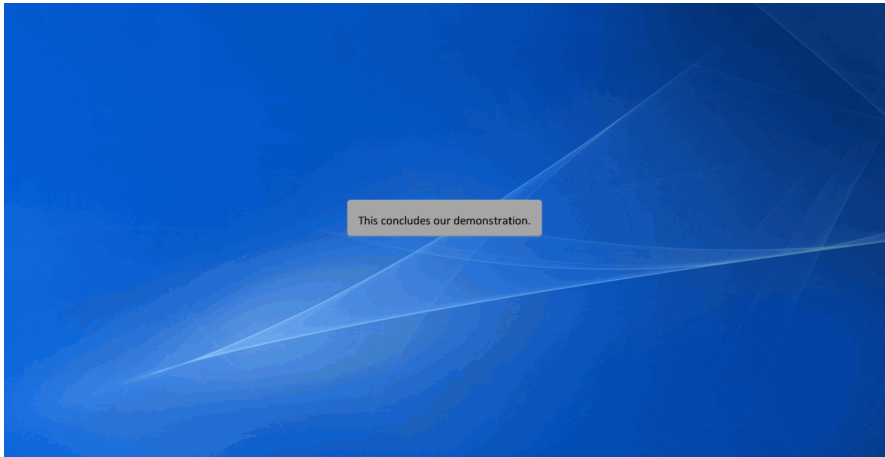
A Success page will be displayed after the Supervisor/Sponsor has completed the applicant's application process for the role(s) the user requested access to.

Step 9



The next step in the registration process will require a GAM/CAM to login and activate the user's role. An email notification will be sent to an appropriate GAM/CAM in the span of control of the user and with the appropriate areas of interests selected.

End



This concludes our demonstration.