



Account Management and Provisioning System

DMC Request User Guide

Version 1.0

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Revision History

Document Version	Release Date	Author	Section(s) Changed	Description/Comments
V01	06/20/2012	Tom Sullivan	N/A	Initial release

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1. Introduction

1.1 Background

DLA J6R has defined that AMPS will be the Agency-wide Account Management system. AMPS currently provisions numerous DLA applications throughout DLA through direct provisioning (the preferred method for DLA), internal AMPS Ticketing (referred to as “Total AMPS”), and Remedy Ticketing.

As part of that effort, members of the MEBS team, SCAT team, DMC team, and AMPS Team have worked together to bring DMC into AMPS as the first SCAT application to migrate into AMPS for DLA Enterprise management. As part of that effort, MEBS requested that many of their MEBS roles automatically provide access to DMC for approved users.

The existing MEBS roles and their availability are shown in the table below.

Role	Available to	Add DMC Access?
MEBS Prod - MCO Account Manager MEBS-102	Internal users only	Yes
MEBS Prod - MCO Account Managers Supervisor MEBS-101	Internal users only	Yes
MEBS Prod - MCO Accounts Management Branch Chief MEBS-100	Internal users only	Yes
MEBS Prod - MCO Aeronautical Inventory Manager MEBS-103	Internal users only	Yes
MEBS Prod - MCO Aeronautical Inventory Managers Supervisor MEBS-104	Internal users only	Yes
MEBS Prod - MCO Chief Aeronautical Section MEBS-105	Internal users only	Yes
MEBS Prod - MCO Chief Hydrographics Section MEBS-106	Internal users only	Yes
MEBS Prod - MCO Chief Topographics Section MEBS-107	Internal users only	Yes

Role	Available to	Add DMC Access?
MEBS Prod - MCO DPPD Program Manager MEBS-108	Internal users only	Yes
MEBS Prod - MCO Fleet Allowance Program Manager MEBS-109	Internal users only	Yes
MEBS Prod - MCO FLIP Program Manager MEBS-110	Internal users only	Yes
MEBS Prod - MCO Hydrographics Inventory Manager MEBS-111	Internal users only	Yes
MEBS Prod - MCO Hydrographics Inventory Managers Supervisor MEBS-112	Internal users only	Yes
MEBS Prod - MCO Inventory Management Branch Chief MEBS-113	Internal users only	Yes
MEBS Prod - MCO Systems Analyst MEBS-115	Internal users only	Yes
MEBS Prod - MCO Topographics Inventory Manager MEBS-116	Internal users only	Yes
MEBS Prod - MCO Topographics Inventory Managers Supervisor MEBS-117	Internal users only	Yes
MEBS Prod - MCO War Reserve Program Manager MEBS-118	Internal users only	Yes
MEBS Prod - MEBS Administrator MEBS-800	Internal users only	No
MEBS Prod - MEBS DBA Test Role MEBS-803	Internal users only	No
MEBS Prod - MEBS Help Desk Support MEBS-802	Internal users only	No
MEBS Prod - MEBS Reporting Database Role MEBS-201	Internal users only	No
MEBS Prod - MEBS System Administrator MEBS-801	Internal users only	No

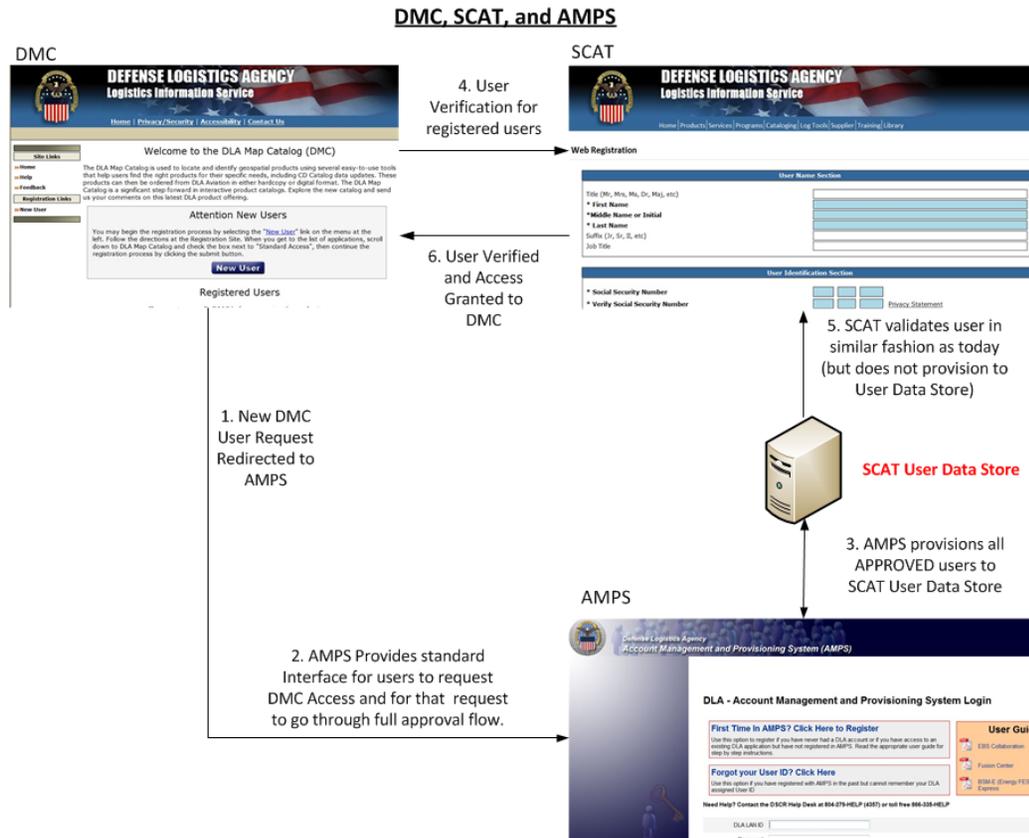
Role	Available to	Add DMC Access?
MEBS Prod - MEBS Online Application Database Role MEBS-202	Internal users only	No
MEBS Prod - Mapping Enterprise Business System User MEBS-99	Internal and External Users	Yes
MEBS Prod - NGA Automated Print Process MEBS-401	Internal and External Users	No
MEBS Prod - MCO Guest Requisition Security MEBS-120	Internal users only	No
MEBS Prod - NGA Control and Release Security Officer MEBS-400	Internal and External Users	No
MEBS Prod - MEBS External Reports User MEBS-200	Currently HIDDEN, not accessible, no users assigned in AMPS	No
MEBS Prod Additional - Add Custodian DODAAC MEBS-999	Currently HIDDEN, not accessible, no users assigned in AMPS	No
MEBS Prod Additional - Add Customer DODAAC MEBS-998	Currently HIDDEN, not accessible, no users assigned in AMPS	No

2. DMC and SCAT Assessment

2.1 Current Process

Currently users requesting access to DMC must go first to the DMC website to request access. After access is approved, single session access is granted upon each visit for approved users. The main change for users requesting DMC access is that instead of following the link on the DMC site to the SCAT system, the request will be initiated as a regular role request in AMPS. Many users are already familiar with AMPS and this helps bring the DMC application into a single Enterprise application portfolio.

2.2 Recommended Process and Interface for AMPS



With AMPS acting as the account management tool, users desiring to access DMC are initially redirected to AMPS where they follow the standard 2875 approval paths already built in AMPS. After approval, user data is provisioned in SCAT for the DMC application and the user is notified by both SCAT (as the provisioner) and AMPS (as the DLA manager). Because AMPS is neither built nor purposed to be an application redirection tool, SCAT will continue to provide validation of the user after approval using the same provisioned data now managed by AMPS. DMC will continue to manage inactive account notifications as neither AMPS nor SCAT will have login details relevant to DMC.

3. DMC Request Flow in AMPS

3.1 Role Options

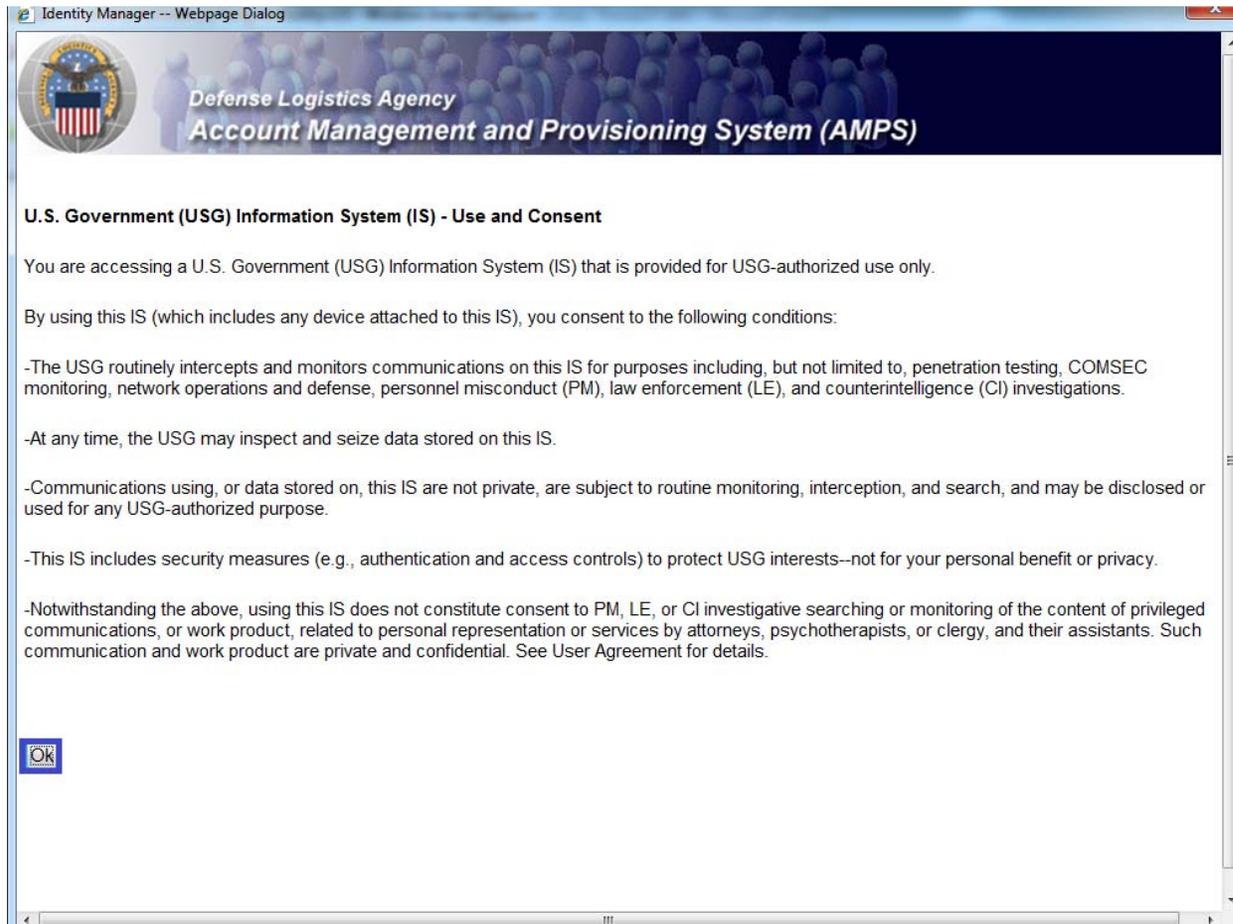
Users can request access to DMC through two paths. Users do NOT need to request DMC access both ways.

1. **USERS WANTING MEBS AND DMC ACCESS:** If the user is going to request a MEBS role, many of those roles will now automatically provide access to DMC as part of the MEBS role. Users who have these MEBS roles at deployment of this project will automatically be added to DMC.
2. **USERS WANTING DMC ACCESS BUT NOT WANTING MEBS ACCESS:** Users can also request DMC separately if they have no plans to request the MEBS roles.

The role request path will be the same except for the role requested. In the screens to follow, both paths will be shown until the point where they are the same.

3.2 Role Request Flow

To request the DMC (or MBS) Role, users will go into AMPS to request the role. The USE AND CONSENT page will appear. The user will press the OK button to continue.



The user will be taken to their personal AMPS Home Page where they can request roles, request role removals, update their profile, check their requests, etc.

This screenshot shows the AMPS Home Page. At the top, there is a header with the Defense Logistics Agency logo and the text "Account Management and Provisioning System (AMPS)". The user is logged in as "gzs1249". Below the header, a welcome message says "Welcome Thomas. Please select from one of the following options." A red attention banner reads "DEVELOPMENT IN PROGRESS - NOT TO BE CONFUSED WITH PRODUCTION". The main content area has a left sidebar with navigation links: "Request or Update Access to an Application" (with a "Request Role" link), "Request Removal of Your Access to an Application" (with a "Remove Role" link), "Update Your AMPS Profile" (with an "Update AMPS Profile" link), and "Need Some Guidance? Look at the Job Aids" (with a "View Job Aids" link). The right sidebar has tabs for "AMPS Corner", "Pending Requests", "Application Roles", "Admin Roles", and "Direct Reports". Below the tabs, the "AMPS News" section displays "hanks!", the page refresh time "11/29/2011 09:11:23 EST", the version "10.0.4 (IDM 8.1.0.7)", and the next revalidation date "10/15/2011".

To request a role, CLICK the REQUEST ROLE link.

This screenshot is identical to the one above, but with a blue rectangular box highlighting the "Request Role" link in the left sidebar. This visual cue indicates the specific action the user should take to request a role.

MEBS and the DMC Applications both fall under the general grouping of DLA ENTERPRISE APPLICATIONS. Click the radio button and the NEXT button.

Identity Manager



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: gzs1249

LOGOUT

Application Access Request Form Wizard

Note: Each Application Group has a list of applications that belong to that particular group. For example, EBS, PDMI, and CRM are enterprise applications and will therefore be under the "DLA Enterprise Applications"

Select the Group With the Application You Are Requesting

Organization Group	Description
<input checked="" type="radio"/> DLA Enterprise Applications	All DLA Enterprise Applications that include EBS/BSM, CRM, PDMI, DADMS, MEBS(Mapping Enterprise Business System), etc.
<input type="radio"/> Energy Applications	All Applications that Provision Energy/Fuels/DESC Systems
<input type="radio"/> DSCR Applications	All Defense Supply Center Richmond (DSCR) Local Applications
<input type="radio"/> NOSC Applications	All Network Operations And Security Center (NOSC) Applications
<input type="radio"/> AMPS Administrative	AMPS Administrative Roles that includes approver roles such as Supervisors, Security Managers, etc. and AMPS utility roles to view AMPS reports, etc.

At this point, depending on your needs, you select either a MEBS role button (which will have DMC access included), or if you do not need MEBS access, just the DMC role button. For this example, we will select a DMC role.

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> CFMS	Common Food Management System
<input type="radio"/> COPA	Boeing Rights Guard Tracking System
<input type="radio"/> CRM	DLA Customer Relationship Management
<input type="radio"/> CSWS	Boeing Rights Guard Tracking System
<input type="radio"/> DADMS	
<input type="radio"/> Data-Mapping-Catalog	DLA Data Mapping Catalog Applications (MEBS roles provide this access already)
<input type="radio"/> DISP	DLA Disposition Services Applications (Compliance, RTD, ETID, ...)
<input type="radio"/> DORRA-DW	DORRA DW Applications
<input type="radio"/> EAGLE	Employee Activity Guide for Labor Entry
<input type="radio"/> EAGLE-Global	Employee Activity Guide for Labor Entry (Global)
<input type="radio"/> EAGLE-Site	Employee Activity Guide for Labor Entry (Site)
<input type="radio"/> EAGLE-Supervisor	Employee Activity Guide for Labor Entry (Certifier)
<input type="radio"/> EAGLE-Timekeeper	Employee Activity Guide for Labor Entry (Timekeeper)
<input type="radio"/> EPROC	EProcurement
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MBRT	Manual Bidset Request Tracker
<input checked="" type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> NSN-RCVRY	NSN Error Recovery Application
<input type="radio"/> PDMI	Product Data Management Initiative
<input type="radio"/> RDT	Restricted Data Tracker

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> CFMS	Common Food Management System
<input type="radio"/> COPA	Boeing Rights Guard Tracking System
<input type="radio"/> CRM	DLA Customer Relationship Management
<input type="radio"/> CSWS	Boeing Rights Guard Tracking System
<input type="radio"/> DADMS	
<input checked="" type="radio"/> Data-Mapping-Catalog	DLA Data Mapping Catalog Applications (MEBS roles provide this access already)
<input type="radio"/> DISP	DLA Disposition Services Applications (Compliance, RTD, ETID, ...)
<input type="radio"/> DORRA-DW	DORRA DW Applications
<input type="radio"/> EAGLE	Employee Activity Guide for Labor Entry
<input type="radio"/> EAGLE-Global	Employee Activity Guide for Labor Entry (Global)
<input type="radio"/> EAGLE-Site	Employee Activity Guide for Labor Entry (Site)
<input type="radio"/> EAGLE-Supervisor	Employee Activity Guide for Labor Entry (Certifier)
<input type="radio"/> EAGLE-Timekeeper	Employee Activity Guide for Labor Entry (Timekeeper)
<input type="radio"/> EPROC	EProcurement
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MBRT	Manual Bidset Request Tracker
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> NSN-RCVRY	NSN Error Recovery Application
<input type="radio"/> PDMI	Product Data Management Initiative
<input type="radio"/> RDT	Restricted Data Tracker

Currently both MEBS and DMC only have Production roles defined in AMPS. If developer roles existed, a second radio button would be shown. Most users will select the PRODUCTION radio button. Select the PRODUCTION radio button and click the NEXT button.

Identity Manager



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: gzs1249

LOGOUT

Application Access Request Form Wizard

In Which Environment Do You Require Access?

Production

Page will refresh after an item is selected.

* indicates a required field

Back Next Cancel

For some applications, there may be suboptions you can select from. The MEBS Production DEFAULT radio button will show ALL production MEBS roles. DMC currently has no suboptions.



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Please Note: The default ("Default") option gives a list of all job roles available through AMPS. If you do not currently have a primary role, you will only be allowed to view primary roles. If you have a primary role, you first must request removal of your current primary role.

For Which Sub Category Are You Requesting Access?

- MCO
 - MSO
 - DDMA
 - Default
 - NGA
- *

Page will refresh after an item is selected.

[Back](#) [Next](#) [Cancel](#)

At this point, you need to select the specific application role you require. For the initial deployment, the standalone DMC role will be titled “DMC Prod – DMC Access”. In the AMPS Development system below, we are using a sample development DMC role and have added some sample comments for justification.

Application Access Request Form Wizard

Application Roles	Admin Roles
<p>Current Roles</p> <p>AMPS Prod - External Application Role AMPS Prod - Reporting Warehouse User DLA Prod - Base User Role DLA-001</p>	<p>AMPS Administrator AMPS Audit Log Admin AMPS User Account Creation Admin Role AMPS_Configurator DLA Aviation Magic Application Approver DLA Aviation Skillsoft Application Approver Role Manager BSM Role Manager CRM Role Manager PDMI eSearch Prod - ESEARCH ADM CAMS-43_Data_Owner eSearch Prod - ESEARCH DETECTIVE CAMS-33_Data_Owner eSearch Prod - ESEARCH EDIT CAMS-40_Data_Owner eSearch Prod - ESEARCH MGR CAMS-42_Data_Owner eSearch Prod - ESEARCH SEC ADMIN CAMS-36_Data_Owner eSearch Prod - ESEARCH SUPERVISOR CAMS-34_Data_Owner eSearch Prod - ESEARCH TASO ADMIN CAMS-37_Data_Owner</p>

1 Pending Role Request(s):

1 Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' text box below. For more detail click on the "information" box.)

Available Roles

- DMC-001~DMC Dev - DMC ACCESS - ABDR
- DMC-001~DMC Dev - DMC ACCESS - ABQR
- DMC-001~DMC Dev - DMC ACCESS - LOCAL TABLE COPY
- DMC-001~DMC Dev - DMC ACCESS - LOCAL TABLE COPY - ABDR
- DMC-001~DMC Dev - DMC ACCESS - LOCAL TABLE COPY - ABQR
- DMC-001~DMC Dev - DMC ACCESS - LOCAL TABLE COPY - use this to test other values
- DMC-001~DMC Dev - DMC ACCESS - use this to test other values

Selected Role(s)

DMC-001~DMC Dev - DMC ACCESS

Show Roles with Descriptions

1 Type of Access Required: Authorized *

Data Classification: Unclassified *

Justification for Access/Comments: requesting DMC access. I do not need MEBS.

You should read the Disclosure and Rules of Use, then click the NEXT button.



Application Access Request Form Wizard

Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla>.

Submission Date

Tuesday, November 29, 2011 9:13:08 AM EST

Back Next Cancel

AMPS will determine the Security Officers and the IA Officers based on the users' organization. The user should click the NEXT button to move forward.



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: gzs1249

LOGOUT

Application Access Request Form Wizard

Note: The selection of your organization is very important because it determines the Security Office and the Information Assurance Office that your request will be routed to. Selecting the incorrect organization may cause your request to be rejected.

Select Your Organization

Top:Users:DLA:DLA Aviation

DLA Aviation

Page will refresh after each item is selected.

DLA Aviation * *Not Applicable*

Type	Approver's Name
Security Officers	Test Testy (hdt0000) Gregg Barr (ht91669)
IA Officers	Test Testy (hdt0000) Gregg Barr (ht91669)

* indicates a required field

Back Next Cancel

This will take the user to their personal profile page to complete the 2875 details. AMPS will fill in all the details it has, leaving the user with details we do NOT keep stored, like Social Security number. (SSN is required by the Security Officers to verify users, but the information is encrypted and then removed once the Security Officer has completed their task). All items with red asterisks (*) are required to complete the role request. Click the NEXT button to move to the next screen.

Identity Manager



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: gzs1249

LOGOUT

Application Access Request Form Wizard

Tell Us About Yourself

Citizenship * Page will refresh after an item is selected.

Last Name First Name  MI

Official Address

Street *

City/APO/FPO * State/AE/AP * Zip Code

Country

 Official Email Address

 Official Telephone Number *

User Type * Page will refresh after an item is selected.



Application Access Request Form Wizard

Tell Us About Yourself

Citizenship * Page will refresh after an item is selected.

Last Name First Name MI

Official Address

Street *

City/APO/FPO * State/AE/AP * Zip Code

Country

Official Email Address

Official Telephone Number *

User Type * Page will refresh after an item is selected.

Job Title * Job Grade/Pay Schedule *

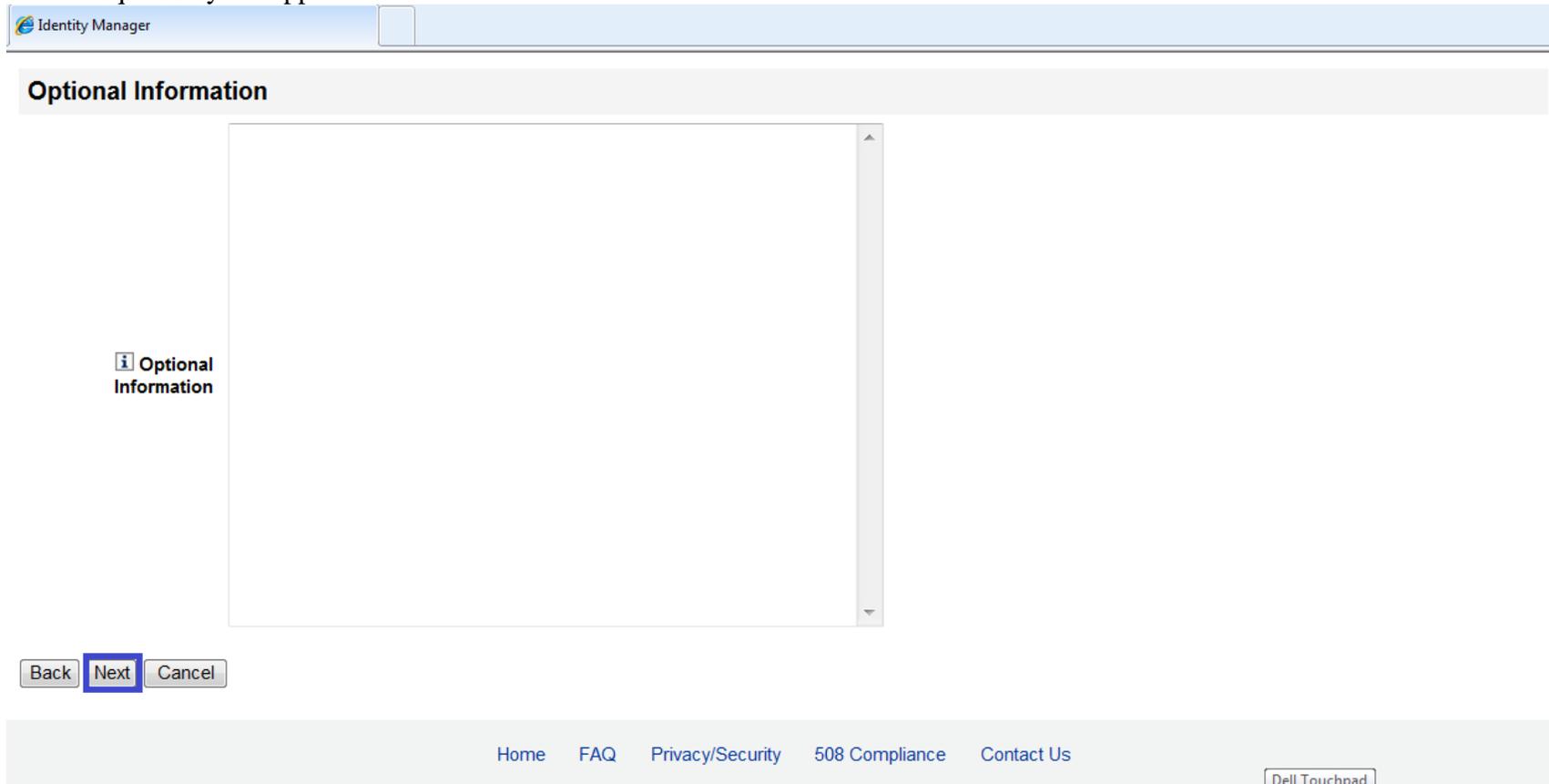
SSN * Click information icon for clarification of SSN usage.

Re-enter SSN *

IA Training And Awareness Certification Requirements Completion Date

* indicates a required field

The OPTIONAL INFORMATION screen is not used for all applications. The user simply clicks the NEXT button here unless this data is required by the application.



The screenshot shows a web browser window with the title "Identity Manager". The main content area is titled "Optional Information" and contains a large, empty rectangular box with a vertical scrollbar on the right side. To the left of this box is an information icon (a lowercase 'i' in a square) followed by the text "Optional Information". Below the main content area are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a blue border. At the bottom of the page, there is a footer with navigation links: "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us". On the far right of the footer is a "Dell Touchpad" button.

The user should see their supervisor here for verification. They may choose a different supervisor if this is incorrect. Click the NEXT button to continue.

Identity Manager

Defense Logistics Agency
Account Management and Provisioning System (AMPS) LOGOUT

Application Access Request Form Wizard

Please Verify, Change or Add Your Supervisor Information Below

Change Your Supervisor:

[Page will refresh after box is checked.](#)

<input type="checkbox"/> Supervisor Last Name	Gooch *
<input type="checkbox"/> Supervisor First Name	Walter *
<input type="checkbox"/> Supervisor Email Address	Bryce.Gooch@dla.mil
<input type="checkbox"/> Supervisor Phone Number	804.279.3075

* indicates a required field

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)

The user agrees to the TERMS AND CONDITIONS and NON-DISCLOSURE AGREEMENT by checking the checkbox and clicking the NEXT button.

Identity Manager

Application Access Request Form Wizard

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

I agree *

User Acceptance Statement

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

Submission Date Tuesday, November 29, 2011 9:13:08 AM EST

* indicates a required field

Back Next Cancel

Note you SAAR number for tracking purposes. Your request will now enter the regular AMPS request path to be approved by supervisors, Security Officers, Information Assurance Officers, etc.



Inbox Item Edit

Click **[Submit]** below to complete your request.
Your request will **NOT** be submitted unless you click **[Submit]**.

Please note the SAAR number of your request for future reference.

SAAR#: 16208

Application Access Request For: Data-Mapping-Catalog

Requested Roles DMC Dev - DMC ACCESS

Last Name Sullivan

First Name Thomas

MI E

The user should receive an email during each step of the request process. Below are the first and last emails.

From: amps_8.1_user@dla.mil Sent: Wed 6/20/2012 9:49
To: Sullivan, Thomas E DLA CIV INFORMATION OPERATIONS
Cc:
Subject: DEV: Role Request for Sullivan, Thomas Received

The following request was submitted on your behalf:

Request Detail

Request Number (SAAR)	16207
Requestor	Sullivan, Thomas
Request Type	Add Job Role Request
Requested Application	Data-Mapping-Catalog
Requested Roles	[DMC Dev - DMC ACCESS]
Date Submitted	Wed Jun 20 09:38:59 EDT 2012

The request will be forwarded for approvals

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

From: amps_8.1_user@dla.mil
To: Sullivan, Thomas E DLA CIV INFORMATION OPERATIONS
Cc:
Subject: DEV: Application Access Request Approved for Sullivan, Thomas

Sent: Wed 6/20/2012

The following request has been approved and your access has been granted:

Request Number (SAAR)	16208
Requestor	Sullivan, Thomas
Request Type	Add Job Role Request
Date Submitted	Wed Jun 20 10:13:28 EDT 2012
Date of Approval	Wed Jun 20 10:33:55 EDT 2012
Requested Application	Data-Mapping-Catalog
Requested Roles	[DMC Dev - DMC ACCESS]

Your access has been provisioned. If you require a password to access the application please contact your local Help Desk for assistance

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS Help Desk.

A sample of the SCAT provisioning email is below. If you have previously received a DMC role via SCAT and reapply, you may not receive the SCAT email on secondary requests.

From:  dlisacctmgmt_dev@dla.mil Sent: Tue 4/3/2012 6:00 AM
To:  Sullivan, Thomas E DLA CIV INFORMATION OPERATIONS
Cc:
Subject: Welcome to DLIS (2 of 2) |

Dear Customer,

The following Password token link was issued per your new account request; it will expire on 04-APR-12 (Eastern Daylight Time). If you did not request a new account, please contact our office.

[https://devweb.logisticsinformationservice.dla.mil/DlisScatLogin/Default.aspx?id=\[REDACTED\]](https://devweb.logisticsinformationservice.dla.mil/DlisScatLogin/Default.aspx?id=[REDACTED]) **(email link blocked for security reasons)**

Click on the above link. You will be taken to the Web Registration site to change your Password. You will be prompted to input your UserID and your supervisor's or COR's email address. Please use the same email address used during registration.

After you have successfully changed your Password, you will be logged into your Account Profile. Locate and click on the application link you are attempting to access. You may also update your account with any new information.

NOTE: Your account will be disabled if you do not log in at least once each 30 days. If this occurs, contact our office to request a Password token link be sent to the email address you have listed in your Account Profile.

These are the rules you must follow when changing your Password:

For assistance with this one-time use Password, please contact the Password Reset office at (269) 961-4999 Opt #2, Opt #1.
For all other assistance, please contact the SystemsAccess and Accreditation Branch as shown below.

Thank-you,