





Step 2: Click on User/Role Management

Administration Console Menu -	Ex
Main Menu	
Menu Option Description	
Group Management Administer groups and subgroups by adding, renaming, moving / deleting groups in the group structure, and adding / moving locations in the group structure.	
Location Management Administer locations by editing locations, editing extensions, editing extensions and viewing location and extension data	
Notification Management Send email notifications to specific groups.	
Subject Matter Expert (SME) Management Manage Subject Matter Experts (SME) by Application and/or Location Code.	
User / Role Management Manage users and roles.	
Alternate Supervisor Report Report of government users who have leveraged the Alternate Supervisor entry.	

* Asterisk indicates required of

Step 3: Navigate to the User/Role tab, enter user information and click Searci	he User/Role tab, enter user information a	and click Search
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Administration Console Menu -		L User : Tester1 Test	Exit
User / Role Management			
Search by User Search by Role			
User ID	First Name	Last Name	
Equal To 💙 Demo Builder 🗙	Equal To 💙	Equal To 🖌	
E-Mail	DoD ID	X.509 Subject Name	
Equal To 🗸	Equal To 🗸	Equal To 🗸	
Q Search Ceturn C Reset			
		* Asterisk indicates require	entry
Step 4: Navigate to the User Roles tab	and Deactivate.		
Reset Certificate First	E Last e Application Group Name	Code / Approval Create Additional Extension 11 Status 11 Date 11 Information	
User Roles Deactivate C	Blajian Agency/Organization Program PC HURLBURT Coordinator (A/OPC)	FU4417 Active Attached in PIEE 2019/01/10 View	

iministration Console	Menu -	o Penal	ng.					Bar 1000 -
IEE Access Approval for Cora Blajian								Request Type : Modificatio
Overview	User Profile							
Profile	An Access Approval modification request will be g	generated to your Sup	pervisor(s)/Sponsor when you make change	s to your First Name,	Last Name, Email, Org	anization or change	name of your Comp	pany/Agency.
Supervisor	First Name *	Middle Name		Last Name *			Suffix	
Agency	Cora			Blajian				
Reset Certificate	Home Organization DoDAAC/FEDAAC * 0	Organization *	•	Job Series *		Job Title *		Grade/Rank *
User Roles	FU4417	Air Force		1102	~	Contracting		81
Role History	Email *	Confirm Emai	r.	Cyber Awaren	ess Training Date *			
Profile History	cora@tritus.com	cora@tritus.	com	2019/01/03				
🖶 Print	Commercial Telephone !	Extension	Inti Country Code and Phone !		Mobile Telephor	ne	DSN Telepho	ne
	904.596.8721							
	Citizenship *	Designation *		Annual Revali	dation Date			
	05 ~	CIVILIAN	Ŷ	2019/01/09				
	Yes							
	EDI Attachment Location Path							
	Save Set To Pending							
	Save Save							

Step 6: Navigate to the Reset Certificate, enter Justification and click Submit.

Administration Console	Menu -							L User : Tester1 Test
PIEE Access Approval for Demo Build	der							Request Type : Deactiva
Changing	Dent Han Ordfart							
Overview	Reset Oser Certificate							
Profile	First Name	Middle Name		Last Name			Suffix	
Supervisor	Demo			Builder				
Agency	Home Organization DoDAAC/FEDAAC	Organization		Job Series		Job Title		Grade/Rank
Justification/Attachments	S0512A	DCMA		1140	~	Trade Specialist		Rank
Reset Certificate	Email	Cyber Awarenes	s Training Date					
User Roles		2018/03/27						
Role History	Commercial Telephone	Extension	Inti Country Code and Phone		Mobile Telephon	e	DSN Telephone	
Profile History	1		1					
🖶 Print	Citizenship	Designation		Annual Revalidation	on Date			
	US ~	CIVILIAN	~	2018/03/27				
	Justification *							
	Need to reset.							
	Submit							
1								

Step 7: On the top of the page, the one-time password will be provided.

NFO: The certificate has been reset. The uthenticated. An email has been sent t	he new one time password is: W to EDIPI9010006028 to inform t	Nb@2Y97ve928 them of the pass	3bz. This password should be f sword change. The user will be	transferred via ph able to login with	one and/or secure fa JserId/Password un	x ONLY. The one time iil 06/07/2019	password should NOT	be emailed and should	ONLY be given AFTER the user has been
			not change. The user will be	able to logar mar					
Access Approval for Demo Builder									Request Type : Deac
erview	Overview								
file	Pending Supervisor/S	Sponsor Approva	al						
pervisor	1								
ency	No roles were found	d for Pending Supe	ervisor/Sponsor Approval.						
lification/Attachments									
et Password	Pending Admin Appro	oval							
r Roles	Info								
e History	No roles were found	d for Pending Adm	in Approval.						
Print									
int.	Active Roles								
	Info								
	No roles were found	d for Active Roles.							
	C Refresh								
8: User logs in c	and updates	Profile	and any role	∋s.					
									×L
PIEE									
.0 Procurement integrated Enterprise Environment									
Procurement Integrated .0 Procurement Integrated Enterprise Environment									
PIEE 0 Procurement Integrated Enterprise Environment									
0 Prevent Integrated Enterprise Environment									
Processing of the second secon	quest will be generated to your Supe	vervisor(s)/Sponsor	r when you make changes to your F	First Name, Last Nar	e, Email, Organization	or change name of your C	Company/Agency.		
O Procurement Integreted Enterprise Environment	quest will be generated to your Supr	ervisor(s)/Sponsor ddle Name	r when you make changes to your F	First Name, Last Nar	ee, Email, Organization	or change name of your C	company/Agency.	Suffix	
Procurement Integrated Enterprise Environment	quest will be generated to your Supe	ervisor(s)/Sponsor ddle Name	r when you make changes to your F	First Name, Last Nar	ie, Email, Organization Last Name * Builder	or change name of your C	iompany/Agency.	Suffix	
Procurement Integrated Enterprise Environment An Access Approval modification re st Name * Demo mee Organization DoDAAC/FEDAAC DAAC Lookup	quest will be generated to your Super Mid	ervisor(s)/Sponsor ddle Name ganization *	r when you make changes to your F	First Name, Last Nar	ie, Email, Organization Last Name * Builder Job Series *	or change name of your C	Company/Agency.	Suffix	Grade/Rank *
Procurement Integrated Enterprise Environment An Access Approval modification re st Name * Demo me Organization DoDAAC//FEDAAC DAAC Lookup HQ0415	quest will be generated to your Super Mid • • • • • • • • • • • • • • • • • • •	ervisor(s)/Sponsor ddle Name ganization * DCMA	r when you make changes to your F	First Name, Last Nar	ie, Email, Organization Last Name * Builder Job Series * 0006	or change name of your C	Company/Agency. Job Title * Correctional Inst	Suffix tution Administration	Grade/Rank* Rank
Procurement Integrated Enterprise Environment An Access Approval modification re st Name * Demo me Organization DoDAAC/FEDAAC DAAC Lookup HQ0419 mail *	quest will be generated to your Sup Mid • • • • • • • • • • • • • • • • • • •	ervisor(s)/Sponsor ddle Name ganization * DCMA DCMA	r when you make changes to your F	First Name, Last Nar	se, Email, Organization Last Name * Builder Job Series * 0006 Cyber Awareness	or change name of your C Training Date *	iompany/Agency. Job Title * Correctional Inst	Suffix tubon Administration	Grade/Rank * Rank
Processes Approval modification re ast Name * Demo me Organization DoDAAC//FEDAAC DAAC Lookup Hqu0419 ast I * demobuildercaci@gmail.com	quest will be generated to your Supr Mid • • • • • • • • • • • • • • • • • • •	ervisor(s)/Sponsor ddle Name ganization * DCMA onfirm Email * demobuildercaci	r when you make changes to your F	First Name, Last Nar	ie, Email, Organization Last Name * Builder Job Series * 0006 Cyber Awareness 2019/05/23	or change name of your C	iompany/Agency. Job Title * Correctional Inst	Suffix tution Administration	Grade/Rank * Rank
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Construction of the second secon	quest will be generated to your Super Mid ↑ ● MGPC Org X Con Ext	ervisor(s)/Sponsor ddle Name ganization * DCMA demobuldercaci tension	when you make changes to your F	First Name, Last Ner	ie, Email, Organization Last Name * Builder Job Series * 0006 Cyber Awareness 2019/05/23	or change name of your C Training Date * Mobile Telephone	Company/Agency.	Suffix tution Administration	Grade/Rank * Rank

~ Help
 E Justification/Attachment

ites situational entry, at least one is

✓ Submit < Cance