GAM Updating User's Agency Information

Reference Guide

Homepage > PIEE Administration > User/Role Management > Agency

A GAM is required to update the Agency information for a registered PIEE User.

As a GAM, log into PIEE and click the Administration dropdown. From the dropdown options, select PIEE Administration.

Click the "User / Role Management" link to search for the user.

Search for the user by their information, this can be done using the Search by User or Search by Role tabs. After entering the user's information, click the Search button.

Click the user's User ID link to open their profile information.

Click the Agency button on the left side to continue.

Review the user's Agency Information and enter the Organization or Office symbol. Additional Agency Information is pulled from the database using the user's Home Organization's DoDAAC/FEDAAC. Click the Submit button to continue.

Overview	**Agency Information**
Profile	
Supervisor	**Agency Name** **Address**
Agency	
Justification/Attachments	**City** **State** **Zip** **Country**
Reset Password	VAN NUYS California 91401-2722 United States of America (the)
User Roles	
Role History	**Organization** **Office Symbol**
Profile History	CACI USA
🖨Print	

A success screen populates at the top of the page once the information is successfully submitted.

PIEE
6.16.1 *Procurement Integrated Enterprise Environment*

⚙ My Account   Administration▾   Help▾

👤 User :   ✖Logout

Last Successful Logon Date: 2023/06/09 18:55:07 UTC
Last Unsuccessful Logon Attempt: 2023/03/24 17:38:04 UTC

- Info: Your information has been updated successfully.

⚙ **My Account**

👤 Profile	☰ Roles	🔒 Security
User View/Edit the user profile information.	**Add Additional Roles** Add additional roles to your account.	**Change Authentication Type** Change Certificate or login method type for your account.
Supervisor View/Edit the user's supervisor information. some	**Manage Roles** View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles	**Change Password** Modify the password for your account.