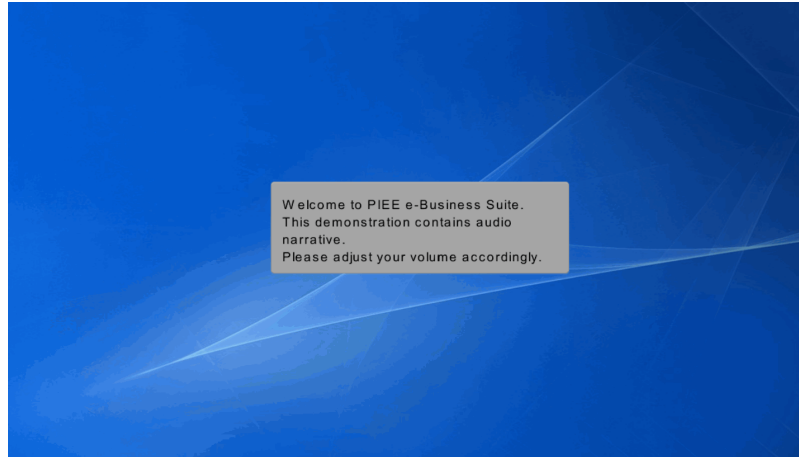
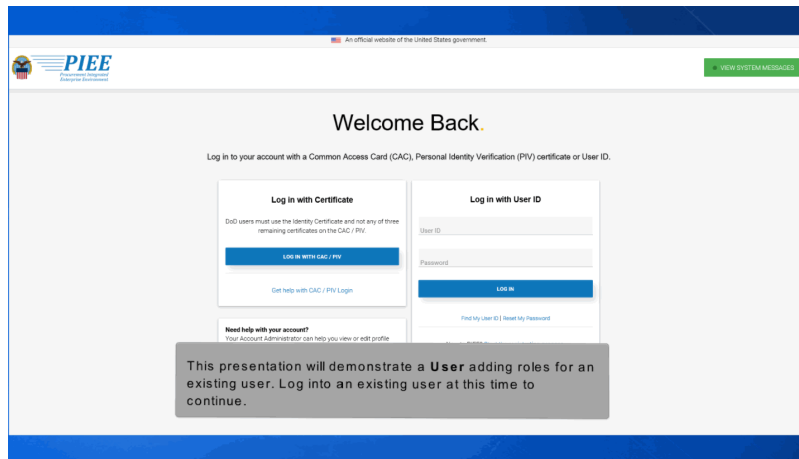


## Intro



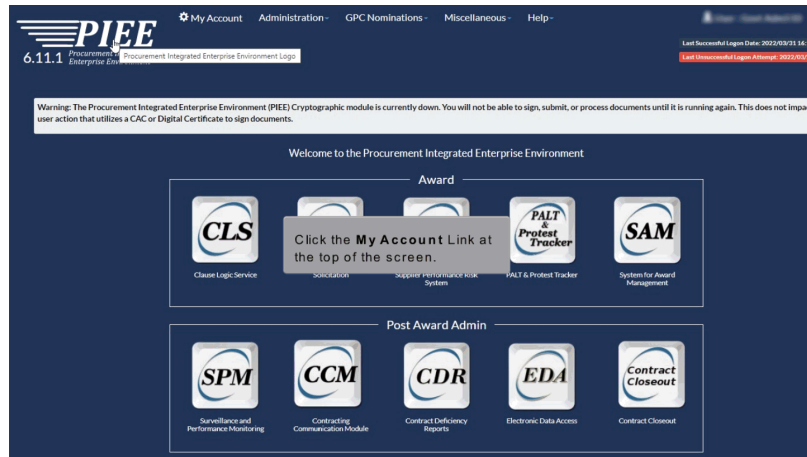
Welcome to PIEE e-Business Suite.  
This demonstration contains audio narrative.  
Please adjust your volume accordingly.

## Step 1



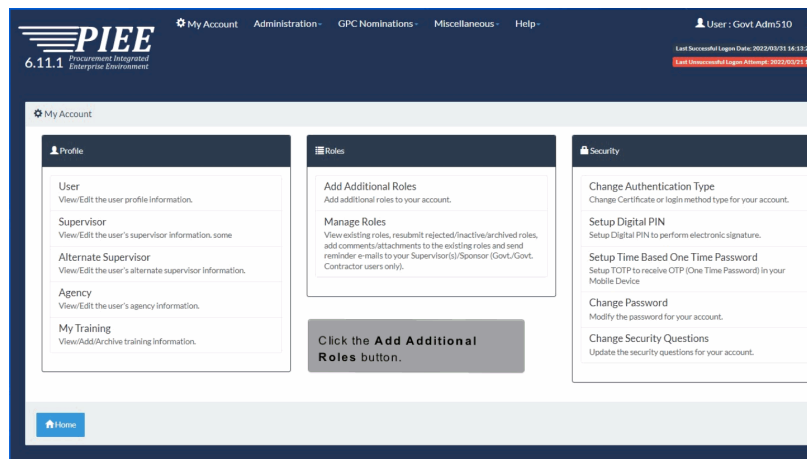
This presentation will demonstrate a User adding roles for an existing user. Log into an existing user at this time to continue.

## Step 2



Click the My Account Link at the top of the screen.

## Step 3



Click the Add Additional Roles button.

## Step 4

The screenshot shows the 'Add Roles' form in the PIEE system. The 'User Profile' section is active, and a callout box with the text 'Review User Profile Information and click the Next button.' is overlaid on the 'Next' button. The form includes fields for First Name, Middle Name, Last Name, Suffix, Home Organization DoDAAC/FEDAAC, Organization, Job Series, Job Title, Grade/Rank, Email, Confirm Email, Cyber Awareness Training Date, Commercial Telephone, Citizenship, and DSN Telephone. A sidebar on the left lists the steps: 1. Profile, 2. Supervisor / Agency, 3. Roles, 4. Justification, 5. Summary, and 6. Agreement.

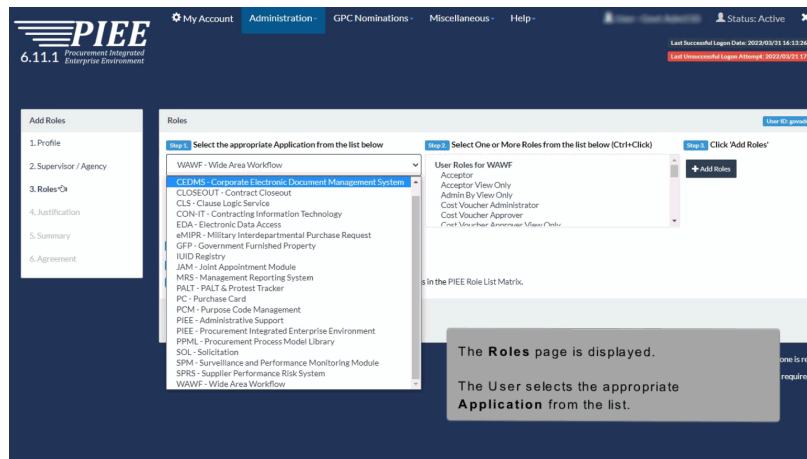
Review User Profile Information and click the Next button.

## Step 5

The screenshot shows the 'Add Roles' form in the PIEE system, specifically the 'Additional Profile Information' section. A callout box with the text 'Review Additional Profile Information and click the Next button at the bottom of the page.' is overlaid on the 'Next' button. The form includes fields for Supervisor Information (First Name, Last Name, Job Title, Email) and Alternate Supervisor Information (Optional) (First Name, Last Name, Job Title, Email, Confirm Email, DSN Telephone, Phone, Extension, Intl Country Code and Phone). A sidebar on the left lists the steps: 1. Profile, 2. Supervisor / Agency, 3. Roles, 4. Justification, 5. Summary, and 6. Agreement.

Review Additional Profile Information and click the Next button at the bottom of the page.

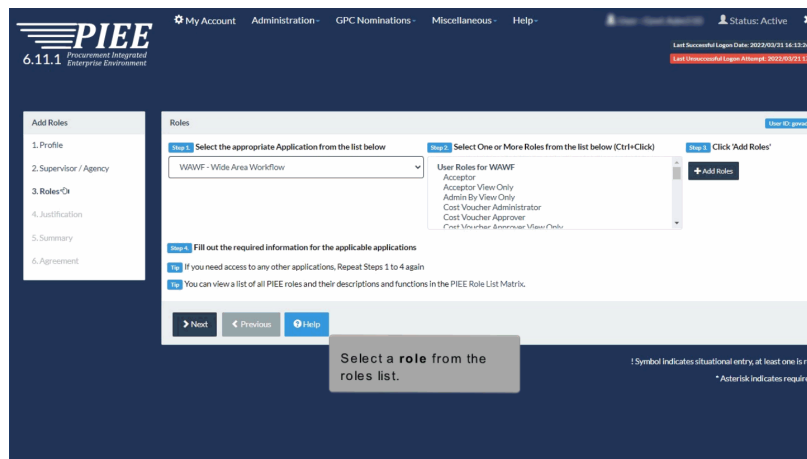
## Step 6



The Roles page is displayed.

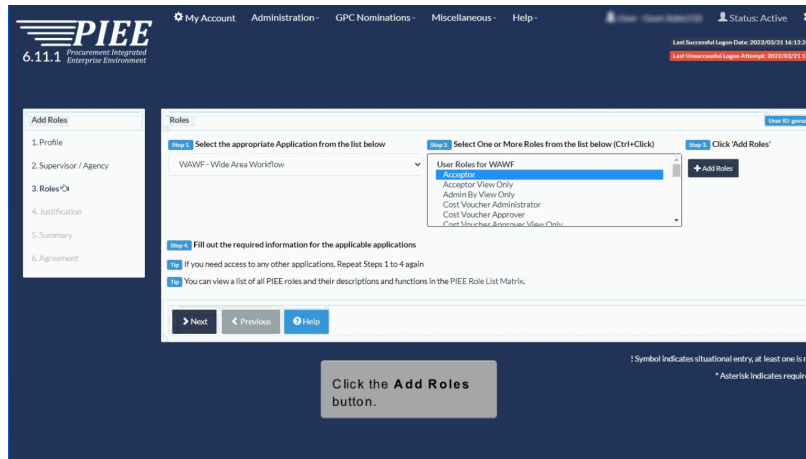
The User selects the appropriate Application from the list.

## Step 7



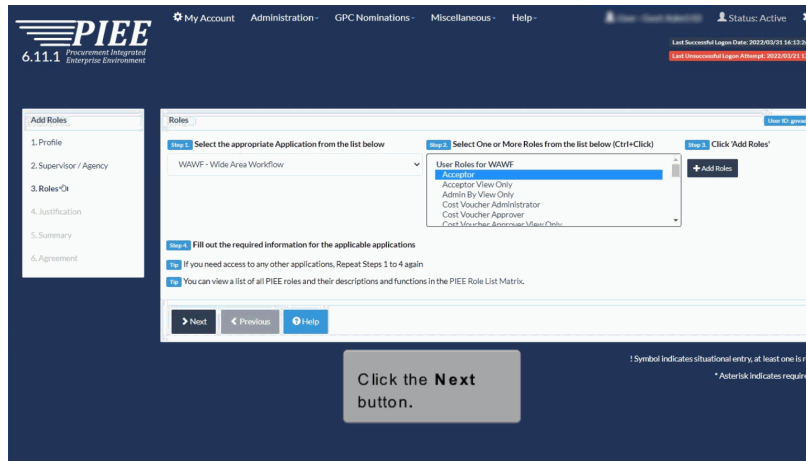
Select a role from the roles list.

Step 8



Click the Add Roles button.

Step 9



Click the Next button.

## Step 10

The screenshot shows the 'Justification / Attachments' step of the 'Add Roles' process. On the left is a sidebar with a progress indicator: 1. Profile, 2. Supervisor / Agency, 3. Roles, 4. Justification (selected), 5. Summary, 6. Agreement. The main content area has a header 'Justification / Attachments' and a sub-header 'Provide justification for access and upload any necessary attachments.' Below this is a 'Justification \*' text input field. Underneath is an 'Attachments' section with an 'Upload' button and a warning: 'Wide Area Workflow e-Business Suite is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' A table lists an attachment: 'Doc1.docx' with date '2018/03/01 12:58 EST' and actions 'View' and 'Delete'. At the bottom are 'Next', 'Previous', and 'Help' buttons. A grey callout box at the bottom center says 'Enter a Justification. Attachments are optional.'

Enter a Justification. Attachments are optional.

## Step 11

This screenshot is identical to the one for Step 10, showing the 'Justification / Attachments' step. The progress indicator in the sidebar is the same. The main content area is identical. A grey callout box at the bottom center says 'Click the Next button to continue.'

Click the Next button to continue.

Step 12

The screenshot shows the 'Registration Summary' page in the PIEE system. The page title is 'Registration Summary - Please Verify All the Information'. On the left, there is a sidebar with a list of steps: 1. Profile, 2. Supervisor / Agency, 3. Roles, 4. Justification, 5. Summary, and 6. Agreement. The main content area is divided into three sections: 'User Information', 'Supervisor Information', and 'Agency Information'. Each section has an 'Edit' button. A callout box with the text 'The Registration Summary page is displayed.' is overlaid on the 'User Information' section.

User Information	
User ID *	gnsuad510
User Type	Government
Home Organization	DGDAAAC/YEDAAAC
Organization *	DGDAAC
Job Series *	3062
Job Title *	Writing and Editing
User ID \ Method	50512A
Grade/Rank *	L2
Email *	[Redacted]
Cyber Awareness Training Date *	2023/10/23
Commercial Telephone 1	904-596-7000
Extension	
Intl Country Code and Phone 1	
Mobile Telephone	
DSN Telephone	
Citizenship *	US

Supervisor Information	
First Name *	Last Name *
Supv first	supv last
Job Title *	supervisor
Email *	[Redacted]
DSN Telephone	904-596-7000
Phone 1	
Extension	
Intl Country Code and Phone 1	

Agency Information	
Agency Name *	Address *
CACI	Laura st
City *	State *
Jacksonville	Florida
Zip *	Country *
32213	United States of
Organization	Office Symbol

The Registration Summary page is displayed.

Step 13

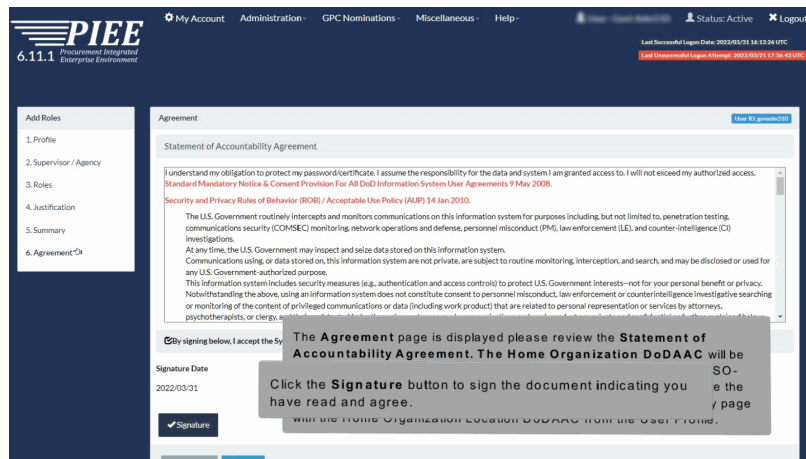
The screenshot shows the 'Alternate Supervisor Information' and 'User Roles' sections of the registration form. The 'Alternate Supervisor Information' section has fields for First Name, Last Name, Job Title, Email, and DSN Telephone. The 'User Roles' section has a table with columns for Role, Location Code, Type, Location Code, Extension, and Group. A callout box with the text 'Review information and click the Next button.' is overlaid on the 'Alternate Supervisor Information' section.

Alternate Supervisor Information	
First Name	Last Name
Job Title	supervisor
Email	[Redacted]
DSN Telephone	904-596-7000
Phone 1	
Extension	
Intl Country Code and Phone 1	
Reason 1	

User Roles					
Role	Location Code	Type	Location Code	Extension	Group
Acceptor	DGDAAAC		50512A		DGDAAAC-ANGELES

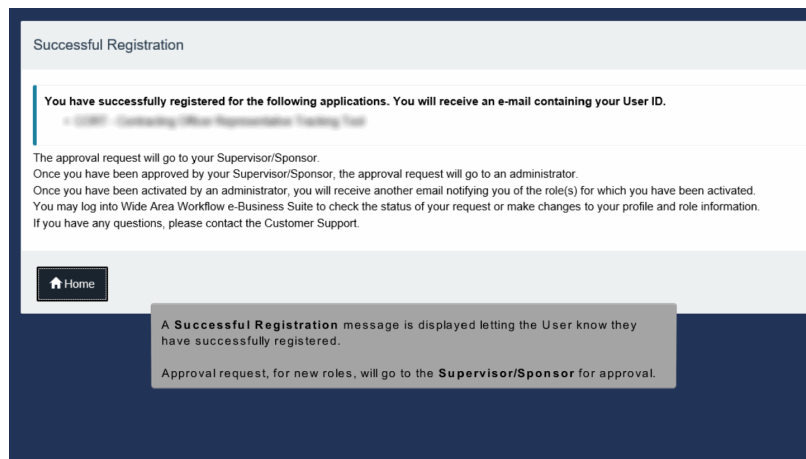
Review information and click the Next button.

## 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: PIESSO-SSOAC-1518 - When self-registering in PEEE 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

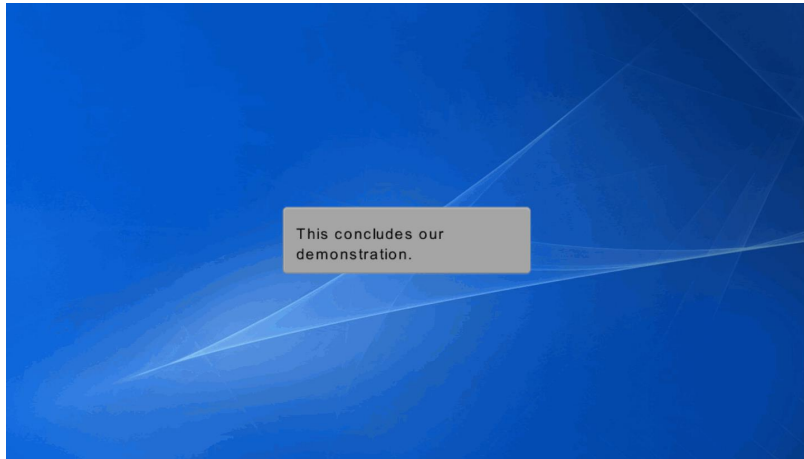


A Successful Registration message is displayed letting the User know they have successfully registered.

Approval request, for new roles, will go to the Supervisor/Sponsor for approval.



End



This concludes our demonstration.