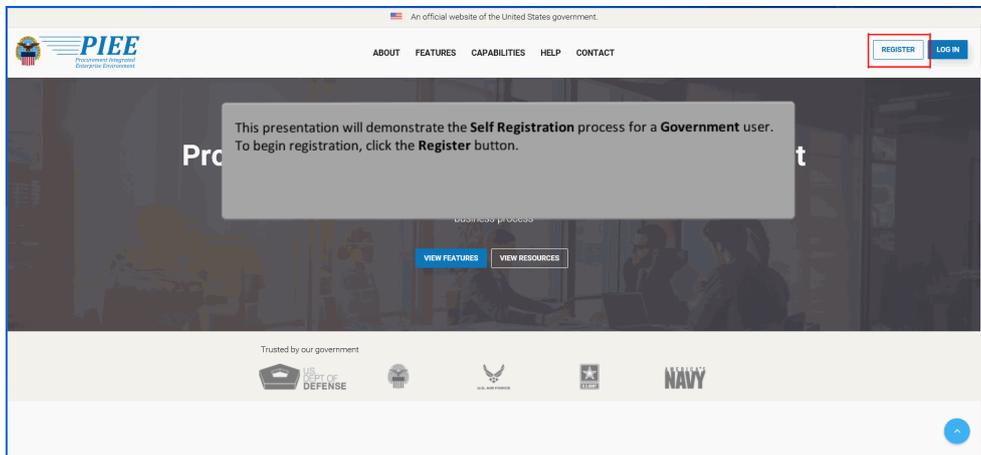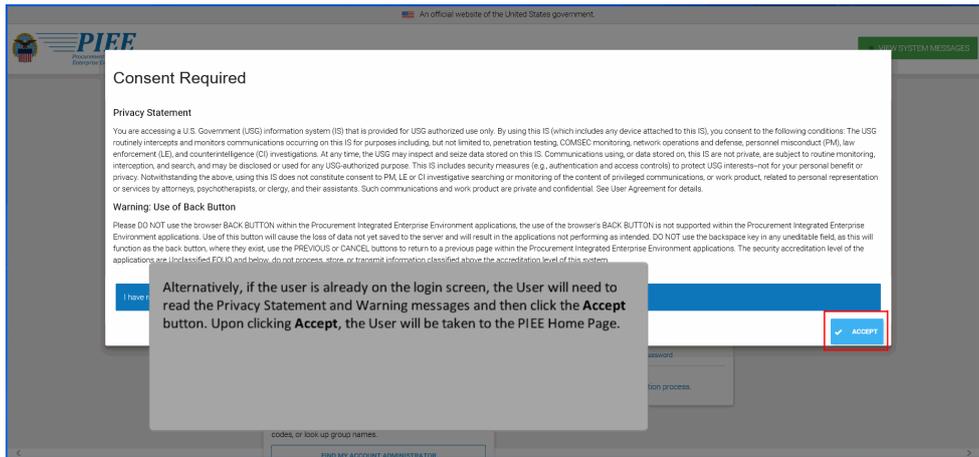Intro

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

Step 1

This presentation will demonstrate the Self Registration process for a Government user. To begin registration, click the Register button.
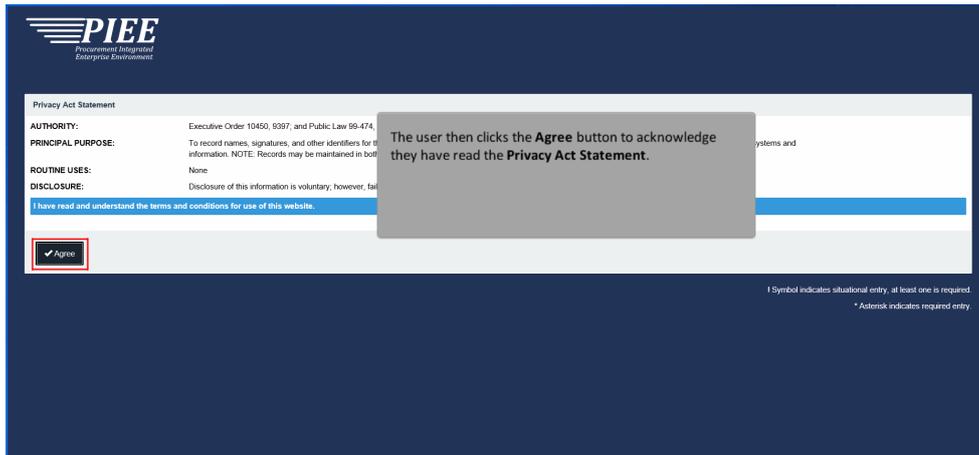
Step 2

Alternatively, if the user is already on the login screen, the User will need to read the Privacy Statement and Warning messages and then click the Accept button. Upon clicking Accept, the User will be taken to the PIEE Home Page.
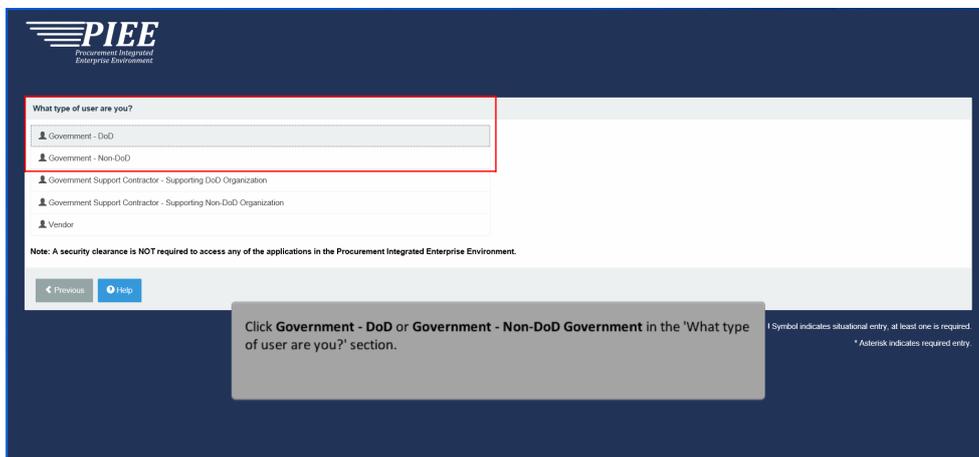
Step 3
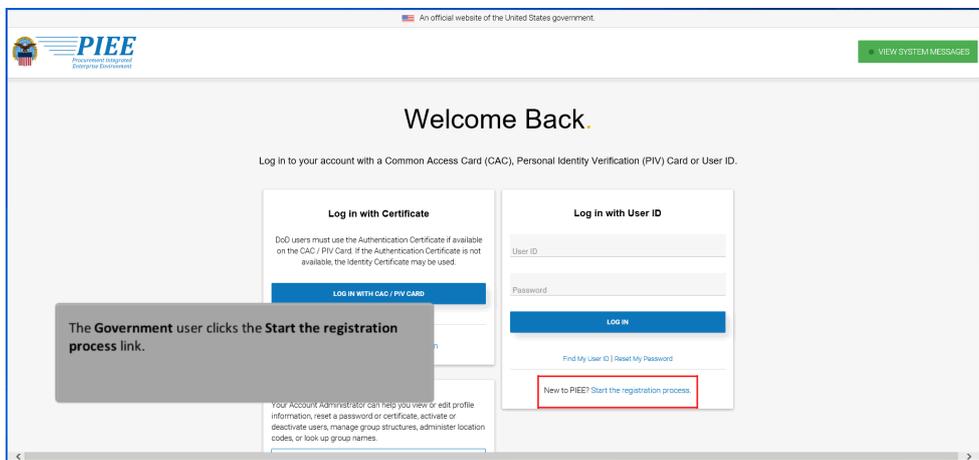
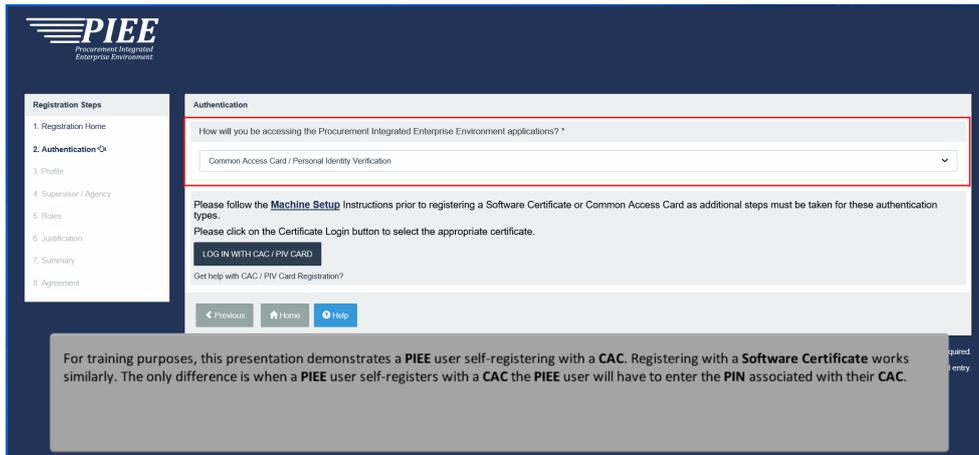The Government user clicks the Start the registration process link.

Step 4

The user then clicks the Agree button to acknowledge they have read the Privacy Act Statement.

Step 5

Click Government - DoD or Government - Non-DoD Government in the 'What type of user are you?' section.

Step 6

For training purposes, this presentation demonstrates a PIEE user self-registering with a CAC. Registering with a Software Certificate works similarly. The only difference is when a PIEE user self-registers with a CAC the PIEE user will have to enter the PIN associated with their CAC.

Step 7
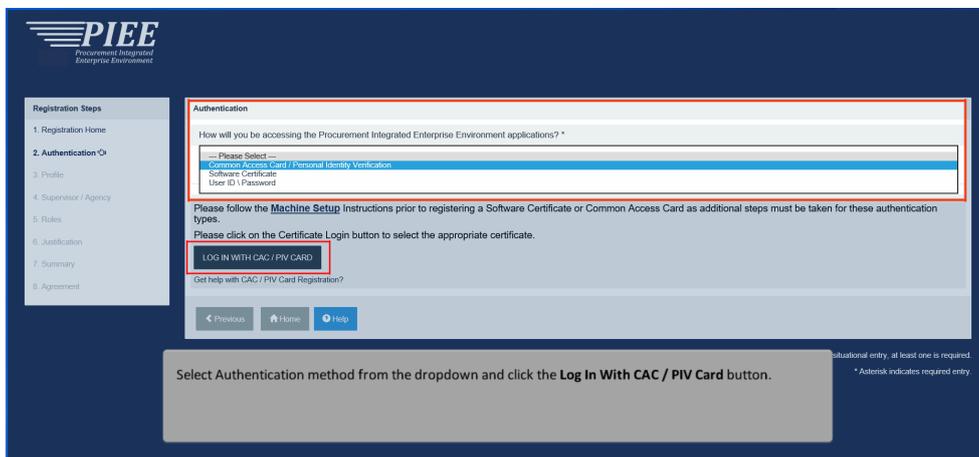
Select Authentication method from the dropdown and click the Log In With CAC / PIV Card button.

Step 8
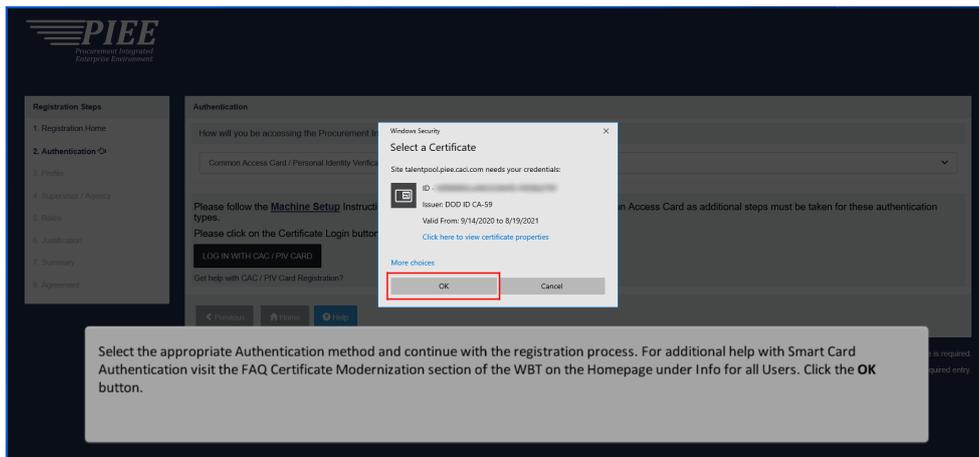
Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users. Click the OK button.

Step 9
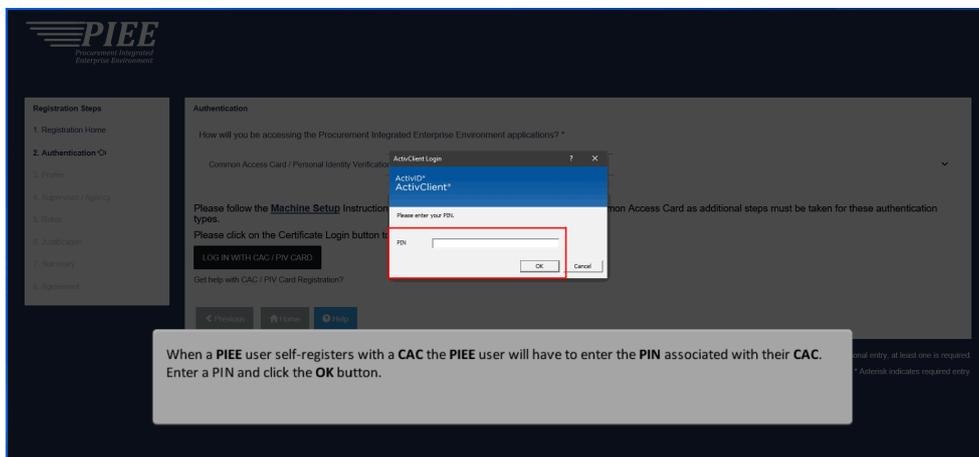
When a PIEE user self-registers with a CAC the PIEE user will have to enter the PIN associated with their CAC. Enter a PIN and click the OK button.

Step 10

The User ID has been auto generated based upon the certificate selected and can be changed, click the Next button to continue.

Step 11

Specific data elements associated with the user's CAC/PIV card will be populated during registration. Any discrepancies with the DMDC populated items must be updated by following your local agency's policies regarding updating your personnel data.

Step 12

In the event that a personnel data retrieval failure from DMDC occurs, user will enter all required information on the user profile page and click the Next button to continue registration.

Step 13

After filling out the User Profile information, the application will allow user to Save the registration and complete the registration within 3 days.

Step 14

Additional Profile Information page provides fields for Supervisor Information, Alternate Supervisor Information (Optional), and Agency Information. Finish entering Additional Profile Information.

Step 15

Agency Information will be pulled from the database using the user's Home Organization's DoDAAC/FEDAAC.
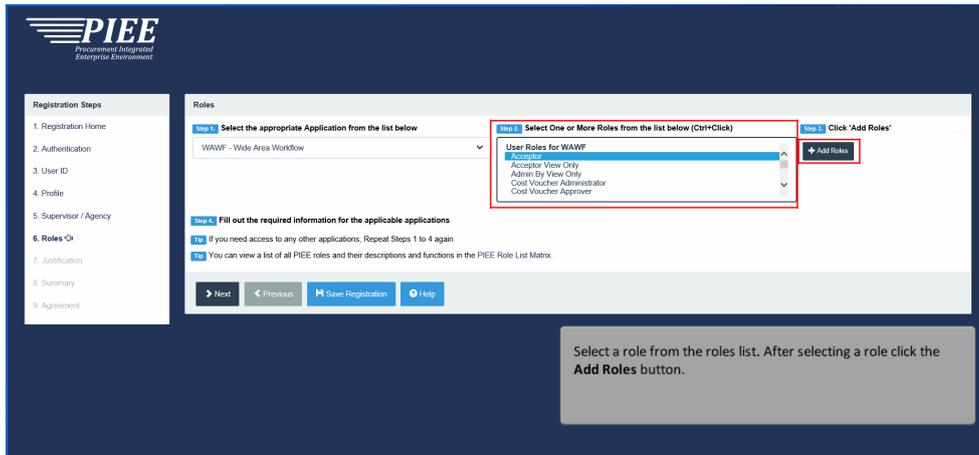
Step 16

After entering all applicable information click the Next button to continue.
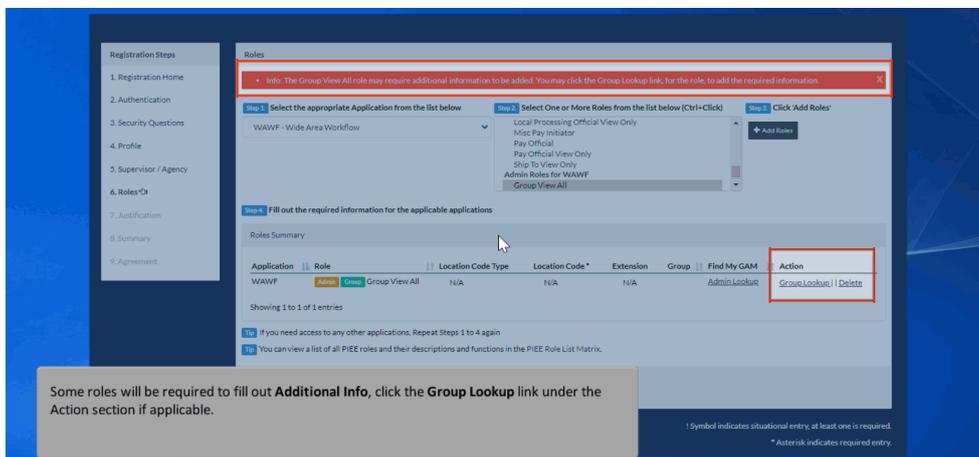
Step 17

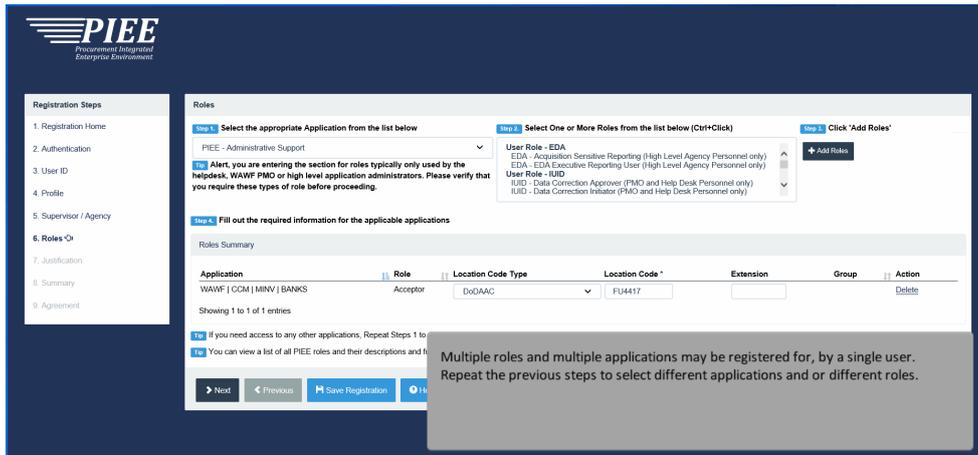Select applications from the dropdown in Step 1.

Step 18

Select a role from the roles list. After selecting a role click the Add Roles button.
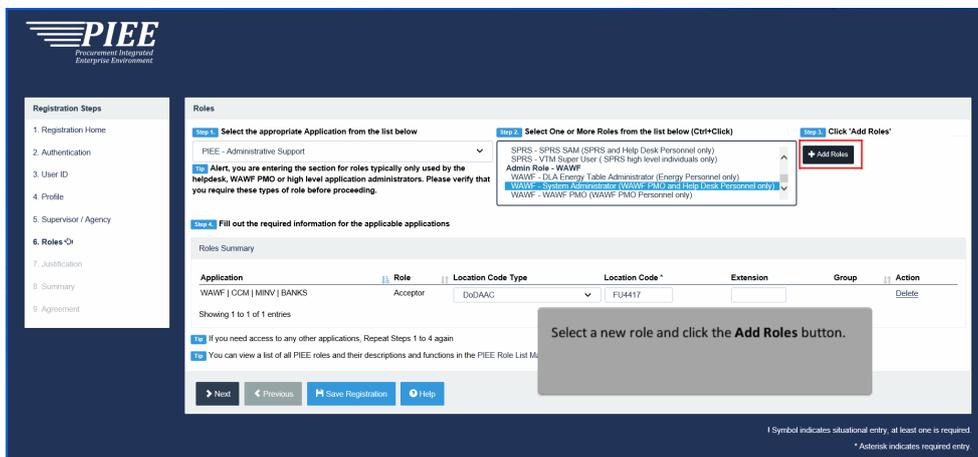
Step 19

Some roles will be required to fill out Additional Info, click the Group Lookup link under the Action section if applicable.
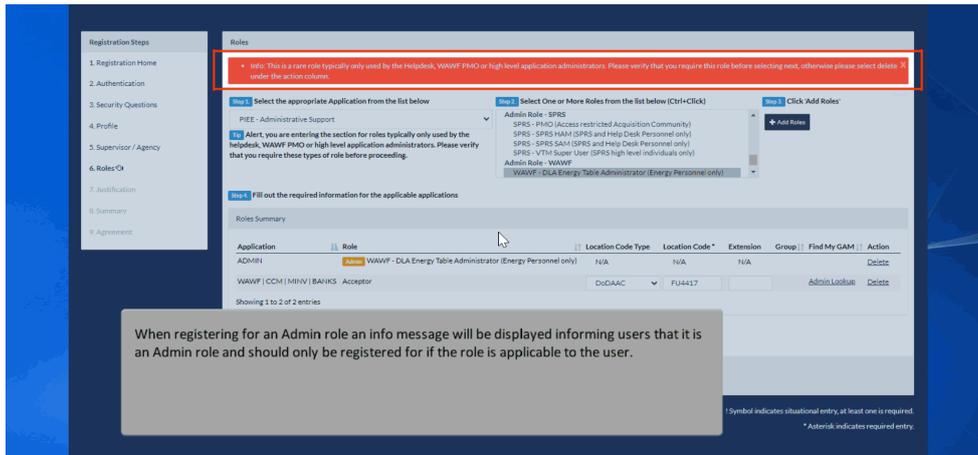
Step 20

Multiple roles and multiple applications may be registered for, by a single user. Repeat the previous steps to select different applications and or different roles.
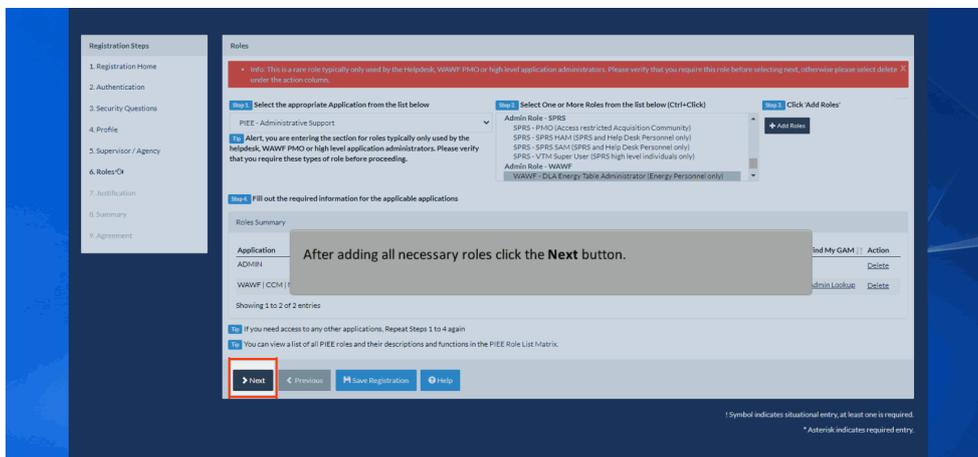
Step 21

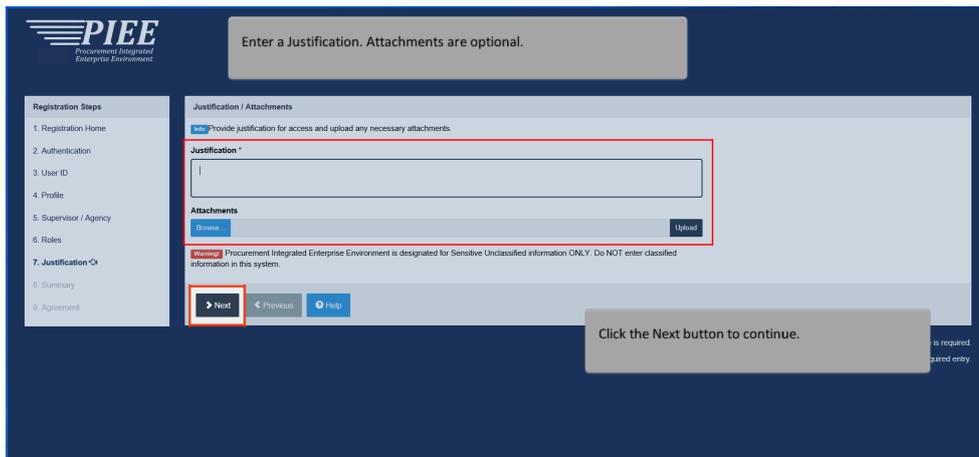Select a new role and click the Add Roles button.

Step 22

When registering for an Admin role an info message will be displayed informing users that it is an Admin role and should only be registered for if the role is applicable to the user.
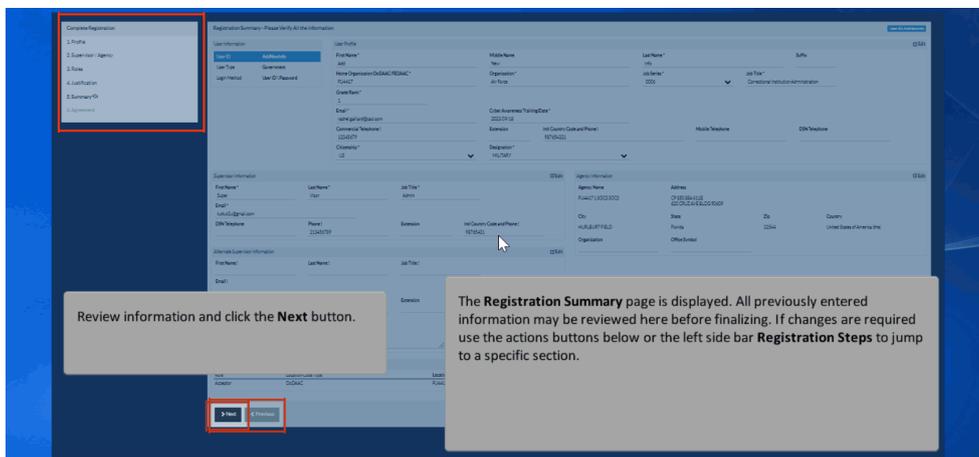
Step 23

After adding all necessary roles click the Next button.

Step 24

Enter a Justification. Attachments are optional.Click the Next button to continue.

Step 25

The Registration Summary page is displayed. All previously entered information may be reviewed here before finalizing. If changes are required use the actions buttons below or the left side bar Registration Steps to jump to a specific section.Review information and click the Next button.

Step 26
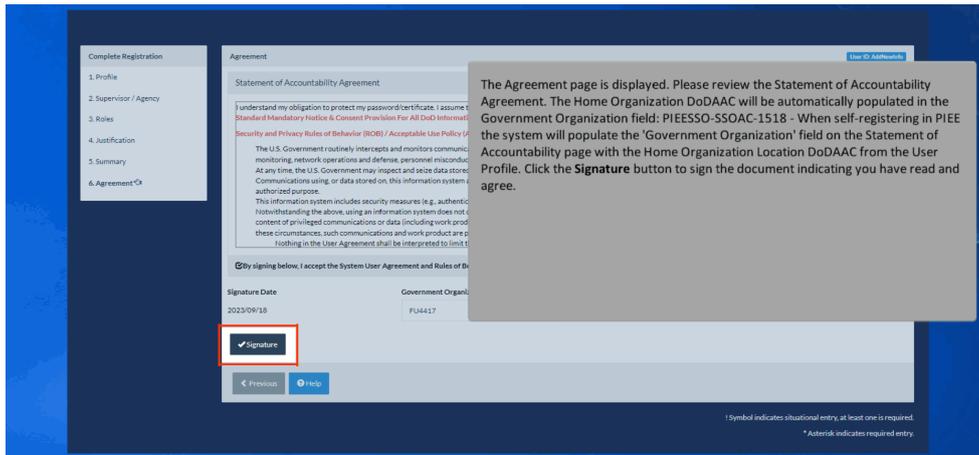
The Agreement page is displayed. Please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field 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 27
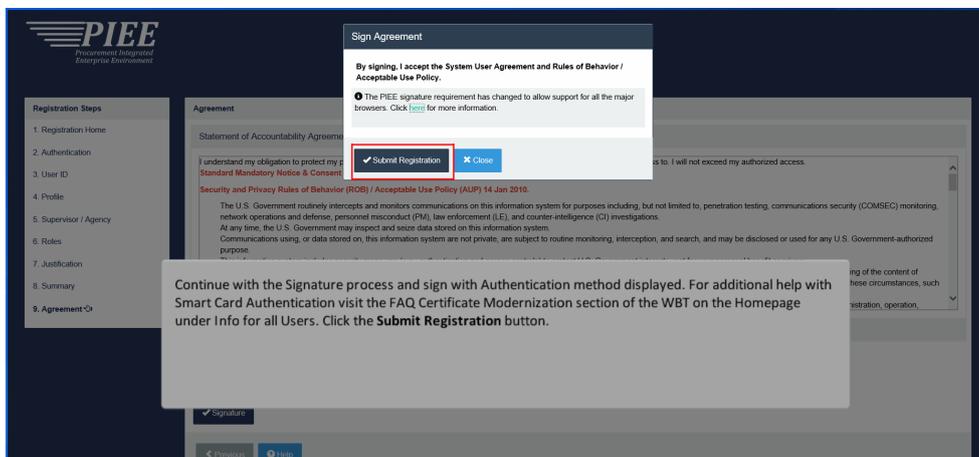
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users. Click the Submit Registration button.

Step 28
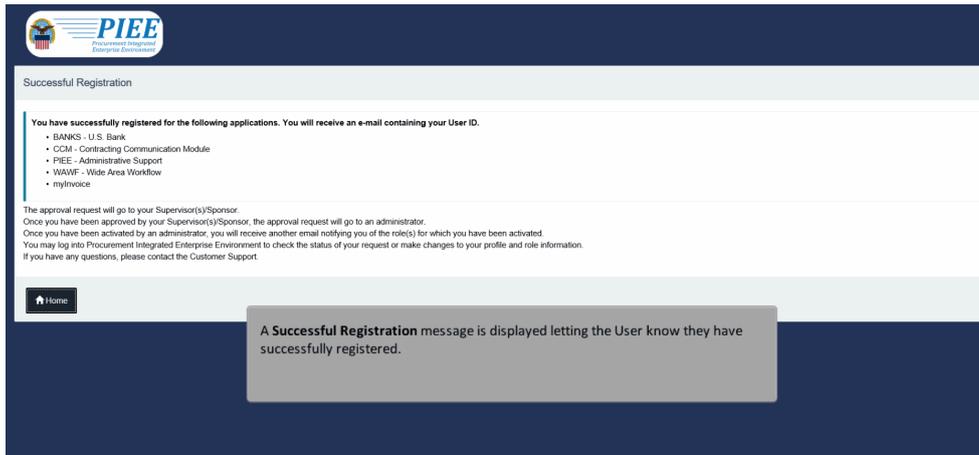
A Successful Registration message is displayed letting the User know they have successfully registered.

End
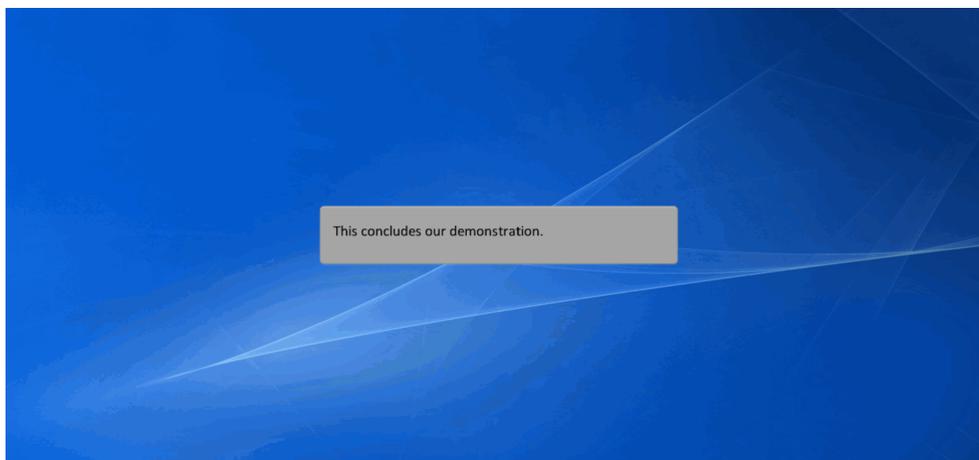
This concludes our demonstration.