Intro

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

Step 1

The Appointee requests the CPM role in PIEE.
Step 2

This presentation provides an overview of registering and setting and appointment for a CPM user. After reading the Privacy Statement click the Accept button to continue.

Step 3

In order to register for a Component Program Manager (CPM) role the user be a registered PIEE user. Log as the Appointee candidate to initiate the CPM role appointment. Log into an existing user at this time to continue.
Step 4

After entering your information click the Login button.

Step 5

Begin by navigating to the My Account link.
Step 6

Click the Add Additional Roles link. As a reminder the user adding the CPM role will need to be a registered PIEE user.

Step 7

The existing user’s information is displayed, this information should be kept up to date. Verify all of the information is correct and click Next button.
Step 8

The Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the CPM role. This information should be kept up to date, please verify all of the information is correct and click Next button.

Step 9

The Roles page is displayed. Here is where the user adding roles can select the new roles they need to add. To gain access to JAM the user must register for PC - Purchase Card. Select PC - Purchase Card from the Step 1 dropdown to register for a JAM role.
Step 10

For this demonstration we are adding the CPM role. Select the Component Program Manager (CPM) role from the Step 2 dropdown.

Step 11

Click the Add Roles button.
Step 12

An Info message is displayed and indicates the role may require additional information. The Group is important because it’s tied to the GPC DAA who will activate the user’s CPM appointment. When the initiator creates the CPM appointment, the GPC DAA within the group will be populated for the user to select. Click the Group Lookup link to add a Group to the role.

Step 13

Group Lookup is displayed. Enter a Group Name or Group Location.
Step 14

For demonstration we will enter a Group Location and click the Search dropdown.

Step 15

Select Search By Location.
Step 16

Group Names will populate and allow the user to select from the list. Click the appropriate Group Name from the list.

Step 17

Click the Next button to continue.
Step 18

Justifications are mandatory for registering new roles, Attachments are not. Enter Justifications here.

Step 19

Click the Next button to continue.
Step 20

The Registration Summary page is displayed, review all of the information.

Step 21

After reviewing the information click the Next button.
Step 22

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 23

Enter the Password here.
Step 24

After entering your Password, click the Submit Registration button.

Step 25

A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.
Step 26

An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval.

Step 27

The Appointee Supervisor requests CPM role in PIEE.
Step 28

The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.

Step 29

The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.
Step 30

After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown.

Step 31

Enter Additional Justifications and check the check box indicating that you have read the user's Justifications. Click the Submit button.
Step 32

Select a Certificate from the Java Applet, then click the 'OK' button.

Step 33

A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.
Step 34

The Appointee will receive a token email to create the CPM appointment in JAM.

Step 35

An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision regarding the appointee's application request.
Step 36

An email with a token to create an appointment will be sent to the appointee (user registering for new roles). As the Appointee click the link to create the appointment.

Step 37

The appointment creation page will now be displayed for the Appointee to Add Training and select a DAS to activate the appointment. As the Appointee review all of the information and fill in any required information. Click the Add Training button to provide additional training information.
Step 38

Select a Course from the dropdown. Add a Certificate document by clicking the Choose File button. A Completion Date and Frequency is required.

Step 39

Click the Add button once all information has been entered.
Step 40

The Appointee can select a DAS from the list provided or select to add an external DAS by clicking Select External Delegating/Appointing Signatory button. Click the Select External Delegating/Appointing Signatory button.

Step 41

The External Delegating/Appointing Signatory section opens so that you can enter a DAS is not in your Group.
Step 42

After entering in the information click the Continue button.

Step 43

An info message will be displayed if the entered Work Email Address doesn't have an active PEE Account. You can click Continue if you want to use the user still.
Step 44

The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.

Step 45

The DAS section has reset, and the user can now select or enter a new DAS. Click the Select button next to the DAS that will activate the appointment.
Step 46

The DAS that was selected from the list is now displayed.

Step 47

After entering the required information click the Submit button to finish creating the appointment for the new role.
Review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Enter Comments and click the Submit button.
Step 50

A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment after the Appointee Supervisor approves the appointment for the DAS to review the appointment.

Step 51

The Appointee's DAS will approve the CPM appointment in JAM.
Step 52

This next part will require the Delegating/Appointing Signatory, whom of which was selected by the Appointee when they created the appointment, to login. Login as the Delegating/Appointing Signatory.

Step 53

Click the JAM icon to access Joint Appointment Module.
Step 54

Inside of JAM click the My Appointments dropdown.

Step 55

Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.
Step 56

A results page is displayed with users that require your attention select the user from the list and click the Select button next to them.

Step 57

As the Delegating/Appointing Signatory review the information for the appointment created by the appointee.
Step 58

If all of the information is correct click the Approve button for the appointment.

Step 59

As the Delegating/Appointing Signatory review the Appointment Certifications and click the Approve button.
Step 60

Enter Comments as needed.

Step 61

Click the Approve button to continue.
Step 62

Enter a Password and click the Sign button to finish with approving the appointment.

Step 63

A Success page and message will be displayed. An email notification will be sent to the Appointee.
Step 64

An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request a Government Administrator must activate your requested role.

Step 65

The GAM activates the CPM role in PIEE.
Step 66

A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the CPM role for. The GAM must be within the group of the DoDAAC.

Step 67

As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role(s).
Step 68

Select PIEE Administration from the dropdown.

Step 69

Click the User / Role Management link from the Main Menu list to locate the user.
Step 70

The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated.

Step 71

Then click the Search button to continue.
Step 72

Click the User Id from the list to review their role(s).

Step 73

Click the User Roles tab on the left side to view all role(s) that need to be activated.
**Step 74**

Locate the role(s) that need to be activated by the GAM.

**Step 75**

Select Activate from the Action dropdown. Then click the Update button to continue.
Step 76

As the GAM enter Justifications for the role's activation.

Step 77

Click the Confirm button to continue.
Step 78

A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user’s role(s). Click the Continue button.

Step 79

The new status will be indicated now. Click the Exit button once finished.
Step 80

Click the Logout button once finished.

Step 81

An email notification will be sent to the Appointee indicating the roles activation.
This concludes our demonstration.