GPC Delegating/Appointing Authority (GPC DAA)
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

The Appointee will request the GPC DAA role in PIEEE.
Step 2

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

Step 3

Click the Register button to begin registering for the GPC DAA role.
Step 4

Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.

Step 5

Select a type of user from What type of user are you?
Step 6

The Authentication page is displayed. Common Access Card / Personal Identity Verification is an available option. Click the dropdown to change the access method.

Step 7

Software Certificate is another option for an access method.
Step 8

For demonstration purposes select User ID \ Password to continue.

Step 9

Enter the required information and click the Next button.
Step 10

The Security Questions page is displayed. Enter the required information.

Step 11

Change the Question for Question 2 and Question 3.
Step 12

Click the Next button to continue.

Step 13

Enter Required Information on the User Profile page and click the Next button when finished.
Step 14

Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the GPC DAA role. This information should be kept up to date, please verify all of the information. If there are no updates, click Next button.

Step 15

The Roles page is displayed. Click Save Registration to save all current progress.
Step 16

The application will allow user to Save the registration and complete the registration within 30 days. Click the Continue Registration button.

Step 17

Select PC - Purchase Card from the Step 1 dropdown.
Step 18

Select Agency/Organization Progress Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 19

An Error will be displayed indicating that "You must have another non-appointment role active within the system to register for the Agency/Organization Program Coordinator (A/OPC) role."
Step 20

For demonstration purpose select GPC Delegating/Appointing Authority (GPC DAA) to continue.

Step 21

An Info message is displayed and indicates the role may require additional information. The Additional Info is a mandatory field.
Step 22

Authority Location DoDAAC and Group Lookup will be displayed.

Step 23

Enter the required information for Authority Location DoDAAC and Role Group Search.
**Step 24**

Clicking the Search button will display a dropdown will display Search By Group Name and Search By Location. Click Search By Location.

**Step 25**

Select a Role Group from the Group Name section.
Step 26

The Selected Role Group will be displayed. Click Save to continue.

Step 27

Role Group will now be displayed. Click the Next button to continue.
Step 28

Enter a Justification. Attachments are available to be uploaded. Click the Next button to continue.

Step 29

The Registration Summary page is displayed, review all of the information.
Step 30

After reviewing the information click the Next button.

Step 31

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 32

Enter the Password here.

Step 33

After entering your Password, click the Submit Registration button.
Step 34

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 35

An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval.
Step 36

The Appointee Supervisor approves the GPC DAA role in PIEE.

Step 37

The email sent to the Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.
Step 38

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 39

After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown.
Enter Additional Justifications and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Select a Certificate from the Java Applet, then click the 'OK' button.
Step 42

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 43

An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision.
Step 44

The GAM will activate the GPC DAA role in PIIE.

Step 45

A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC.
Step 46

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

Step 47

Select PIEE Administration from the dropdown.
Step 48

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

Step 49

The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated. Then click the Search button.
Step 50

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

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Step 51

Click the User Roles tab on the left side to view all role(s) that need to be activated.
Step 52

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

Step 53

Select Activate from the Action dropdown. Then click the Update button.
Step 54

As the GAM enter Justifications and click the Confirm button.

Step 55

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).
Step 56

The new status will be indicated. No further action is required.

Step 57

An email will be sent indicating that the role was successfully activated.
Step 58

Click the Logout button once finished.

End

This concludes our demonstration.