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

This presentation will demonstrate the Self Registration process for PIEE - Procurement Integrated Enterprise Environment.
Step 2

A 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 Wide Area WorkFlow e-Business Suite Home Page.

Step 3

Click the Register button to begin.
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

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

Step 7

Select a Certificate and then click the OK button.
Step 8

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

Step 9

Enter Required Information on the User Profile page and click the Next button when finished.
Step 10

After filling out the User Profile information, the application will allow user to Save the registration and complete the registration within 30 days.

Step 11

Finish entering Additional Profile Information.
Step 12

Alternate Supervisor is optional, click the Next button to continue.

Step 13

The Roles page is displayed.

Select PIEE - Procurement Integrated Enterprise Environment from the application list.
Step 14

Select a role from the roles list. For training purposes, this presentation demonstrates a User self-registering using the Administrator role.

Step 15

Click the Add Roles button.
Step 16

For PIEE Government Administrator or Security Government Administrator role, the user will need to select Group Lookup link to search for the appropriate Group.

Step 17

Enter data into the Group Search text box, click the Search menu drop-down and select Search by Group Name or Search by Location.
Step 18

The application will allow the user to select the appropriate Group from the search result.

Step 19

Click the Next button.
Step 20

Enter a Justification. Attachments are optional.

Step 21

Click the Next button to continue.
Step 22

The Registration Summary page is displayed.

Step 23

Review the information and click the Next button.
Step 24

The Statement of Accountability page is displayed.

Step 25

Enter Government Organization and click the Signature button.
Step 26

Select a Certificate and click the OK button.

Step 27

A Successful Registration message is displayed letting the User know they have successfully registered.
This concludes our demonstration.