AMPS & RTD SETUP GUIDE

The following guide will walk you through the simple 3-step process to complete:

1. Creating your AMPS account
2. Requesting your AMPS roles
3. Requesting your RTD Business Portal screener role

If at any time you have questions, please contact the Texas LESO Staff at 512-424-7590
AMPS Website
https://amps.dla.mil/
Creating AMPS Account

Defense Logistics Agency
Single Sign-On Authentication

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

Click “OK”
Creating AMPS Account

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

First Time User? Click Here to Register
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

Forgot your User ID? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

Forgot your Password? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID
Password

Login

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

Accessibility, Help and Information
**AMPS User Registration**

**If you have a CAC or PIV Card:** AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

**Attention DLA Employees or Contractors:** This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

### Select Your User Type:

<table>
<thead>
<tr>
<th>User Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agency User/Contractor</td>
<td>Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.</td>
</tr>
<tr>
<td>Supplier/Vendor</td>
<td>Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.</td>
</tr>
<tr>
<td>Public</td>
<td>Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.</td>
</tr>
</tbody>
</table>

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dlamil if you have any questions concerning the use of this System.

Click “Public”
Creating AMPS Account

Account Management and Provisioning System (AMPS)

DLA Privacy Act Statement


Principal Purpose(s): Information is used to validate a user's request for access to a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.


Click "Accept"
Creating AMPS Account

Make sure phone number has “.” in between numbers (example: 555.555.5555)

Make sure your first name matches *exactly* as it’s listed on the Application

Complete all fields with an * asterisk then click “Next”
Creating AMPS Account

Create answers to 3 security questions that you choose

Create your own password following the rules to the right (example: Orange.Juice.17)

Click “Next”
Creating AMPS Account

Verify all information is correct then click “Create Account”
Creating AMPS Account

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

You may use your login name and password to log into AMPS via the link below.

Login to AMPS

You will receive your username. **SAVE THIS!**

Then click “Login to AMPS”
Click here for access to AMPS
No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

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Forgot your Password? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your password.

Enter your Username and Password then click “Login”

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

Accessibility Help and Information
Click "Request Role"
Requesting AMPS Roles

Click “Accept”
Requesting AMPS Roles

Verify all information is correct then Click “Next”
Requesting AMPS Roles

Click “DLA Enterprise Applications” and roles will appear below.
Click on “RTD Customer DDS-413” then click the right arrow to move it into the box to the right then Click “Next”
Requesting AMPS Roles

Enter your justification “Need for LESO Program” then click “Next”
Requesting AMPS Roles

Click “Submit”
You’re almost there!

You have completed setting up your AMPS account and requested your access into RTD

You will receive two emails from AMPS:
1. “Your request for roles has been received”
2. “Your request for roles has been approved”

*IMPORTANT: PLEASE WAIT two (2) hours (but not more than 8) before proceeding to the last step (the remaining slides will guide you through the final step)
Requesting RTD Screener Role

https://businessportal.dla.mil/consent/consent.jsp

Login using the AMPS username & password

**NOTE:** Please attempt to login *only one time*. If you get the following error message
“User Authentication Failure”,
STOP and call 512-424-7590 before making any more login attempts.

If your login is successful, proceed to the next slides to complete.
Requesting RTD Screener Role

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Click on “I Accept”
Requesting RTD Screener Role

Welcome to the Enterprise External Business Portal

Enter your Enterprise Portal user name and password.

Username *
Password *

Log on

Enter your AMPS Username and Password, then click “Log on”
Requesting RTD Screener Role

Click on “Disposition Services”
Requesting RTD Screener Role

Turn off your pop-up blocker, then click on “RTD”; a new page should open.

(if you don’t have the “RTD” tab - on your computer go to “tools”, select “Compatibility View Settings” & click “add” .mil websites)
Requesting RTD Screener Role

A new window should open. If it doesn’t, turn off your pop-up blocker and click on “Disposition Service” again, then “RTD”.
Requesting RTD Screener Role

Click on “Request Role”
Requesting RTD Screener Role

Select "Law Enforcement Support Office” (LESO)
Select “LESO State/Local Screener”
Click “Submit”
Requesting RTD Screener Role

Complete all required fields. (Make sure your first name matches *exactly* what you entered in AMPS & on what’s on the Application)

Leave all “Yes & No’s” as they are

Scroll down to complete the bottom of the page!
Requesting RTD Screener Role

Select “State-Local”

Fill in number of officers (as listed on Application)

Select “Screener”

Appoint a Weapons/Aircraft POC. (if you don’t have any, enter the word “NONE”)

Leave these marked No

Click “Submit”
Your registration is complete. Once you reach this point, it may take up to 24 hours to get your roles approved. Log back in to RTD to check your status.
Requesting RTD Screener Role

Once you have been approved, you will see the “Law Enforcement Support Office” tab listed under RTD home.
Congratulations!

You may now start requesting property!

Contact the Texas LESO office with any questions or to attend the next training class where you will gain valuable information & live, hands-on website training

TXLESOprogram@dps.texas.gov
512-424-7590