1102 Job Series Registration

Reference Guide

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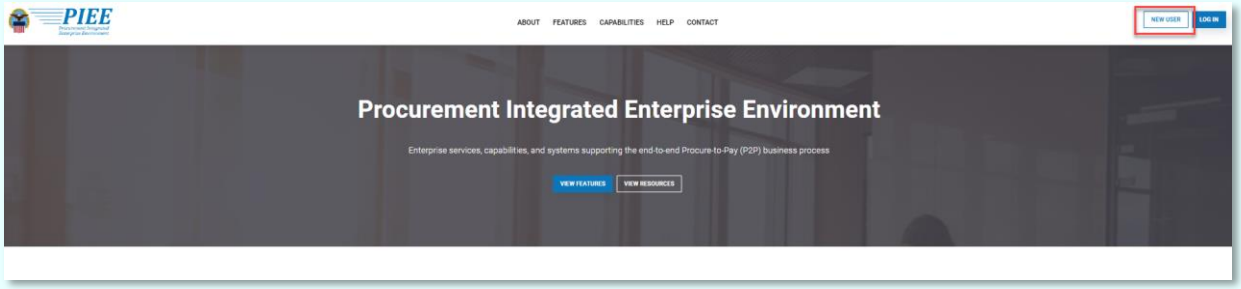
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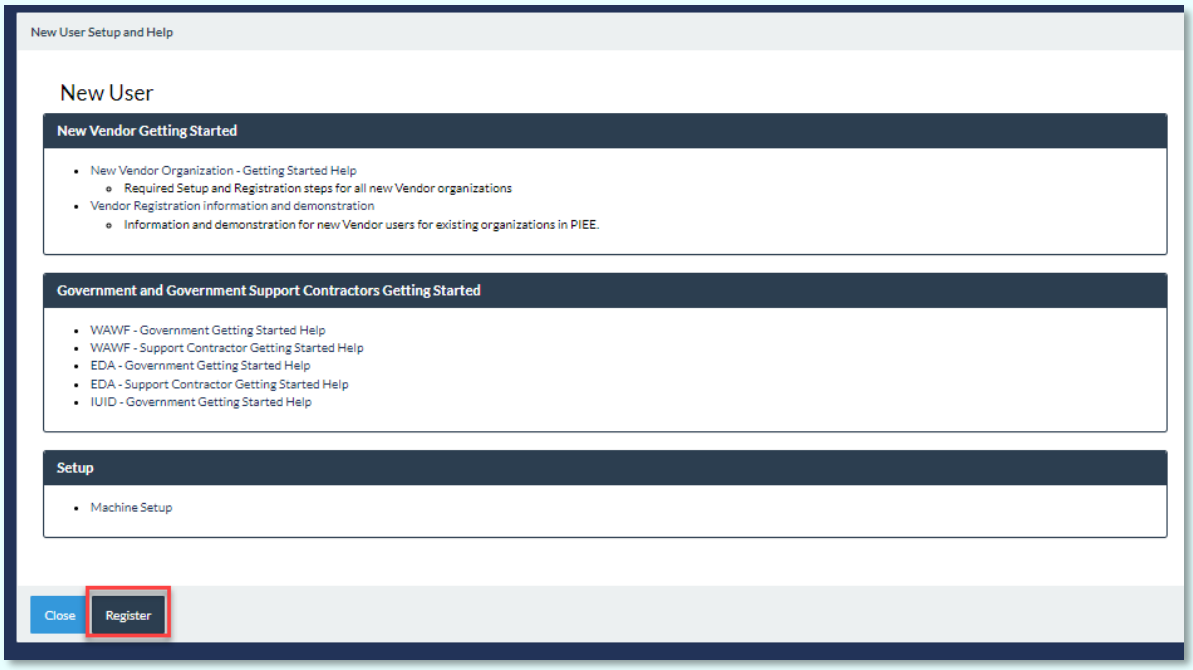
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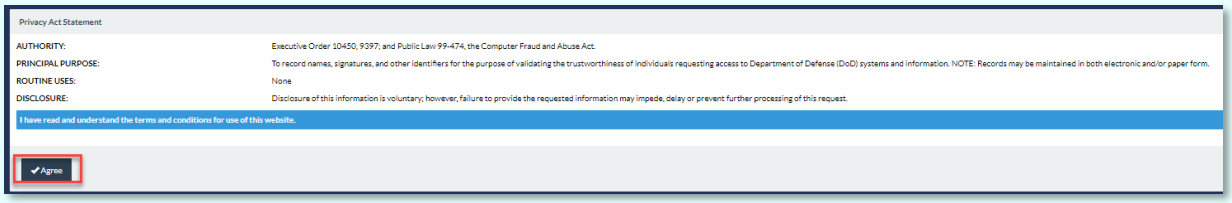
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Roles	Users with the ability to register for an 1102 Job Series role: • Government Roles automatically assigned to users registering as an ACO with an active warrant: • SPRS/EDA: SPRS Acquisition Professional • CDR: ACO Assignee • CLS: Procurement Analyst/Policy Analyst • EDA: Contracts • EDA: EAF User • EDA: CBAR ACO • GFP: GFP Approver • GFP: Contracting Officer • PALT: Procurement Analyst • PCM: Contractor DoDAAC Manager • SOL: Solicitation Manager • SPM/JAM/EDA: Administrating Contracting Officer • SPM/JAM/EDA/CCM: Contracting Officer • WAWF/Closeout/MINV/CCM: Admin by View Only Roles automatically assigned to users registering as an ACO without an active warrant: • SPRS/EDA: SPRS Acquisition Professional • Closeout: CCO Contract Specialist • CLS: Procurement Analyst/Policy Analyst • EDA: Contracts • EDA: EAF User • GFP: GFP Approver • GFP: Contracting Specialist • PALT: Procurement Analyst • PCM: Contractor DoDAAC Manager • WAWF/Closeout/MINV/CCM: Admin by View Only • MDO - Contracting Specialist Roles automatically assigned to users registering as a PCO with an active warrant: • CDR: PCO Assignee • Closeout: CCO Contract Officer • CLS: Procurement Analyst/Policy Analyst • EDA: Contracts • EDA: EAF User • EDA: CBAR Contracting Officer • GFP: GFP Approver • GFP: Contracting Officer • PALT: Procurement Administration • PCM: Contractor DoDAAC Manager • SOL: Solicitation Manager • SPM/JAM/EDA/CCM: Contracting Officer • SPRS/EDA: SPRS Acquisition Professional • WAWF/Closeout/MINV: Issue by View Only Roles automatically assigned to users registering as a PCO without an active warrant: • SPRS/EDA: SPRS Acquisition Professional • Closeout: CCO Contracting Specialist • CLS: Procurement Analyst/Policy Analyst • EDA: Contracts • EDA: EAF User

	• GFP: GFP Approver • GFP: Contracting Specialist • PALT: Procurement Administration • PCM: Contractor DoDAAC Manager • SPM/JAM/EDA/CCM: Contract Specialist • WAWF/Closeout/MINV/: Issue by View Only For more information concerning Job Series roles, refer to the Job Series Role List in the PIEE WBT.
1102 Job Series Auto-Grant Process	When registering for a role with an 1102 Job Series, the Home Organization DoDAAC/FEEDAC must meet certain criteria for the roles associated with the 1102 to be auto granted. Once the Home Organization DoDAAC/FEEDAC is entered, the system compares the entry to PCM. If the DODAAC is associated with a Procurement flag in PCM, then the user is assigned ACO roles. If the DoDAAC does not have a flag in PCM, but does have a CAO Indicator, then the user is assigned PCO roles. The ACO or PCO roles assigned to the user are dependent on whether there is a warrant. If there are no auto-granted roles by the end of the registration process, the Home DoDAAC entered does not meet the criteria.
Registration	To register as a government user with an 1102 Job Series, select the **New User** button on the PIEE landing page.  The New User Setup and Help page populates. Select the **Register** button at the bottom of the page to continue.

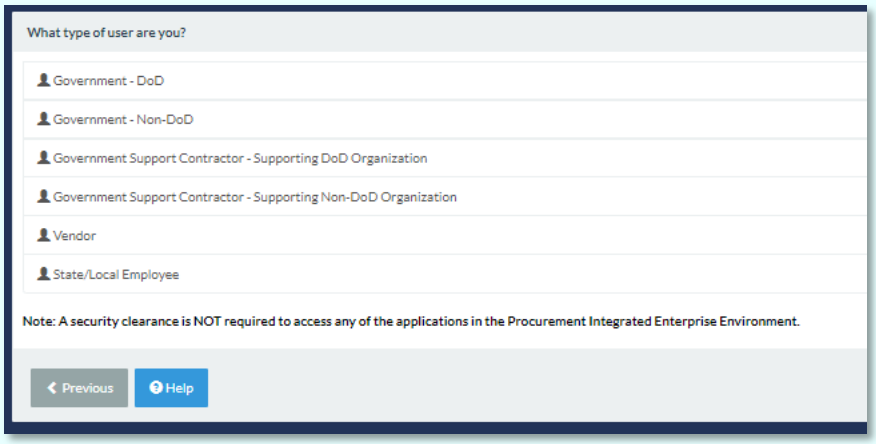


Selecting the **Register** button populates the Privacy Act Statement screen. Select **Agree** to continue with the registration process.



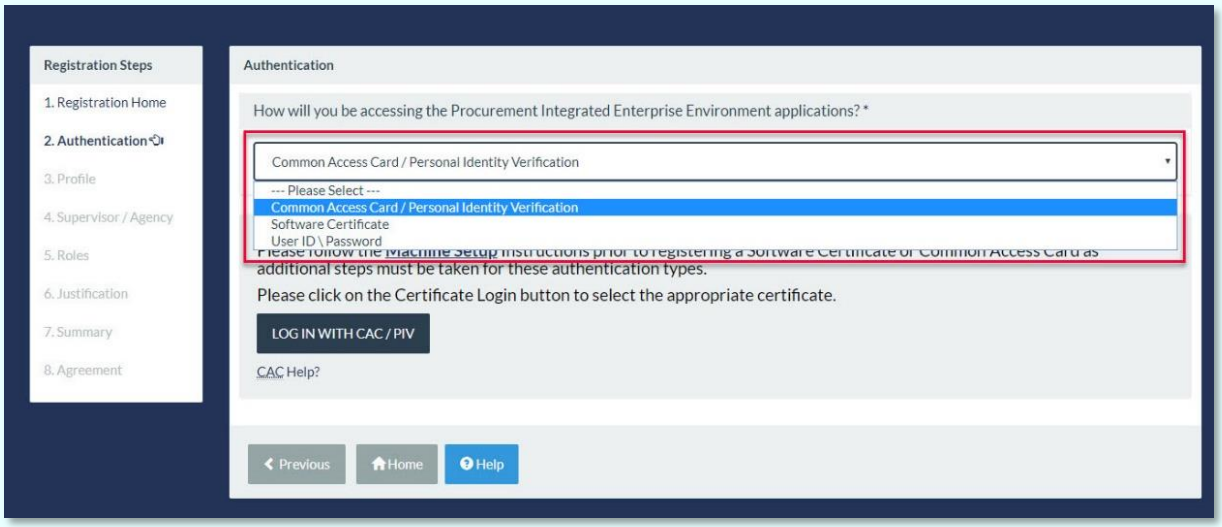
On the following page, select the user type.

NOTE: Only government users may register with the 1102 Job Series.



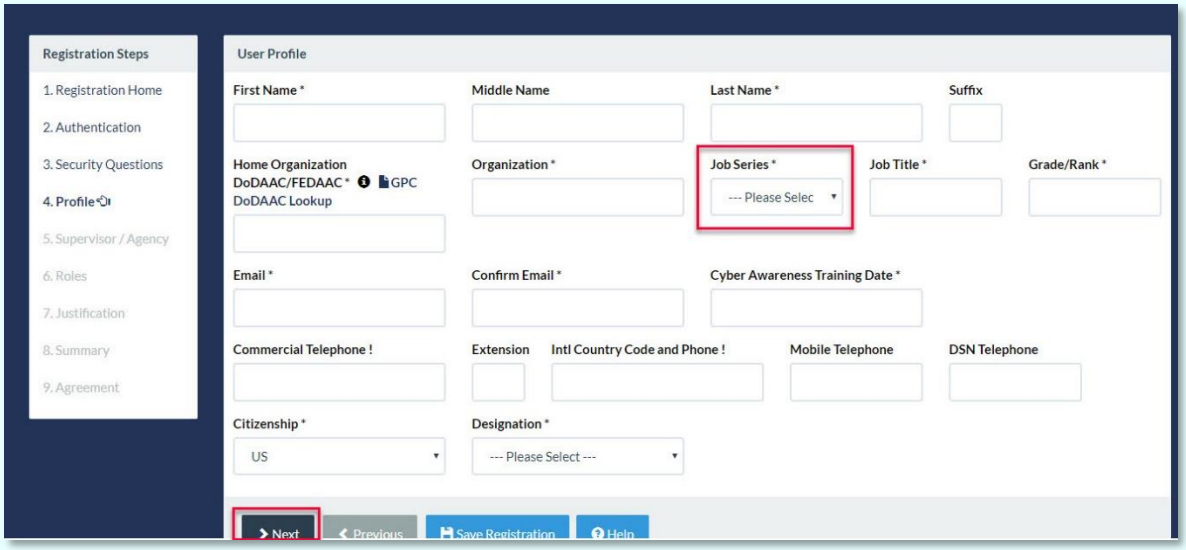
Upon selecting the user type, the Authentication page displays. Select the desired Authentication method to continue.

NOTE: For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT Homepage under Info for all Users.



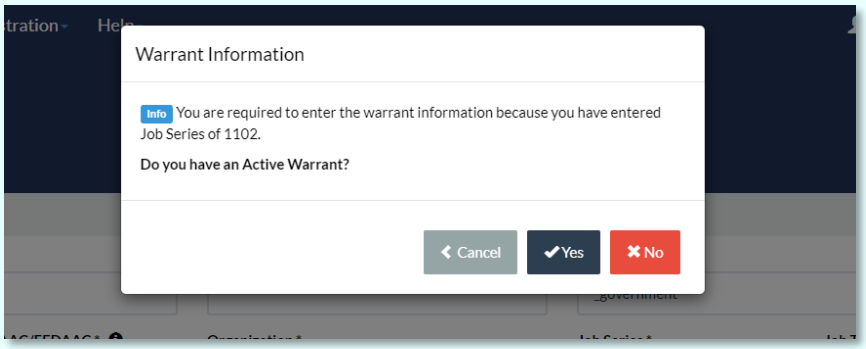
NOTE: If the Authentication method selected is User ID/Password, the Security Questions page displays. Fill in the applicable fields and select Next to continue.

The User Profile page displays. Fill out the applicable fields. In the **Job Series** field, select 1102.



The entry in the Home Organization DoDAAC/FEDAAC field dictates which roles are granted to the user.

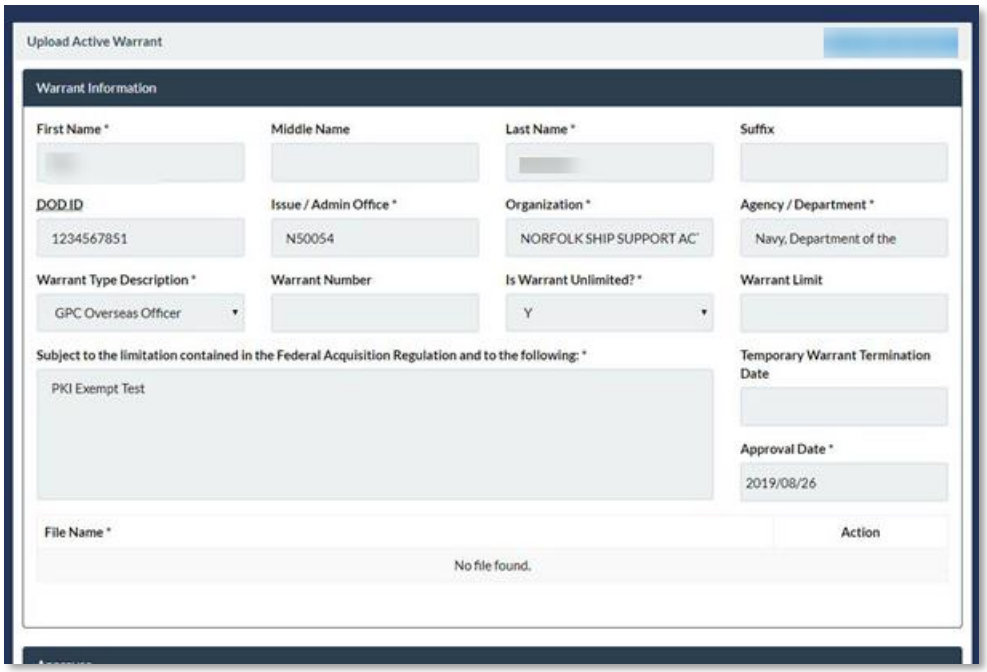
Click the **Next** button to continue the process after entering the required information. The Warrant Information pop-up displays.



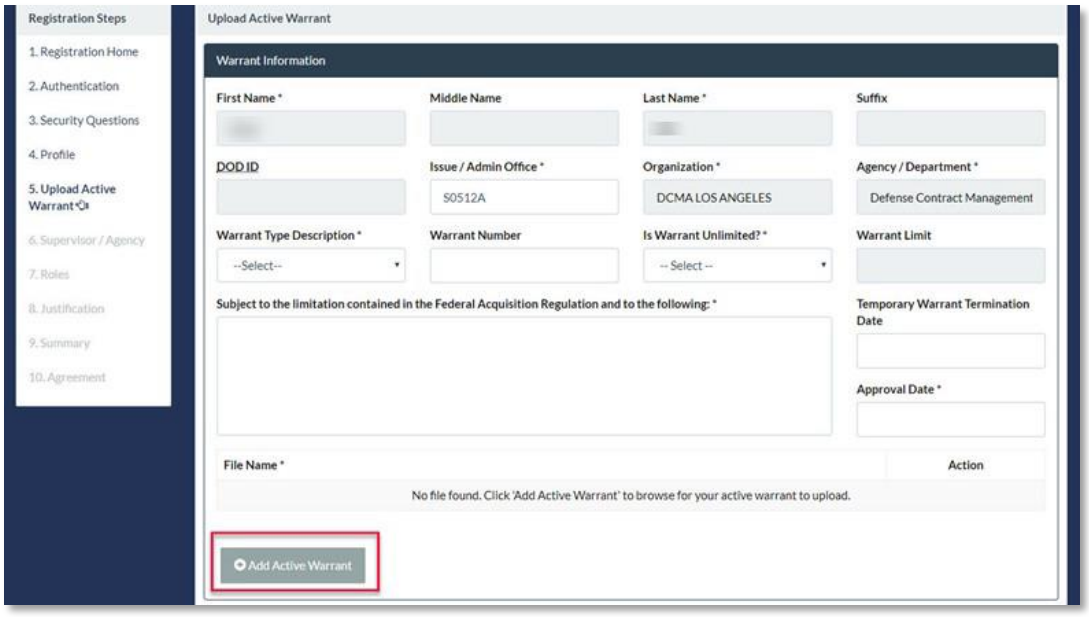
Select **Cancel** to return to the previous screen. Select **No** to move on to the following screen. Enter the Warrant ID and select **Yes** to populate the Upload Active Warrant. Selecting Yes or No to an active warrant auto grants different roles as indicated above.

Warrant Upload

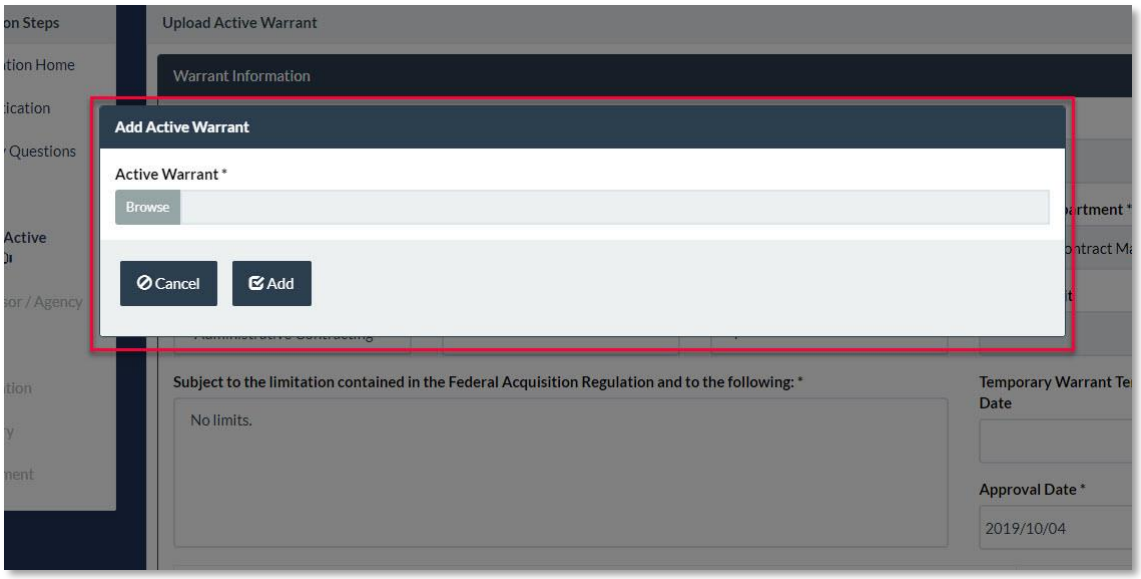
The Upload Active Warrant page displays. The fields pre-populate if there is an active warrant in the system with a matching Warrant ID. If there is no associated warrant, fill out the applicable fields.



Enter all applicable fields and click the **Add Active Warrant** button to upload the warrant to the system.



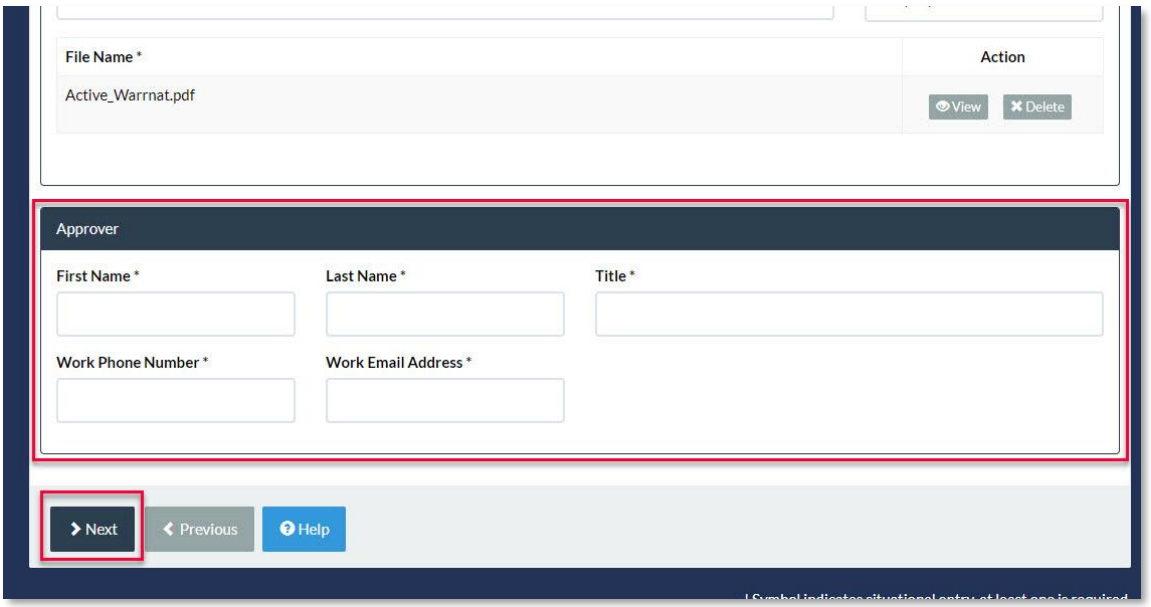
Selecting the **Add Active Warrant** button displays the Add Active Warrant pop-up. Browse for the applicable file and select **Add** to continue.



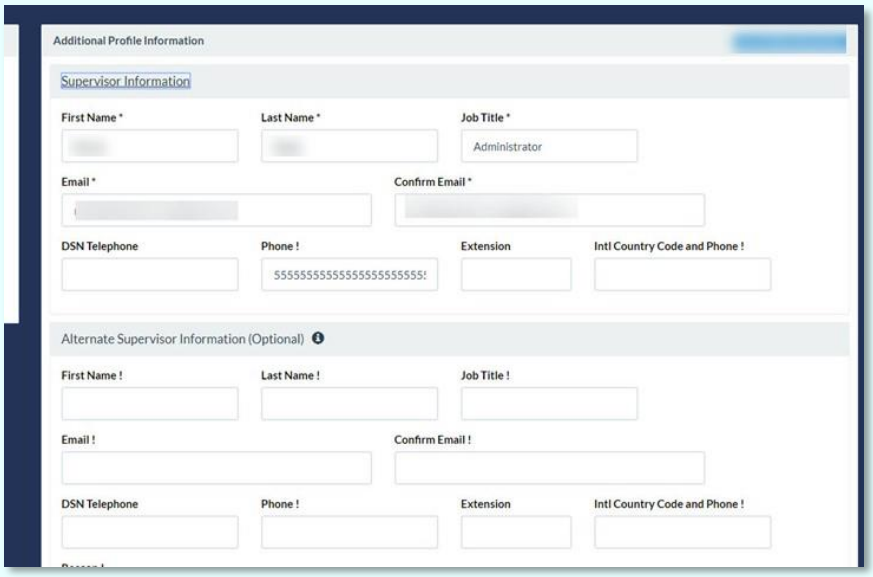
The selected file displays.



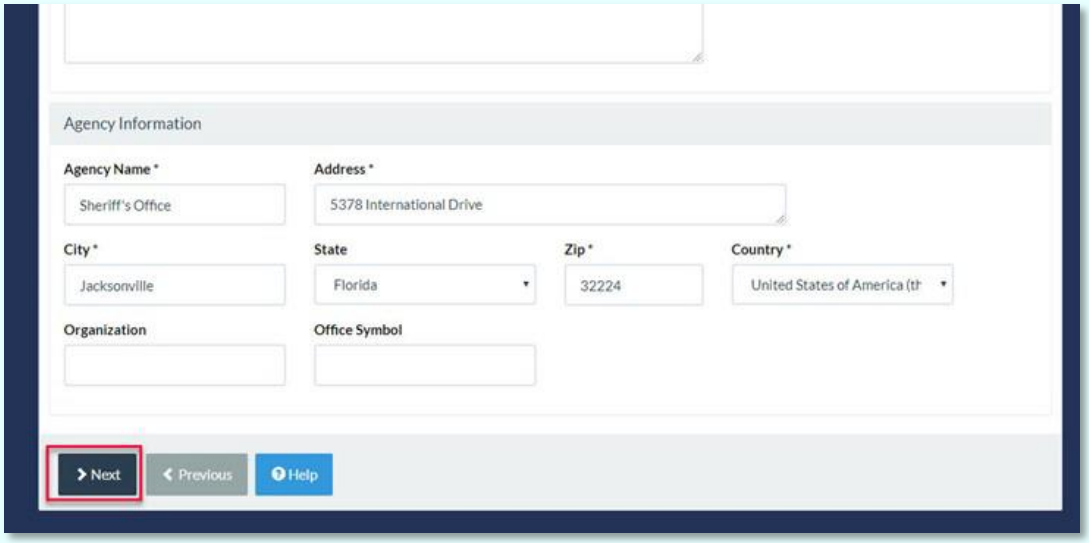
At the bottom of the page, enter in the Approver's information. Click the **Next** button to continue.



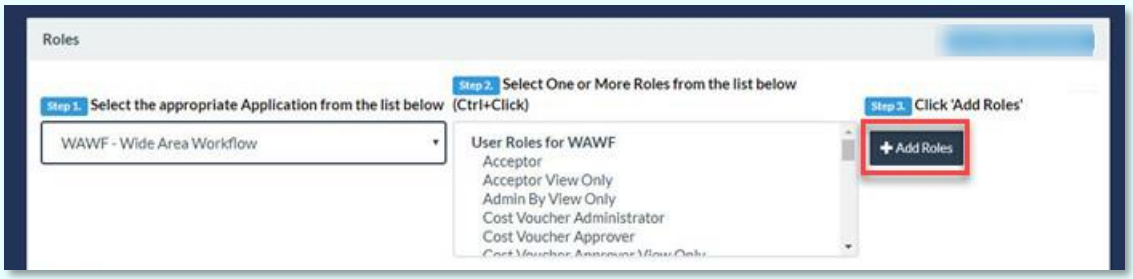
Registration Continued	The registration process continues after the Upload Warrant section is completed.



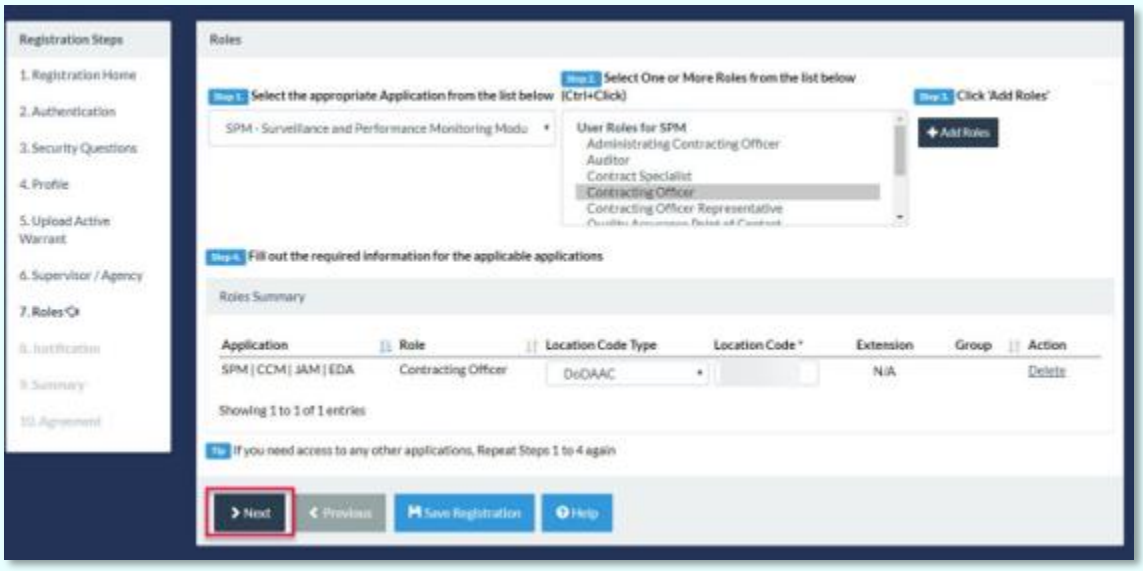
Fill in the applicable fields and click the **Next** button to continue the registration process.



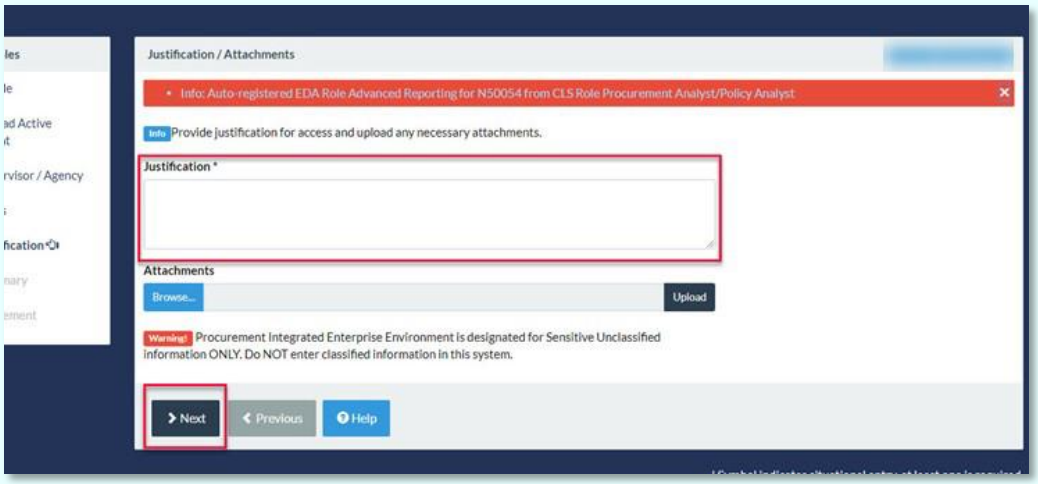
The roles page displays, first select the Application from the Step 1 dropdown field. Then select the role(s) that are being registered for by selecting the role from the list and selecting the **Add Roles** button.



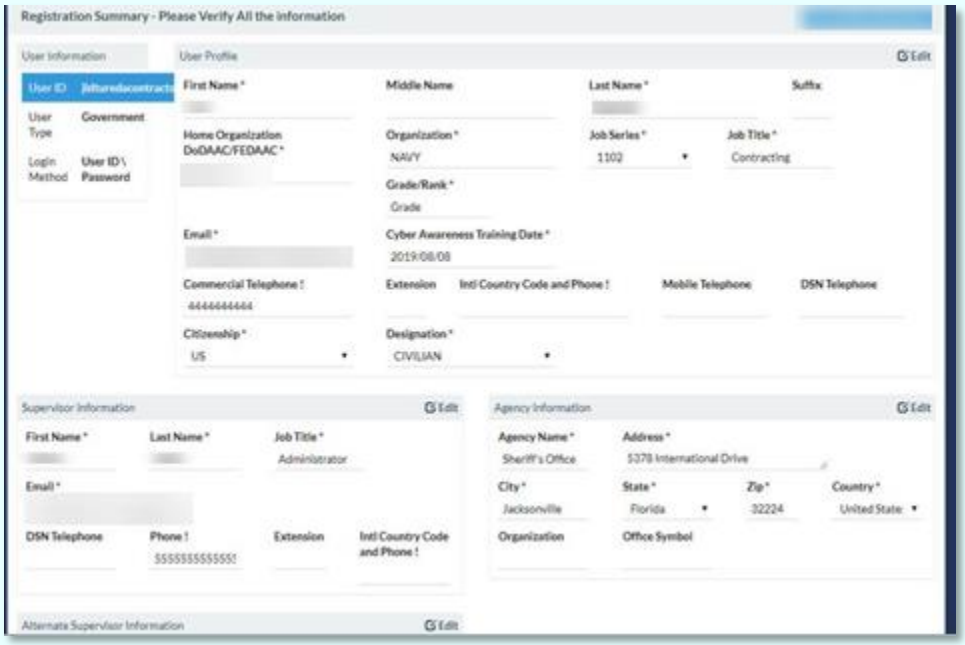
Click the **Next** button at the bottom of the page to continue.



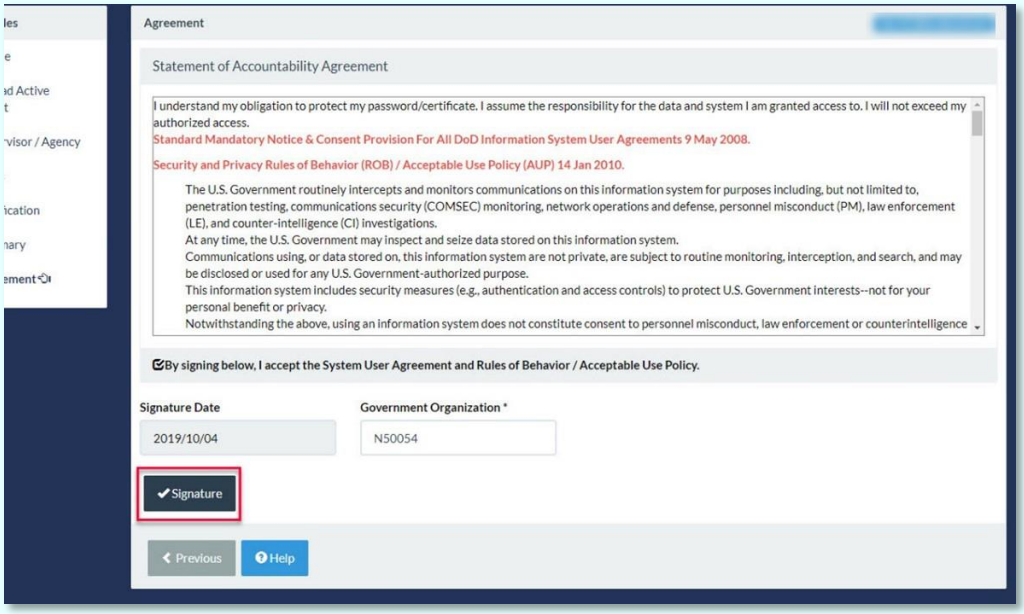
The Justification/Attachments page displays. Fill in the applicable fields and click the **Next** button to continue.



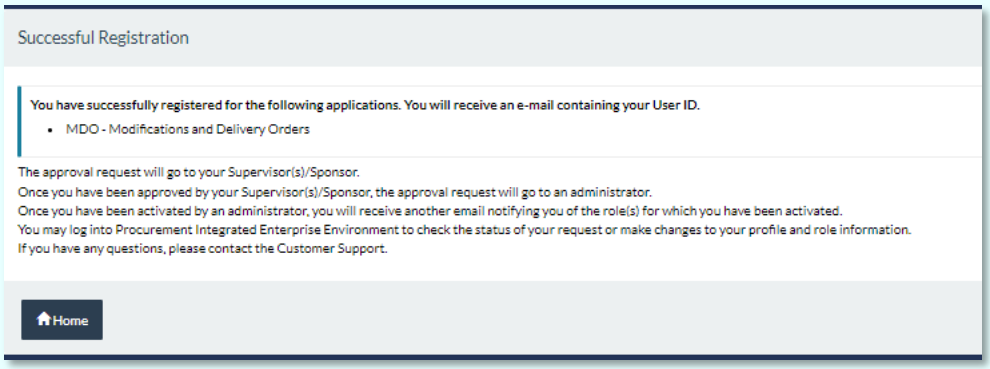
The Registration Summary page displays. Verify all the information and click the **Next** button to continue.



The Agreement page displays. Read over the Statement of Accountability Agreement and click the **Signature** button to complete the registration process.



A success screen displays with the list of roles registered for.


Successful Registration
You have successfully registered for the following applications. You will receive an e-mail containing your User ID.
MDO - Modifications and Delivery Orders
The approval request will go to your Supervisor(s)/Sponsor.
Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.
Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.
You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.
If you have any questions, please contact the Customer Support.
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