How to Enroll
In AMPs
AMPs Website

https://amps.dla.mil/oim

• If you have any questions while completing this guide please call LESO at 1-800-532-9946 or the AMPs helpdesk at 1-855-352-0001 option number 2.
Go to https://amps.dla.mil/OIM

AMPs Website

Click "OK"
Go to https://amps.dla.mil/OIM

Click "Click HERE for access to AMPS"

If this is your first time in AMPs click “First Time User? Click Here to Register”
AMPs Website

Click “Public” user type. Even if you are a federal agency you will still click Public. If you click Federal Agency it will cause problems with your access.
Go to https://amps.dla.mil/OIM
Click "Click HERE for access to AMPS"
Click "Public" user type. Even if you are a federal agency you will still click Public. If you click Federal Agency it will cause problems with your access.
Click "Accept"
AMPs Website

Go to https://amps.dla.mil/OIM

Click “Click HERE for access to AMPS”

Click “OK”

Click “Public” user type. Even if you are a federal agency you will still click Public. If you click Federal Agency it will cause problems with your access.

Click “Accept”

Enter all of your information next to the asterisks and then click “Next”.

Phone number will have “.” in between numbers. Example 555.555.5555
Click 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click Next.
Go to https://amps.dla.mil/OIM

Click "Click HERE for access to AMPS"

Click "Public" user type. Even if you are a federal agency you will still click Public. If you click Federal Agency it will cause problems with your access.

Click "Accept"

Phone number will have "." in between numbers. Example 555.555.5555

Click 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click Next.

Click "Create Account"
Go to https://amps.dla.mil/OIM
Click "Accept"
You will then receive your username. Make sure to save this. Now click "Login to AMPS"
AMPS User Organization Issue

• Once a user has created their account in AMPS, they now need to request the one required Role to gain access to the RTD Web System

• There is currently an issue within AMPS that automatically generates the user’s Organization as “DLA”, as opposed to the “DLA External” that is required

• AMPS will automatically correct this issue, but it will take time…we have seen it happen the same afternoon, while most users have had to wait overnight

• If the user’s account is not corrected by the following day, please contact the AMPS Help Desk at 855-352-0001
Click “Click HERE for access to AMPS”
AMPs Website

Type in your User ID and Password and then click “Login”
Requesting Roles

Click “Request Role”
Requesting Roles

1. Go to https://amps.dla.mil/OIM
2. Requesting Roles
3. Click "Click HERE for access to AMPS"
4. Click "OK"
5. Type in your User ID and Password and then click "Login"
6. Click "Request Role"
7. Click "Accept"
Requesting Roles

Verify all your information is correct and click “Next”. If your information is not correct please correct it and then click “Next”.

This is where it will say DLA External.
Requesting Roles

Click “DLA Enterprise Applications” and the roles will show down below.
Select “DLA Disposition Prod – RTD Customer DDS-413” from the left and move it over to the right by click the arrow pointing to the right. Then click Next.
Go to [https://amps.dla.mil/OIM](https://amps.dla.mil/OIM)

Requesting Roles

Click “Click HERE for access to AMPS”

Click “OK”

Type in your User ID and Password and then click “Login”

Click “Request Role”

Click “Accept”

Verify all your information is correct and click “Next”

Click “DLA Enterprise Applications” and the roles will show down below.

Select “DLA Disposition Dev – BO NON_SASP Customer DDS - 601” and “DLA Disposition Prod – RTD Customer DDS - 413” from the left and move them over to the right by click the arrow pointing to the right. Then click Next.

Type in your justification. Example: Need for 1033 Program. Then click Next.
Requesting Roles

1. Go to [https://amps.dla.mil/OIM](https://amps.dla.mil/OIM)
2. Click "Click HERE for access to AMPS"
3. Click "OK"
4. Type in your User ID and Password and then click "Login"
5. Click "Request Role"
6. Click "Accept"
7. Verify all your information is correct and click "Next"
8. Click "DLA Enterprise Applications" and the roles will show down below.
9. Select "DLA Disposition Dev - BO NON_SASP Customer DDS - 601" and "DLA Disposition Prod - RTD Customer DDS - 413" from the left and move them over to the right by click the arrow pointing to the right. Then click Next.
10. Type in your justification. Example: Need for 1033 Program. Then click Next.
11. Click "Submit"