EDA User Registering for Sub Roles
Reference Guide

PIEE Registration	Analytics	Reports	GFP Reports	GFP Attachment Aging Report

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EDA Roles	EDA Roles with the capability to register for Sub Roles: • Contract Load Notifications • Contracts MIPRs • Update MIPR Attachments • Upload Attach/Admin Docs • Upload MIPR • Upload MIPR Attachments • Upload Inactive Contracts
Registration	*NOTE: The process of requesting a Sub Role can also be done on applicable existing roles. For this guide, the process is shown from an initial role request. (Please see additional information last section of the guide)* The Government user will navigate to the PIEE Registration page and begin the registration process.
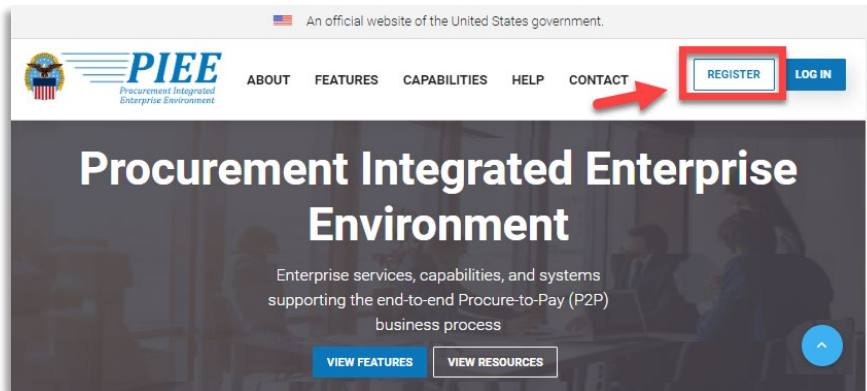
Agree to Privacy Act Statement and select user.

Choose how you will access the Procurement Integrated Enterprise Environment applications and proceed through the registration process.

When requesting an EDA role, a warning message will appear to indicate that the role requested may need additional information. Select the **Additional Info** link and add the requested information.

Add requested information for the Sub Role and click the **Save Role** button.

Sponsor Approval and GAM Activation

After the user has requested Roles/Sub Roles, an email will confirm that their role request has been registered in PIEE and is awaiting Supervisor/Sponsor approval.

Sample Confirmation email to user:

Registration has been submitted.

W wawf-test@caci.com

To: _____ · EXT

Tue 11/1/2022 1:26 PM

This email was generated in TalentPool {DB name: DSPIEE01, Version:6.11 - CACI Development} environment. If you are a PRODUCTION user, then please ignore it.

The following information has been submitted to the Procurement Integrated Enterprise Environment:

User Type: Government Support Contractor
First Name: GPC
Last Name: Test
Rank: 1
Title: Test
Organization: Air Force
E-Mail: rachel.gaillard@caci.com
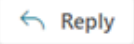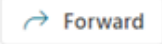Phone: 123
Intl Phone: 123

The following roles were registered:

EDA - Advanced Reporting for Location Code: FU4417
EDA Contract: S0512A15D1002 / S0512A15F1001

Once your access has been activated, you will be logging on with your user ID and password. Your user ID is: GSCtest_rdg

You will be notified by email once you have been activated for access to the registered applications.

If you have any questions, please contact the Procurement Integrated Enterprise Environment Help Desk.

↩ Reply   ↪ Forward

The Sponsor/Supervisor will receive an email notifying them that a sub role has been requested and they need to take action. There is a link in the email they will use to approve the sub role.

Supervisor/Sponsor Approval Required email:
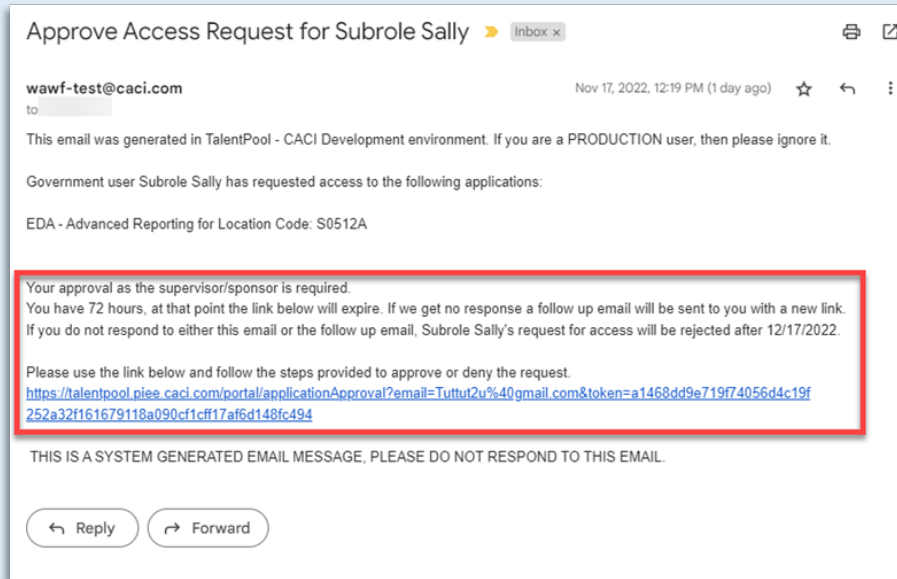
When the roles are approved, the user will receive an email notification that the role has been approved and is awaiting activation.
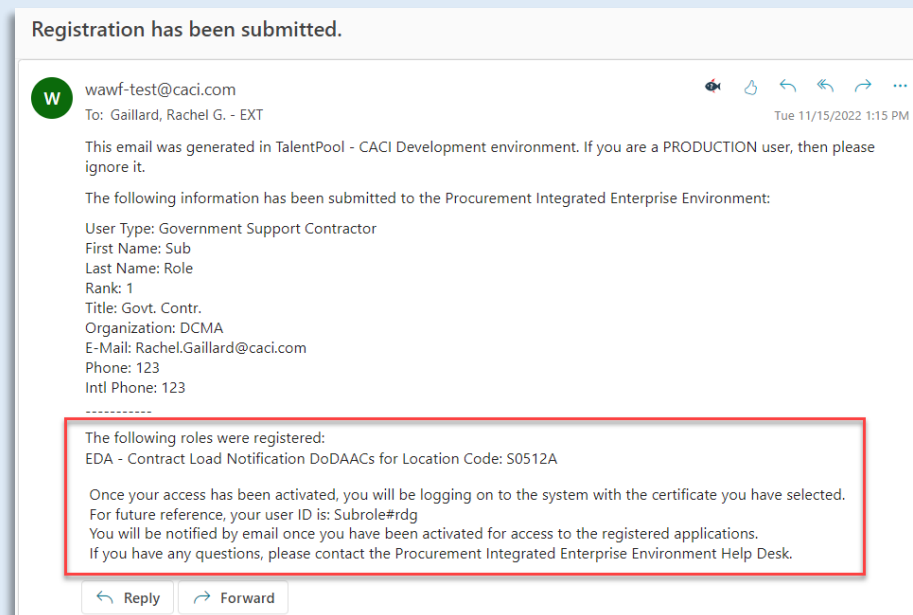
Once the roles are approved, the GAM will receive an email notifying that action is needed to activate the requested sub role.

When the roles are activated, the user will receive an email that the sub roles were added.
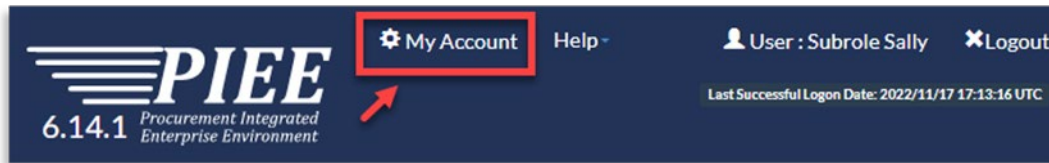
Additional Information	**Requesting a Sub Role for Existing Role** Log into PIEE with applicable user and select the **My Account** link at the top of the PIEE homepage. Click the **Manage Roles** on the My Account page and follow instructions to add a sub role.