



Web Portal Login Request Form (WPLR) Guide

Requesting access to the EDMO Web Portal is a two part process. Once your LOGSA System Access Request (SAR) has been processed and approved, you will be emailed the link to the WPLR form by the EDMO Office Staff. Please refer to these instructions for assistance while completing the WPLR form.

Note: Your LOGSA SAR must be processed and approved before you complete the WPLR form.

Section 1- User Information: The fields highlighted in yellow are required fields and must be populated with your information. Once you have populated all of the required fields, click "Save" at the bottom of the screen.

Enterprise Data Management Office (EDMO)

U.S. ARMY

LOGSA

Web Portal Login Request

User Information

All Fields Marked with * are required

Personal Information

User Prefix: NA

First Name*: [Yellow Highlighted] Required

MI: []

Last Name*: [Yellow Highlighted] Required

User Suffix: NA

Affiliation*: NA Required

Rank: NA

Title: []

Userid (AKO)*: [Yellow Highlighted] Required

Email* (.mil or .gov only): [Yellow Highlighted] Required

Work Phone*: [Yellow Highlighted] Required

Supervisor Information

First Name*: [Yellow Highlighted] Required

MI: []

Last Name*: [Yellow Highlighted] Required

Email* (.mil or .gov only): [Yellow Highlighted] Required

Work Phone*: []

Affiliation: NA

For Contractors Only

Company Name*: []

Address Line 1*: []

Address Line 2: []

City*: []

State: ALABAMA

Zip Code*: []

This section should be completed by CONTRACTORS ONLY.

Save

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Section 2- Reporting Area Select: After you have saved your personal information, you will be directed to the "Reporting Area Select" section. You must select each desired reporting area independently. The system will prompt you to complete additional information about the currently selected reporting area and then give you the chance to select additional reporting areas.

Enterprise Data Management Office (EDMO)

Web Portal Login Request

User Information

Reporting Area Select

Reporting Area :

AWPS GCSS-ARMY LIW

Instructions

Please select a Reporting Area

Add Another Reporting Area

Review

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Enterprise Data Management Office (EDMO)

Web Portal Login Request

User Information

Reporting Area Select

Reporting Area :

AWPS

Available Reports

AWPS Reporting - (AWPS)

Instructions

Please select one or more reports, then click apply.

Add Another Reporting Area

Review

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(Continued) Section 2- Reporting Area (Select):

Step 3: After you select the desired reports, the page will refresh again and allow you to select from additional reporting options. In this example we need to select "Available Site Codes".

Instruction Box: Please select site codes below, then click apply.

Step 4: Highlight the desired values and click the arrow to move them over to the "Selected Site Codes" box. Then click "Apply".

NOTE: For GCSS-Army Reporting and LIW Reporting, the required additional information will differ. Be sure to refer to the instructions box.

Here is an example for GCSS-Army Reporting:

Instruction Box: Please enter requested comma-separated permissions, then click apply.

Enter RICs and UICs: For GCSS-Army Reporting, you will need to manually type in desired RICs and UICs separated by a comma. See example above. Then click "Apply".



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LOGSA Enterprise Data Management Office - Portal

Web Portal Login Request

User Information

Reporting Area Select

Reporting Area:

AWPS GCSS-ARMY **LIW**

Available Reports

Customer Master Reporting - (LOGSA) DRRS-A Reporting - (LOGSA) Vendor Master Reporting - (LOGSA)

Instructions: Please select one or more reports, then click apply.

Apply Cancel

Instruction Box

Select Available Reports: For LIW Reporting, you will need to place a check beside each report you wish to select by clicking in the box. Then click "Apply".

Add Another Reporting Area

Review

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Section 3-Add Another Reporting Area: If you would like to add another reporting area, click "Yes", if not, click "No" to proceed to the Review Section.

Enterprise Data Management Office (EDMO)

Web Portal Login Request

User Information

Reporting Area Select

Add Another Reporting Area

Would you like to add another reporting area?

Yes No

Review

Step 5: The system will ask you if you wish to select another reporting area. If so, repeat steps 1 through 4.

Step 6: After you have selected all desired areas, select "No" to proceed to the "Review" section.

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Section 4-Review: Here you may review your selections and edit or delete them if necessary.

The screenshot shows the 'Review' section of the WPLR form. It lists three reporting areas: AWPS, GCSS-ARMY, and LIW. Each area has expandable sections for 'Reports' and 'Permissions'. A callout box points to the expand/collapse arrows on the right side of the sections, stating: **NOTE:** Please note that by clicking the arrow to the right of each section, you can expand or collapse each section to review at any time while completing the form.

A 'Message from webpage' dialog box is displayed in the center, asking: 'Are you sure you want to submit your request?' with 'OK' and 'Cancel' buttons.

Another callout box points to the 'Submit' button at the bottom left, stating: **Step 7:** After you have reviewed your selections and are happy with them, click "Submit" to put forward your form to the LOGSA EDMO office for review and processing. The system will prompt to confirm that you wish to submit. Click OK to submit. ****Select cancel if you do not wish to submit your form at this time.**

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is circled in red.

Footer text includes: EDMO Web Portal Support, Email, Phone: (256) 489-5210, and Choose Website Color: Windows7.

*****Please note, if you discover that you need visibility to additional EDMO Web Portal reports, you can request additional access at a later time via the "Request Additional Access" section under "User Management" on the EDMO Web Portal Home Page. You will be able to find out more about this process after you have gained access to the EDMO Web Portal.**



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Continued) Section 4- Review: After you submit, a pop up message will appear. Click OK. Next, a second dialog box will appear and ask if you want to “close this window?” Click “Yes”, the browser window will close and the process is complete.

The screenshot shows the 'Enterprise Data Management Office (EDMO)' web portal. The main content area is titled 'Web Portal Login Request' and contains a form with sections for 'User Information', 'Reporting Area Select', 'Add Another Reporting Area', and 'Review'. A table of reporting areas is visible, including 'AWPS', 'GCSS-ARMY', and 'LIW'. Two dialog boxes are overlaid on the form. The first, 'WPLR Submitted', is a white box with a yellow warning icon and text: 'Thank you for submitting your WPLR Request. Please allow 5 business days for your request to be processed by our administrators. If you are still unable to access the EDMO portal after 5 business days, please contact EDMO via email at usarmy.redstone.logsa.mbx.amxls-ed@mail.mil to inquire about the status of your WPLR form. Your browser will close when you click Ok.' The second, 'Windows Internet Explorer', is a blue box with a question mark icon and text: 'The webpage you are viewing is trying to close the window. Do you want to close this window?' Both dialog boxes have 'OK' or 'Yes/No' buttons.

EMAIL NOTIFICATION: You will receive an email notification similar to the one below once your WPLR form has been processed.

The screenshot shows an email window with the title 'EDMO Web Portal Access Instructions - Message (Plain Text)'. The email body contains the following text: 'Congratulations, your WPLR Request has been approved and you can now access the EDMO Portal. Download the new user guide here: https://edmo.logsa.army.mil/PUBLIC/p_Documents/Updated_EDMOWebPortal1_NewUserGuide.pdf. If for any reason you are having problems accessing the web portal based on these instructions, please contact Alan R. Johnson at alan.r.johnson46_ctr@mail.mil. Thanks, EDMO Web Portal Team Email: usarmy.redstone.logsa.mbx.amxls-ed@mail.mil. This is an UNCLASSIFIED//FOUO automated Email message generated by a U.S. Army Material Command (USAMC) Logistics Support Activity (LOGSA) non-CAC enabled Automated Information System (AIS). You should be aware that there is no guarantee that the named sender is the actual sender. Do not trust any attachments from unknown senders. Please contact the sender to verify authenticity. This message was scanned for malicious content by an independent automated antivirus scanning system. If malicious content had been found, it would have been deleted if it could not be removed or repaired. For more information about the USAMC, LOGSA Email scanning policy, contact the LOGSA Information Assurance Office, <logsa.amxlsis@conus.army.mil>. Classification: UNCLASSIFIED Caveats: NONE'

For questions about the WPLR form, please contact EDMO at: usarmy.redstone.logsa.mbx.amxls-ed@mail
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Date: 20 MAR 2013
Last Updated: 20 MAR 2013