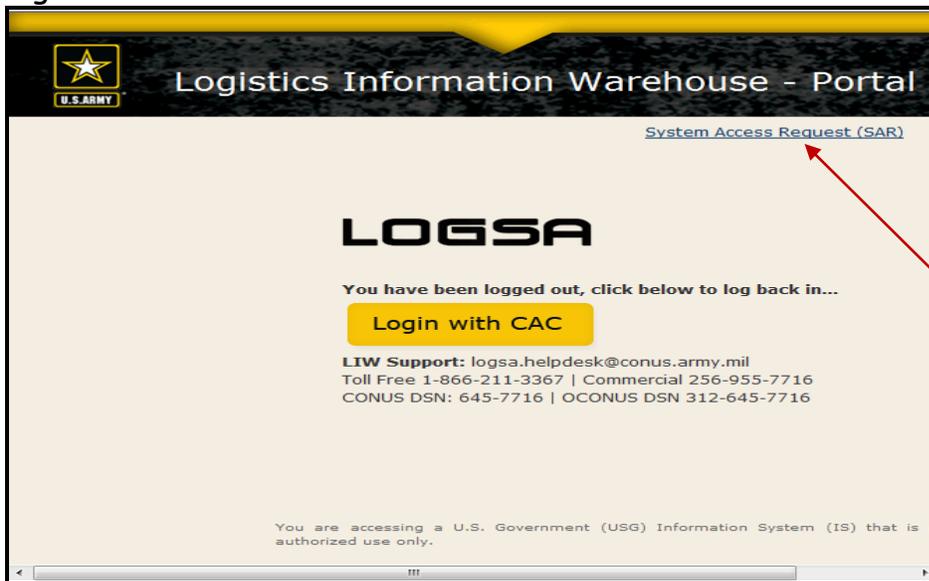




# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

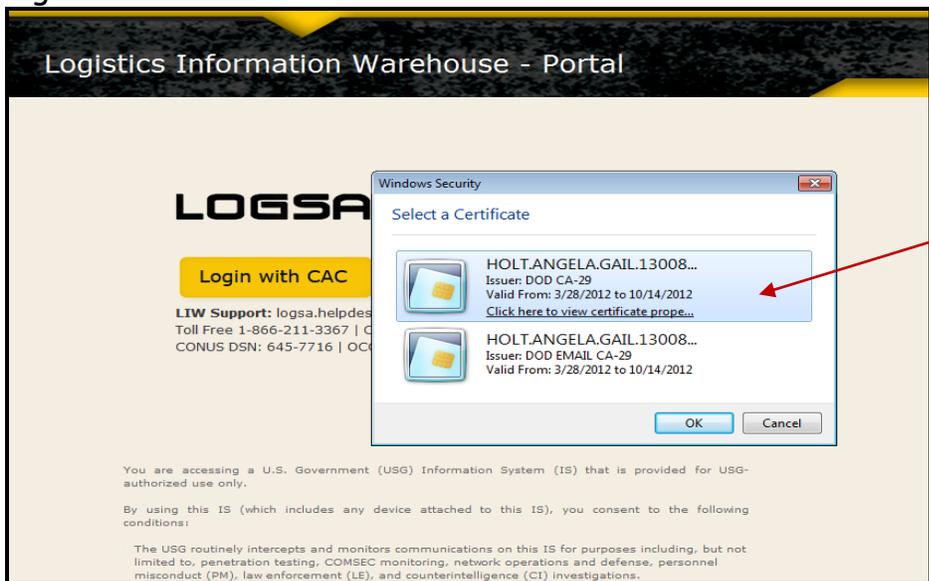
To request access to the EDMO portal, you will need to submit a Logistics Information Warehouse (LIW) SAR. You can submit your request from the LIW login page by going to <https://liw.logsa.army.mil> :

Figure 1



Click on “**System Access Request**” to begin your SAR

Figure 2



Whether you are starting your SAR request or logging in as an existing user, the system will prompt you to select a CAC certificate. You will need to select your DOD CA-XX certificate and click OK.

**\*\*Please note that if you inadvertently select the DOD EMAIL certificate, you may need to close the window, clear your internet cache and try again in a new browser.**

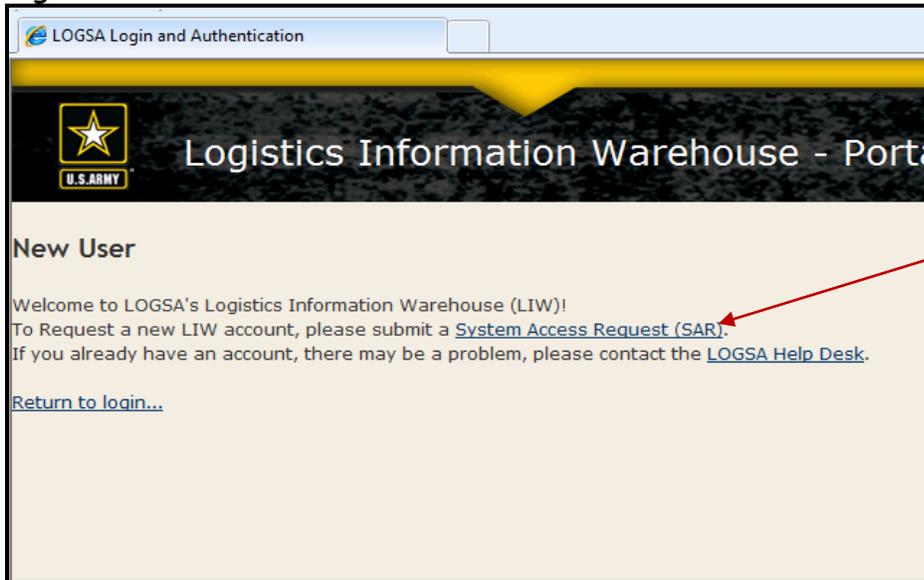


# How to submit a System Access Request (SAR)



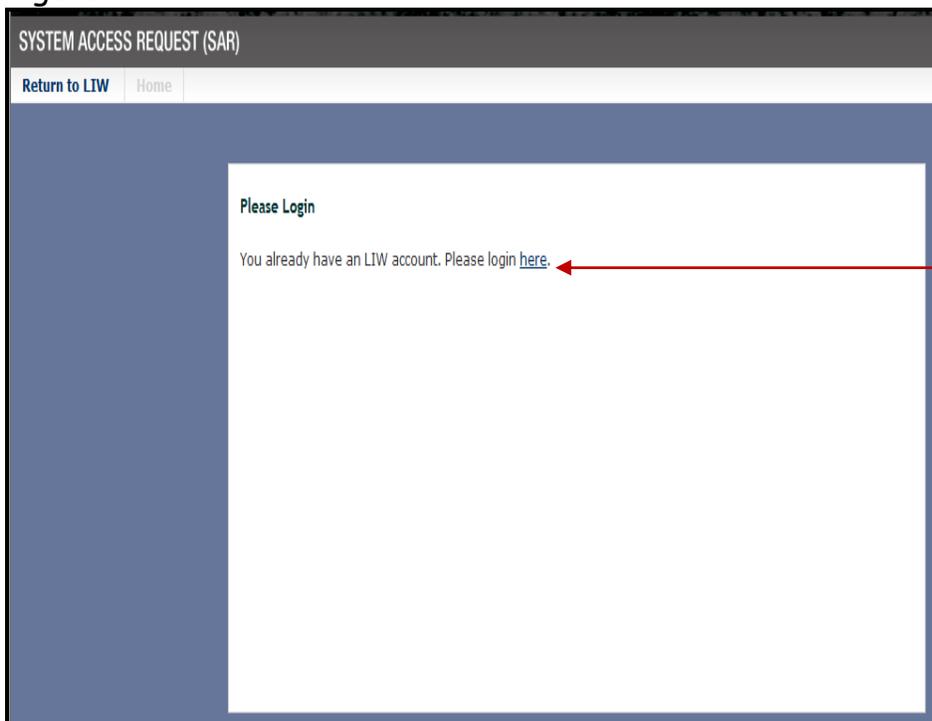
## For Enterprise Data Management Office (EDMO) Portal Access

Figure 3



**New** users may receive a message and can begin their SAR from this message by clicking **System Access Request (SAR)**

Figure 4

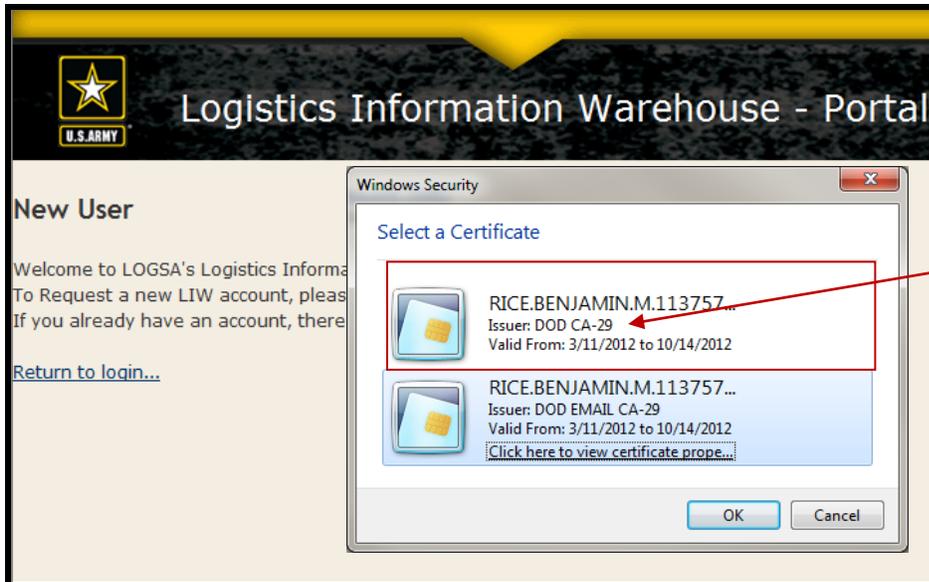


**Existing** users may receive a message to "Please Login" and will need to login to LIW first by clicking on the word **here.**



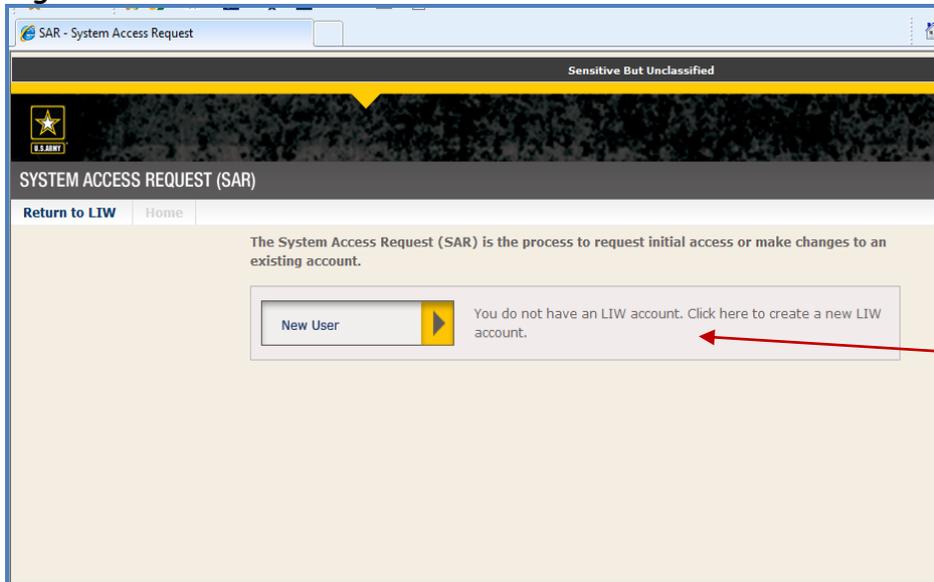
# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 5



*You may be prompted to select your certificate again.*

Figure 6

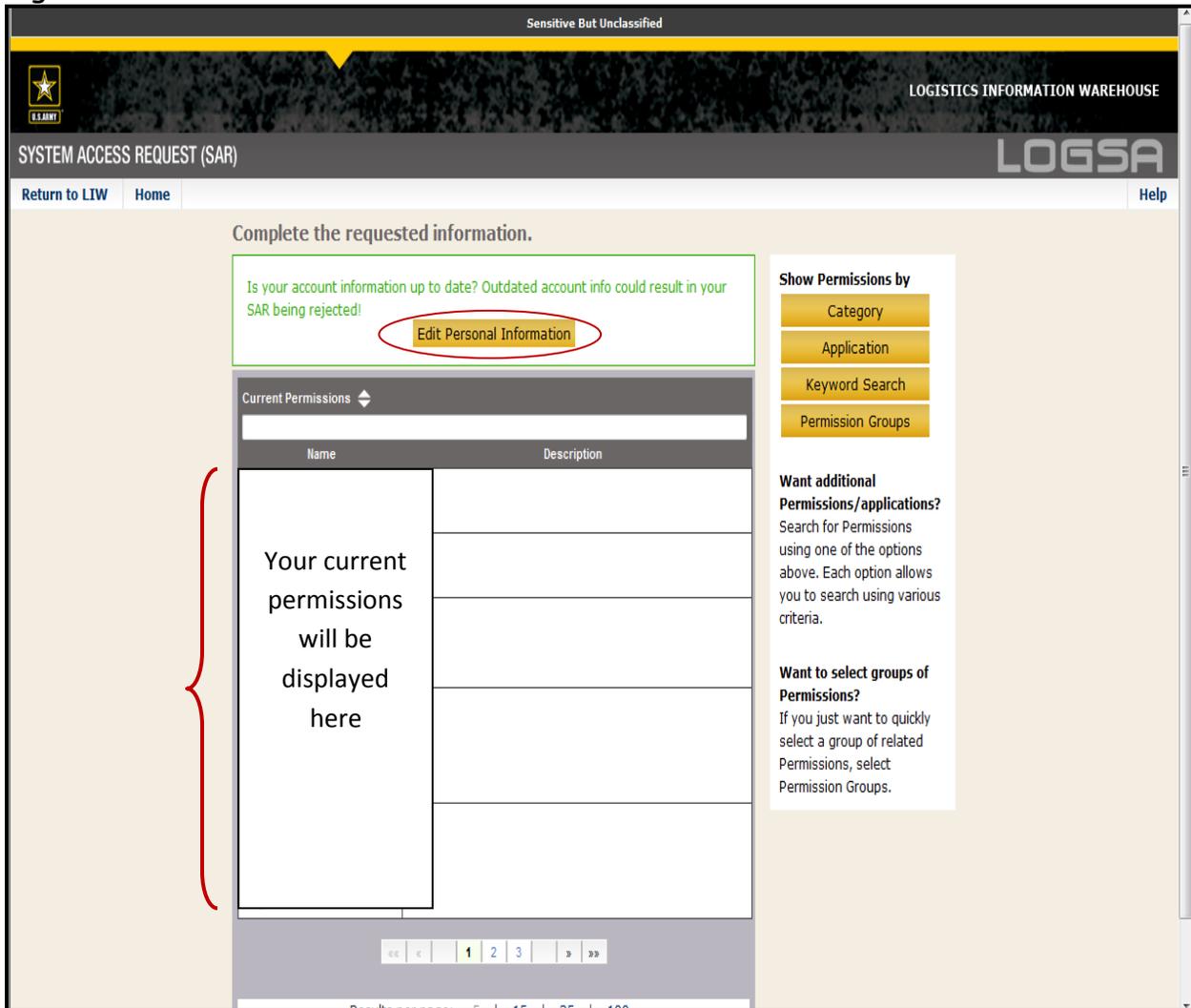


*If you do not already have an LIW account, you will need to submit your SAR as a "NEW USER".*



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 7



From the **System Access Request (SAR)** initial page, you can see your current LIW permissions as well as edit your Personal Information.

**EXISTING USERS** can click on “Edit Personal Information” to review your personal data.

**NEW USERS** can click on “Edit Personal Information” to complete and verify their personal information.



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 8

REQUEST (SAR)

Home

**Personal Info**

**Work Location**

MACOM/Branch of Service: USAMC

Unit/Organization Name: LOGSA

Office Symbol:

Bldg # / Room #: 5307/73A006 OCONUS CMR#, Unit#

CONUS Street:

CONUS City: REDSTONE ARSENAL Enter APO for OCONUS

Country: UNITED STATES

State: ALABAMA

ZIP Code +4 or APO Code & Number: 36898

DSN #: 645-9482

Commercial #: 256-955-9482 (999-999-9999)

**Personnel Security Manager (PSM)**

Last Name: SCOTT

First Name: CHRIS

Middle Initial: Use NI for 'No Initial'

Once you click on **“Edit Personal Information”**, you will see this screen.

The directional arrows allow you to expand and collapse personal profile sections contained on this page.

Figure 9

**Personnel Security Manager (PSM)**

Last Name:

First Name:

Middle Initial: Use NI for 'No Initial'

DSN #:

Commercial #:

Email Address:

**Government Supervisor**

Last Name:

First Name:

Middle Initial: Use NI for 'No Initial'

DSN #:

Commercial #:

Email Address: .mil or .gov only and must not be your email address

Cancel Save

Ensure that individuals entered in the **Personnel Security Manager & Government Supervisor** section are available to approve your request. They will receive an email after you complete the SAR request, and will need to approve upon receipt. Any delay of approval will be a delay in your capability to gain access to LIW and the EDMO Portal.

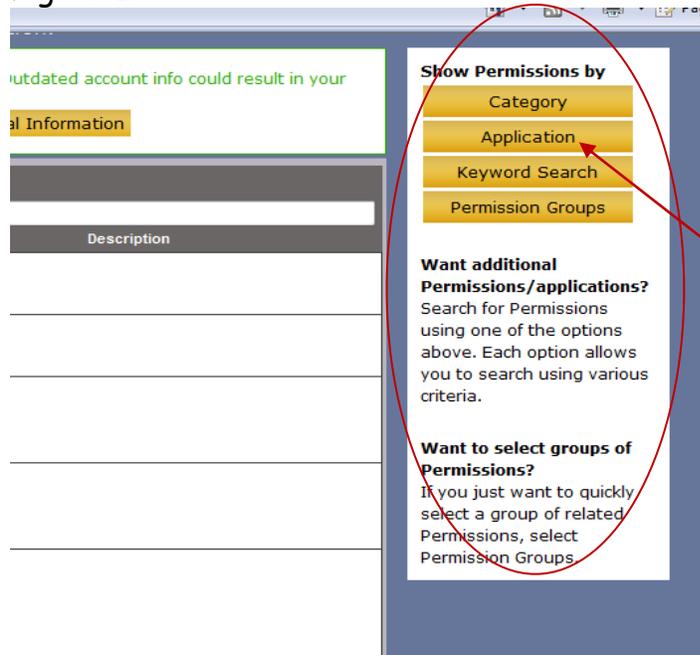
Click **“Save”** after you have completed/updated your information



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

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Figure 10



*You will also request permissions from this page by using one of the options listed to the right of the screen as noted.*

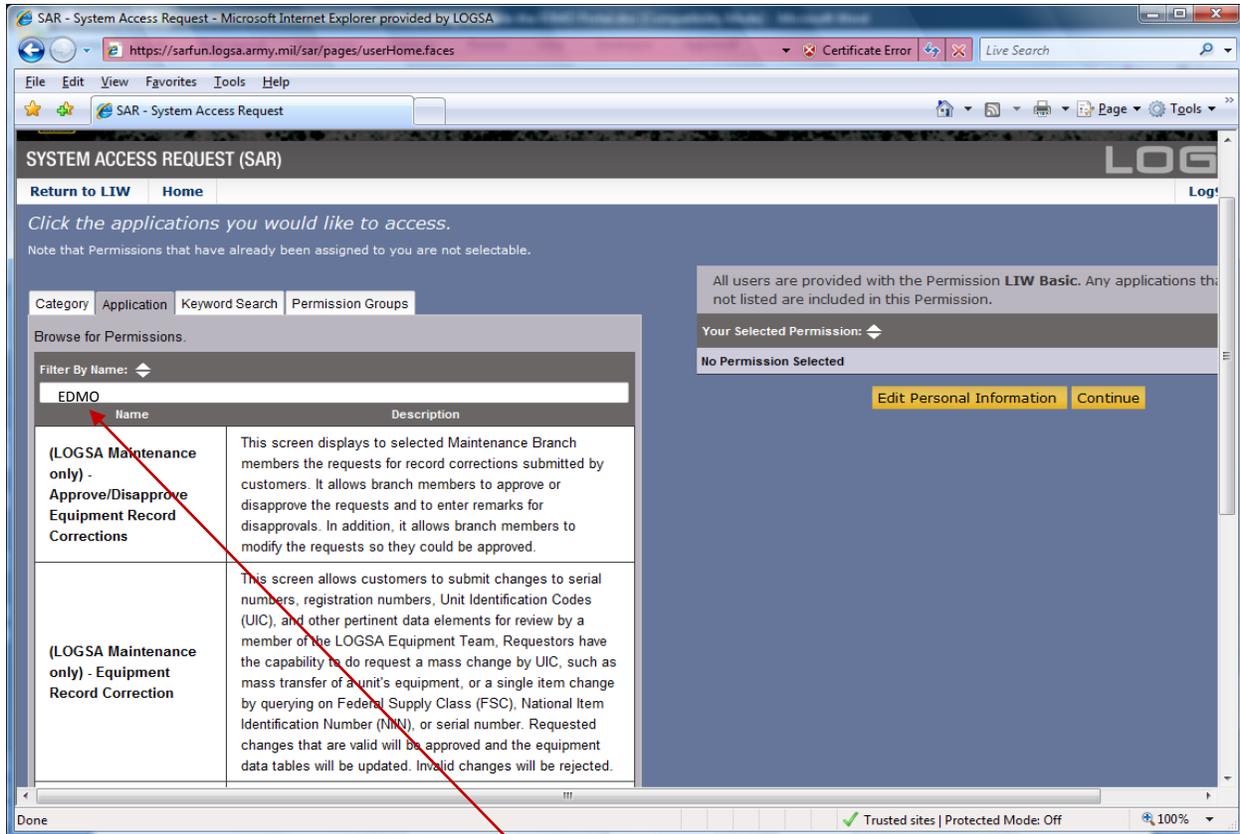
*As you will need access to “EDMO”, it will be easiest to search by clicking “Application”.*

*(See next figure)*

Figure 11



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access



Type **EDMO** into the search field in order to locate the application within the SAR system menu.

See Figure 12 if you are a Local National or Foreign National.

If you are **NOT** a Local National or Foreign National, proceed to Figure 13.



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 12

Category Application Keyword Search Permission Groups

Browse for Permissions.

Filter By Name:

Name	Description
<b>EDMO for Foreign Nationals or Local Nationals</b>	The Logistics Support Activity (LOGSA) Enterprise Data Management Office (EDMO) provides data management, data governance and data integrity for systems within the Army Logistics.

«« « 1 2 3 4 5 6 7 8 9 10 » »»

Results per page: 5 | 15 | 25 | 100

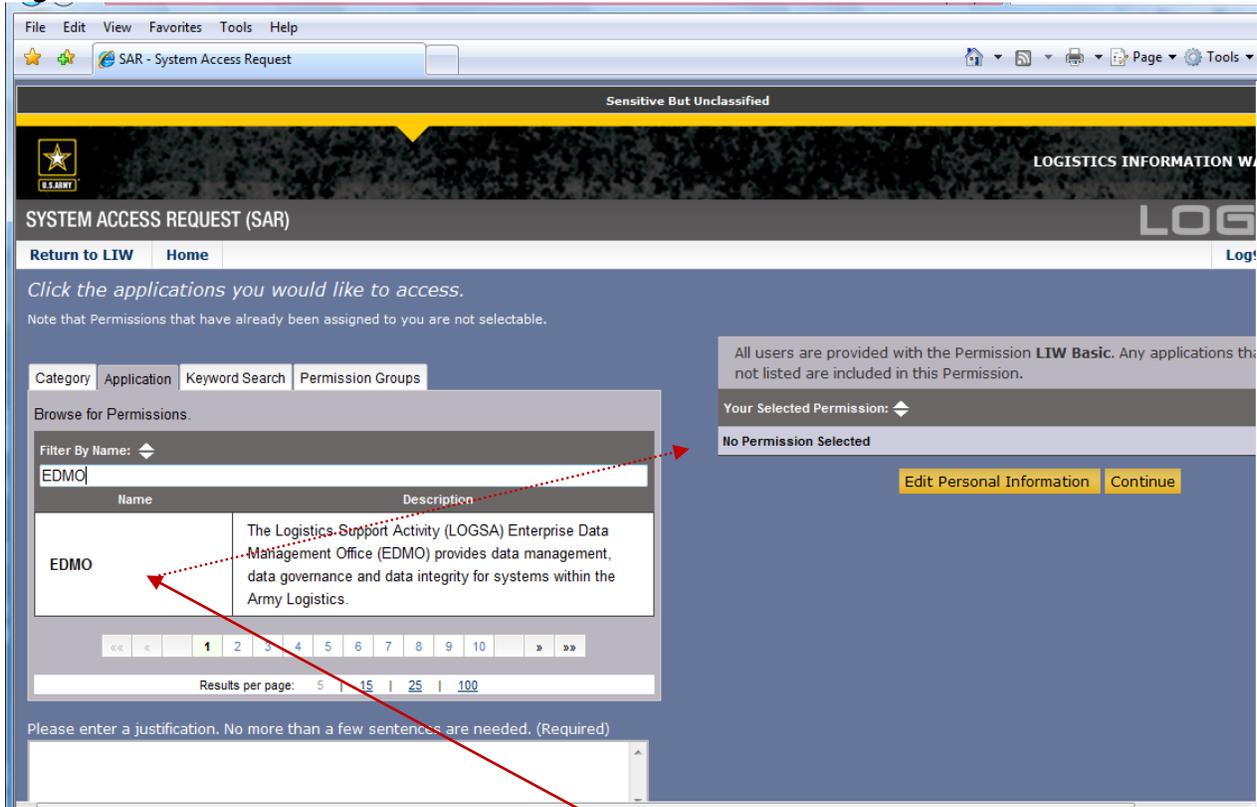
*Please note that for Foreign Nationals or Local Nationals, the EDMO application name will contain additional verbiage specific to local and foreign nationals. If you are a local or foreign national, this is the correct selection for you to gain EDMO Portal access.*

*(See next figure)*



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 13



*Once the SAR system locates the EDMO application, click on it to select and it will appear in the selected items area.*

*(See next figure)*

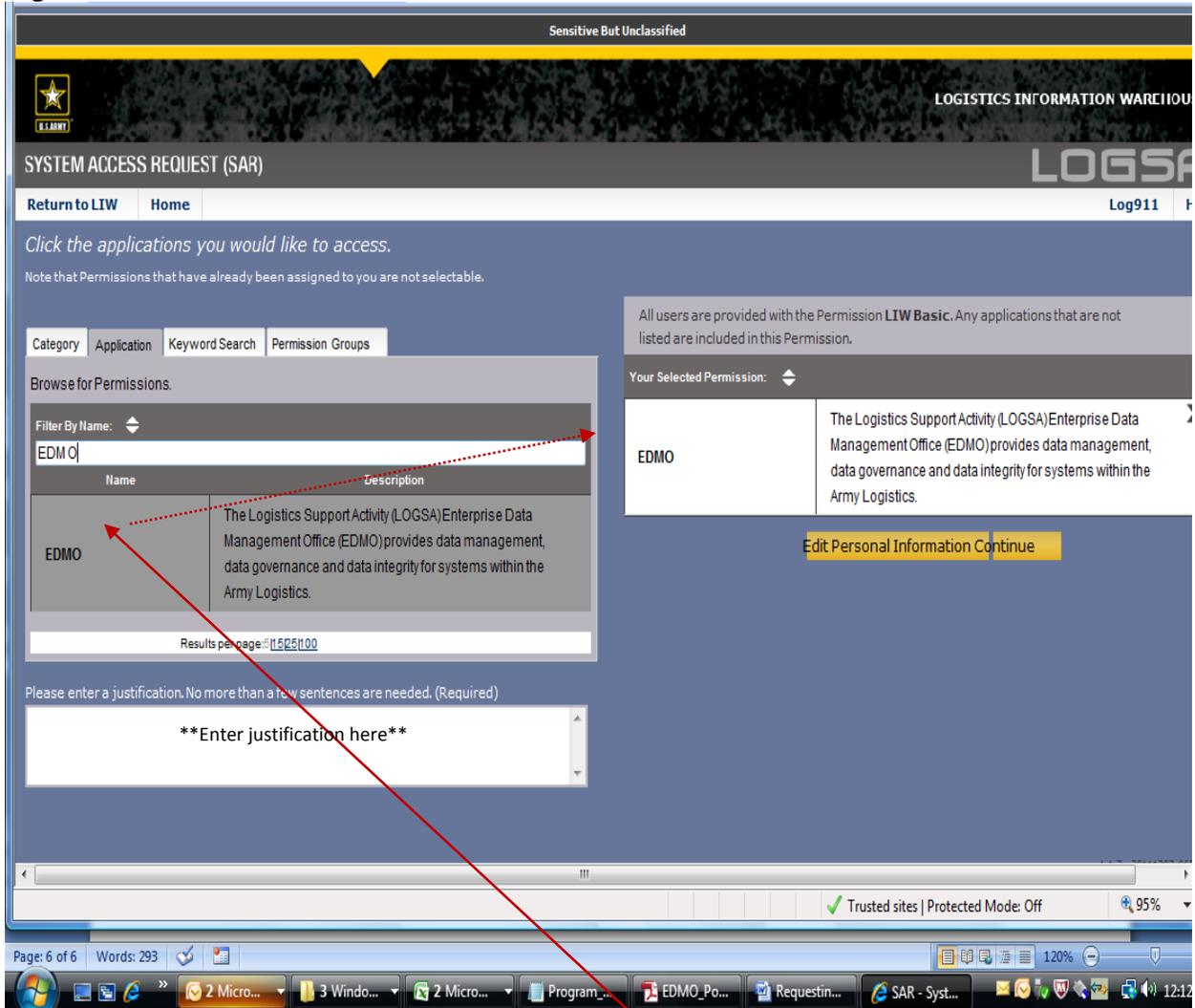


# How to submit a System Access Request (SAR)



## For Enterprise Data Management Office (EDMO) Portal Access

Figure 14



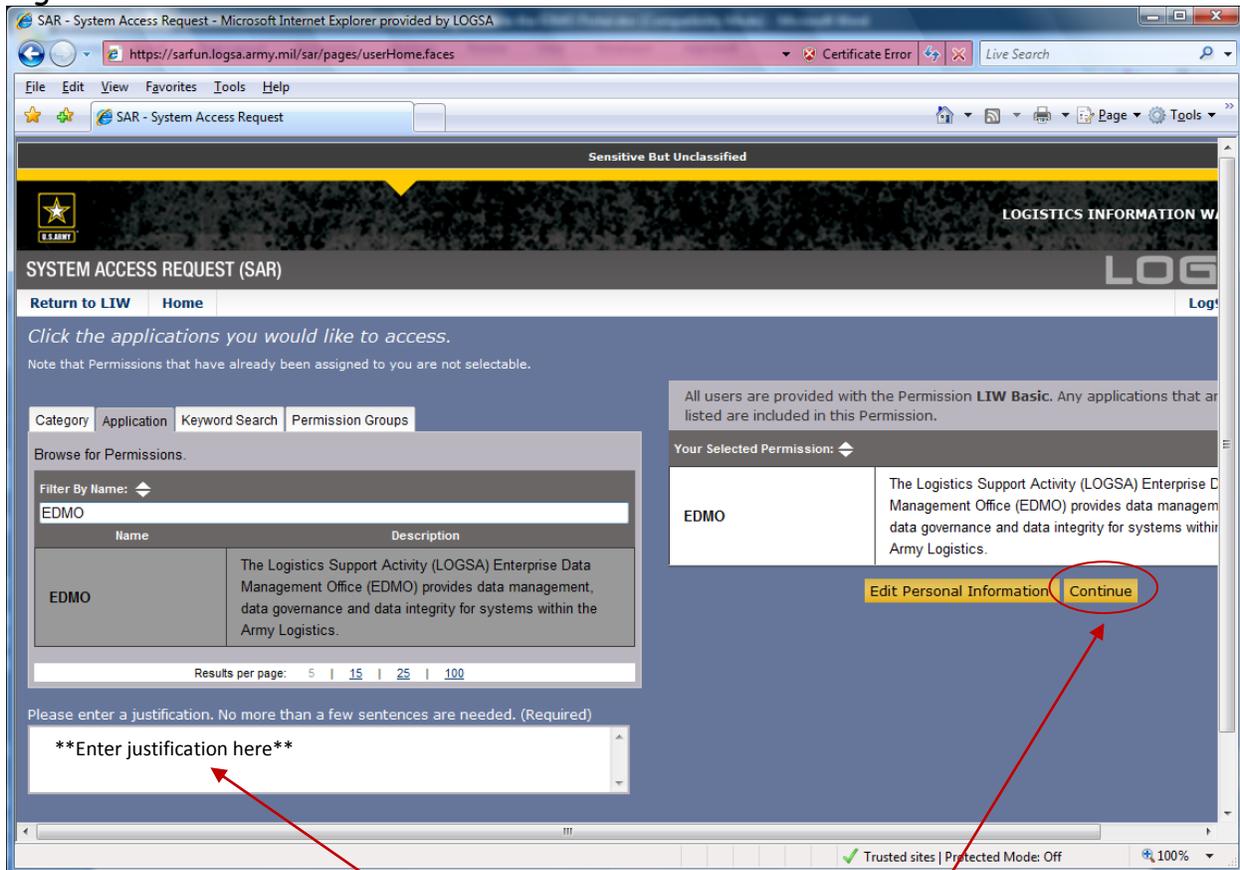
*Once the EDMO application has been selected, it will turn gray, and you will see it on the right side of your screen under "Your Selected Permission:"*

*\*\*Please note that you may also select any additionally desired applications from this segment of the SAR as well*



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 15



You must also populate the **justification box** with a brief explanation of why you need access to the EDMO portal. There is a 500-character limit on this field.

An example justification might be:

“Requesting access to the EDMO Web Portal for use w/GCSS-Army data validation reports.”

Then click **“Continue”**.



# How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 16

SYSTEM ACCESS REQUEST (SAR)

Return to LIW Home Log911 Help

Review and submit your SAR.

**Personal Info**

First Name \* ANGELA  
Last Name \* HOLT  
Middle Initial \* G Use NI for No Initial  
Military Affiliation \* U.S. ARMY DOD CONTRACTOR  
Rank/Grade \* OTR  
U.S. Citizen \*   
Security Clearance \* SECRET  
Email Address \* ANGELA.HOLT2@US.ARMY.MIL .mil or gov only  
I am a LOGSA employee:   
I am requesting custom access:  Select this option if you are requesting access to a specific application.

**Work Location**

MACOM/Branch of Service USAMC  
Unit/Organization Name \* LOGSA  
Office Symbol AMXS-ED  
Bldg # / Room # OCONUS CMR#, Unit #  
CONUS Street 1525 PERIMETER PKY  
CONUS City \* REDSTONE ARSENAL Enter APO for OCONUS  
Country \* UNITED STATES  
State ALABAMA  
ZIP Code #4 or APO Code & Number \* 35888  
DSN # 788-2244

Your Selected Permission:

Name	Description
EDMO	The Logistics Support Activity (LOGSA) Enterprise Data Management Office (EDMO) provides data management, data governance and data integrity for systems within the Army Logistics.

Results per page: 15 25 100

*You will be taken to a review page. Please review your information carefully. If everything is correct, scroll down and click the "Submit" button at the bottom of the page to submit your SAR.*

*You will receive an email notification with SAR information after your SAR has been submitted.*

Use NI for 'No Initial'

.mil or .gov only and must not be your email address

Edit Personal Information Edit Permissions **Submit**

Sensitive But Unclassified

Trusted sites | Protected



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

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### **Important Facts and Notes:**

- Once your SAR has been submitted, it will go through the approval process. You will receive email notifications advising you of progress. For questions regarding the status of your LIW SAR, please contact the LOGSA Help Desk using one of the following options:

Toll Free 1-866-211-3367

Commercial 256-955-7716

OCONUS DSN 312-645-7716

CONUS DSN 645-7716

Email: [usarmy.redstone.logsa.mbx.help-desk@mail.mil](mailto:usarmy.redstone.logsa.mbx.help-desk@mail.mil)

- Inactive LIW accounts will be suspended:  
Accounts will be subject to suspension after 30 days of inactivity. Please login to your account periodically to prevent suspension. You should receive an email notification when your account is pending suspension.
- EDMO Web Portal Login Request (WPLR)Form:  
If your LIW SAR is approved for access to the EDMO portal, it is important to note that you will also need to complete the EDMO WPLR form. The WPLR form will be sent to you as part of the LIW SAR process. You will not receive the form until your request has reached that portion of the process. For questions about the WPLR form, please contact EDMO at:  
[usarmy.redstone.logsa.mbx.amxls-ed@mail.mil](mailto:usarmy.redstone.logsa.mbx.amxls-ed@mail.mil).  
*(Please do not contact the LOGSA Help Desk to inquire about the WPLR form.)*



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

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### **Important Facts and Notes (cont'd):**

- Please note that after your access to EDMO has been established, you can access the EDMO portal using one of the following two options:
  1. From the LIW Home Page  
<https://liw.logsa.army.mil>
  2. From the EDMO Portal Login Screen  
<https://edmo.logsa.army.mil>