



# How to request access to the Enterprise Data Management Office (EDMO) Web Portal

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Last Updated: 18 SEP 2012  
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# How to request access to the EDMO Portal

Go to one of the following two links to submit your System Access Request (SAR) for EDMO Web Portal Access:

<https://edmo.logsa.army.mil>

Enterprise Data Management Office (EDMO)

Login to EDMO

Request Access

Browser Requirements

Our Mission

NOTE: You will be redirected to LIW's site for CAC authentication, then returned here.

Login

Be sure to click the tan bar above and 'Display Blocked Content'. Otherwise, the

Click on **“Login”** and you will be redirected to the Logistics Information Warehouse (LIW) login screen

Done Trusted sites | Protected Mode: Off

<https://liw.logsa.army.mil>

Logistics Information Warehouse - Portal

LOGSA

You have been logged out, click back in...

Login with CAC

LIW Support: logsa.helpdesk@army.mil 7716  
Toll Free 1-866-211-3367 7716  
CONUS DSN: 645-7716 7716

System Access Request (SAR)

From the LIW login screen, click on **“System Access Request (SAR)”** to begin your SAR



# Select a Certificate



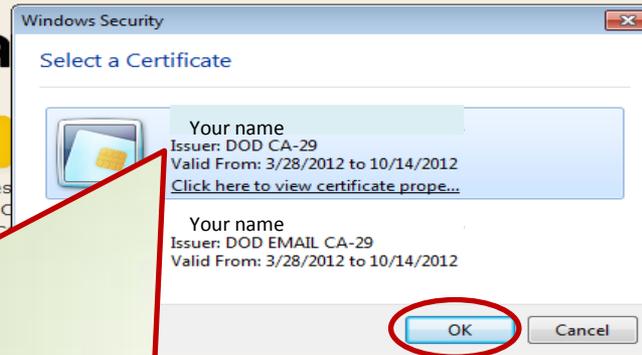
Logistics Information Warehouse - Portal

[System Access Request \(SAR\)](#)

**LOGSA**

Login with CAC

LIW Support: logsa.helpdes  
Toll Free 1-866-211-3367 | C  
CONUS DSN: 645-7716 | OC



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. Click on [System Access Request \(SAR\)](#).

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



# You may receive one of the following messages

**New** users may receive a message to submit a “System Access Request”

LOGSA Login and Authentication

Logistics Information Warehouse - Portal

New User

Welcome to LOGSA's Logistics Information Warehouse (LIW)!  
To Request a new LIW account, please submit a [System Access Request \(SAR\)](#).  
If you already have an account, there may be a problem, please contact the [LOGSA Help Desk](#).

[Return to login...](#)

**New users** can begin their SAR from this message by clicking [System Access Request \(SAR\)](#)

**Existing** users may receive a message to “Please Login”

Sensitive But Unclassified

LOGISTICS INFO

SYSTEM ACCESS REQUEST (SAR)

[Return to LIW](#) [Home](#)

Please Login

You already have an LIW account. Please login [here](#).

**Existing users** will need to login to LIW first by clicking [here](#)

# New LIW Users: Select Certificate if prompted



## Logistics Information Warehouse - Portal

### New User

Welcome to LOGSA's Logistics Information Warehouse (LIW)!  
To Request a new LIW account, please submit a [System Access Request \(SAR\)](#).  
If you already have an account, there may be a problem, please contact the [LOGSA Helpdesk](#).

[Return to login...](#)

Select your DOD Non-email  
Certificate and click **OK**.





# New LIW Users

SAR - System Access Request

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LOGISTICS INFORMATION WAREHOUSE

U.S. ARMY

SYSTEM ACCESS REQUEST (SAR)

LOGSA

[Return to LIW](#) [Home](#) [Help](#)

The System Access Request (SAR) is the process to request initial access or make changes to an existing account.

[New User](#) You do not have an LIW account. Click here to create a new LIW account.

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

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# LIW SAR Initial Screen

Please note that from this point forward, the SAR process is the same for both new and existing LIW users.



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

requested information.

information up to date? Outdated account info could result in your  
ected!

[Edit Personal Information](#)

Permissions ▾

Name	Descri
Your current LIW permissions will be listed in this column	

Want to select groups of

**Show Permissions by**

- Category
- Application
- Keyword Search
- Permission Groups

**Want additional Permissions/applications?**  
Search for Permissions using one of the options above. Each option allows you to search using various criteria.

**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.



# Edit Personal Information

SYSTEM ACCESS REQUEST (SAR)

[Return to LIW](#) [Home](#) [Help](#)

Manage your current SAR information.

**Personal Info** »

**Work Location** «

MACOM/Branch of Service: USAMC

Unit/Organization Name \*: LOGSA No more than 45 characters

Office Symbol: AMXLS-ED

Bldg # / Room #: OCONUS CMR#, Unit #

CONUS Street: 1525 PERIMETER PKY

CONUS City \*: REDSTONE ARSENAL Enter APO for O...

Country \*: UNITED STATES

State: ALABAMA

ZIP Code +4 or APO Code & Number \*: 35898

DSN #: 788-2244

Commercial #: 256-489-5417 (999-999-999)

**Personnel Security Manager (PSM)** «

Last Name \*

First Name \*

Middle Initial \*  Use NI for 'No Initial'

DSN #

Commercial # \*

Email Address \*

Done Trusted sites | Protected Mode: Off 100%

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.



# Supervisor Information

Request

## Personnel Security Manager (PSM)

Last Name \*

First Name \*

Middle Initial \*

DSN #

Commercial # \*

Email Address \*

## Government Supervisor

Last Name \*

First Name \*

Middle Initial \*  Use NI for 'No Initial'

DSN #

Commercial # \*

Email Address \*  .mil or

Ensure that individuals entered in the **Personnel Security Manager**, **Government Supervisor**, and **Contracting Officer** (contractor's only) sections 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

Cancel **Save**

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# Saving your SAR Information for Later

You may select **“Complete Later”** to save information you have already populated so that you can complete your SAR at a later time. Please note that incomplete information will only be retained by the system for 30 days before being deleted. You may come back to it during that 30 day window and complete/submit your SAR.

## Manage your current SAR information.

**Complete Later**

Select 'Complete Later' to save information you have completed. You can finish filling out the form later. Incomplete information will be deleted after 30 days!

First Name \*   
 Last Name \*   
 Middle Initial \*  Use NI for 'No Initial'  
 Military Affiliation \*   
 Rank/Grade \*  
 U.S. Citizen \*  Yes  No  
 Security Clearance \*   
 Email Address \*  .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   
 Unit/Organization Name \*  No more than 45 characters  
 Office Symbol   
 Bldg # / Room #  OCONUS CMR#, Unit #



# Selecting Desired Applications

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LOGISTICS INFO

## SYSTEM ACCESS REQUEST (SAR)

[Return to LIW](#) | [Home](#)

Complete the requested information.

Is your account information up to date? Outdated account info could result in your SAR being rejected!

[Edit Personal Information](#)

Current Permissions

Application	Category	Keyword Search	Permission Groups

### Show Permissions by

[Category](#)
[Application](#)
[Keyword Search](#)
[Permission Groups](#)

### Want additional Permissions/applications?

Search for Permissions using one of the options above. Each option allows you to search using various criteria.

### Want to select groups of Permissions?

If you just want to quickly select a group of related Permissions, select Permission Groups.

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

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

Results per page: 5 | 15 | 25 | 100

Trusted sites | Protected Mode: Off



# Search for the EDMO Web Portal application

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LOGISTICS INFORMATION WAREHOUSE

**LOGSA**

SYSTEM ACCESS REQUEST (SAR) [Return to LIW](#) [Home](#) [Help](#)

Click the applications you would like to access.

Note that Permissions that have already been assigned to you are not selectable.

Category Application Keyword Search Permission Groups

Browse for Permissions.

Filter By Name:

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

«« « 1 2 3 4 5 6 7 8 9 10 »»

Results per page: 5 | 15 | 25 | 100

Why do you want the selected Permissions(s)?  
No more than a few sentences are needed. (Required)

All users are provided with the Permission **LIW Basic**. Any applications that are not listed are included in this Permission.

Your Selected Permission:

[Edit Personal Information](#) [Continue](#)

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



# Select desired applications

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LOGISTICS INFORMATION W

U.S. ARMY

## SYSTEM ACCESS REQUEST (SAR)

Return to LIW Home Log

*Click the applications you would like to access.*

Note that Permissions that have already been assigned to you are not selectable.

Category Application Keyword Search Permission Groups

Browse for Permissions.

Filter By Name:

Name	Description
EDMO	The Logistics Support Activity (LOGSA) Enterprise Data Management Office (EDMO) provides data management,

All users are provided with the Permission **LIW Basic**. Any applications that a listed are included in this Permission.

Your Selected Permission:

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

Edit Personal Information Continue

Once the SAR system locates the **EDMO Web Portal** application, click on it to select (it will turn gray when selected) and it will appear in the selected items area to the right of the screen.

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

Please enter a jus



# Add justification to SAR

You must also populate the justification box with a brief explanation of why you need access to the EDMO Web 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**.

# Review your SAR information



SAR - System Access Request

HOUSE

SA

Help

ESS REQUEST (SAR)

Home

submit your SAR.

First Name \*

Last Name \*

Middle Initial \*  Use NI for 'No Initial'

ary Affiliation \*

Rank/Grade \*

U.S. Citizen \*

ty Clearance \*

mail Address \*  .mil or .gov only

SA employee:

esting custom access:  Select this option if you are requesting access to a specific application.

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: 5 | 15 | 25 | 100

Branch of Service

zation Name \*

You will be taken to a review page.  
Validate all information provided.

*\*\*Double check all email addresses to ensure accuracy.*  
*\*\*Your selected application(s) will be displayed to the right.*

# Submit your SAR



SAR - System Access Request

Contracting Officer Technical Representative / Contract Technical Monitor

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

Contracting Officer Representative (COR)

Your Company Name \* 
  
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 Edit Personal Information Edit Permissions **Submit**

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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.



# LIW Issues / 30 Day Suspension

Please note that LOGSA will suspend your LIW access after 30 days of inactivity. Please login into your account periodically to prevent suspension. You should receive an email notification when your account is pending suspension.

If you are experiencing a problem with LOGSA services/applications, you can contact the LOGSA Help Desk at:

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)





# Questions or Issues?

- To report a problem with your EDMO upload or the EDMO portal send email to:
  - Email: [usarmy.redstone.logsa.mbx.amxls-ed@mail.mil](mailto:usarmy.redstone.logsa.mbx.amxls-ed@mail.mil) 
  
- If you are experiencing a problem with LOGSA LIW services/applications, you can contact the LOGSA Help Desk at:
  - 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) 