

[A M P S]

V2 USER'S FAMILIARIZATION GUIDE





Introduction

This guide will provide the information needed to access AMPS v2. AMPS v2 is scheduled to be operational July 11, 2010.

AMPS v2 provides Single Sign-On (SSO) access, where users with multiple roles can sign on under one user ID. Users with multiple roles will be able to toggle from role to role during one log-in session. Most users require only one role, however more roles can be granted by the MACOM/MAJCOM postal representatives or MPSA administrators.

IMPORTANT NOTES:

All users will need a user ID and password

POC for AMPS issues is the MACOM/MAJCOM postal representatives for your organization

ZIP Code must be included with correspondence for all AMPS inquiries

Obtaining a User ID and Password

NEW AMPS USERS:

New AMPS users must contact the MACOM / MAJCOM postal representative with the following information:

- First Name
- Last Name
- Organization
- Email address (must be an official duty e-mail address)
- DSN phone number (optional)
- Commercial phone number (optional)
- Citizenship (country)
- Contractor (y/n)
- ZIP Code
- Level of access requested (Postal Representatives will help with this)
- Departure Date (PCS)
- Postal representatives will complete the account and you will receive an email with your user ID and temporary password. *Temporary Passwords are valid for seven days*

Active AMPS v1 users:

AMPS v1 users user ID and password will be valid for AMPS v2 access.

Users with multiple log-on IDs - AMPS v2 will choose one of your current user IDs effective July 11, 2010.

Gaining Access to AMPS v2

All users must be certified to use AMPS v2. The certification test consists of 20 questions. You must answer 16 or more questions correctly to pass/be certified. The certification test can be taken as many times as necessary to become certified. Once certified, you will be immediately directed to your homepage in AMPS v2.

In the month before AMPS v2 becomes operational (July 11, 2010), current AMPS v1 users will have the opportunity to take the test in AMPS v1. There will be a link in the left hand menu of AMPS v1 to click and take the test.

If you have already been certified, when you log into AMPS v2 the first time, you will be directed to your home page; no certification test will be required.

New Users: when you access AMPS for the first time, you will be prompted to change your password and then log-in again with your new password. **PASSWORDS MUST MEET DOD STANDARDS**

User ID and Password Management

USER ID -

- AMPS accounts will expire:
 - If you do not log into the system within 45 days. Users will not receive a reminder if the 45 day log-in period is about to expire.
 - Upon your PCS date/date of departure, the postal representatives will automatically receive an email from AMPS warning that your departure date is approaching. If necessary, postal representatives will update your departure date in AMPS.

PASSWORDS -

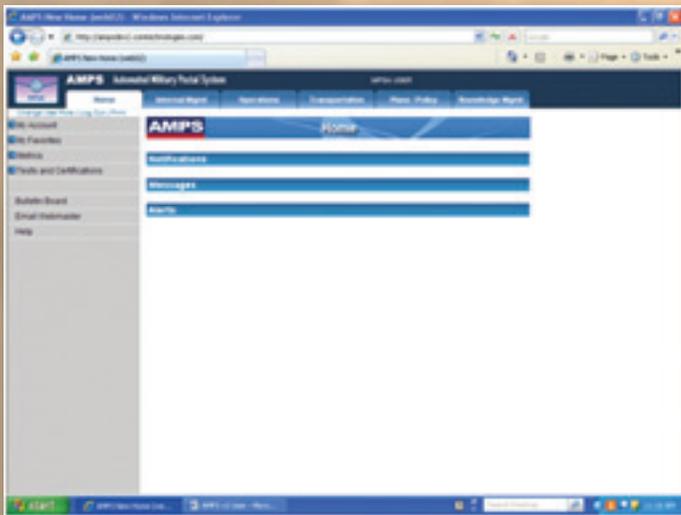
- AMPS v2 password requirements:
 - password must be changed every 150 days
 - passwords must:
 - be at least 10 characters and cannot exceed 30 characters
 - contain at least 2 special characters: (!@#\$\$%^&*()_+)=)
 - contain at least 2 numbers
 - contain at least 2 uppercase and 2 lowercase characters
 - not be one of your last 10 passwords
 - passwords ARE case sensitive
 - ten days before the password is due to expire you will receive an email requesting that you change your password
- Passwords can be changed/reset in AMPS in two ways:
 - MY ACCOUNT found at the top of the left menu of your home page. Next click CHANGE PASSWORD and you prompted to enter your new password.
 - Click RESET PASSWORD found on the lower left corner of the AMPS log-in page. You will be prompted to enter your user ID. An e-mail will be sent to you with a new temporary password. You will have seven days to log into AMPS with the temporary password to change it.

New Features in AMPS v2

AMPS v2 has been completely redesigned both internally and externally. The principal improvements to AMPS v2 provide access to more critical information at-a-glance, instantly supplying decision makers with the indicators needed to make effective, timely, and informed decisions. Additionally, the new tools allow user customizations to better suit their specific duties.

LEFT FRAME

Home Page



An icon in the upper left corner of the home page indicates the user roles assigned in AMPS. Users with multiple roles are able to change the role at any time by clicking on the icon itself or the link CHANGE USER ROLE that appears directly below the role icon.

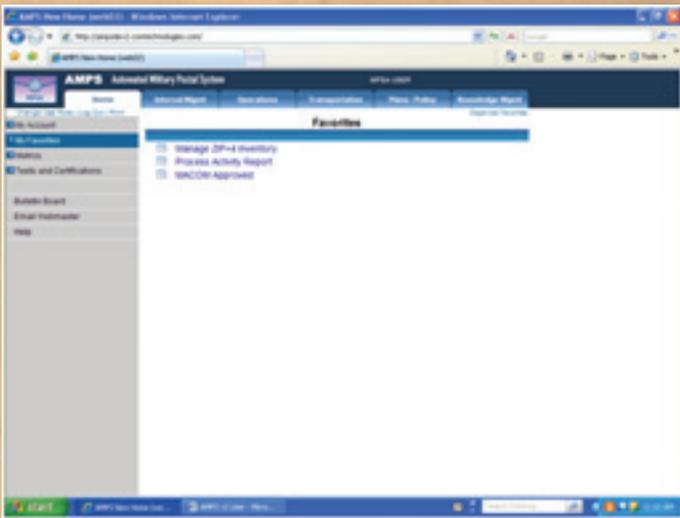
Directly below the role icon are the log out link and the print screen link.

The entire left frame will appear on every page in AMPS.

“My Accounts”

Change passwords, update account information and select the default setting for user role.



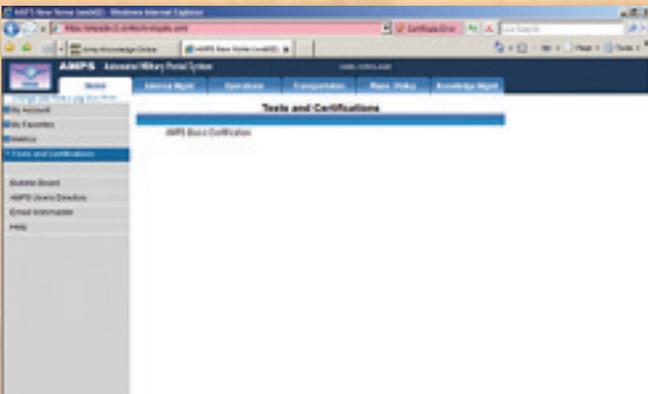


“My Favorites”

Allows the ability to links frequently used browsers. Providing ease to obtain reports and data entry screens commonly used. My Favorites link will not appear on the home page until you add your first favorite.

“Metrics”

Provides a first-ever set of metrics and key indicators that shows the current status of critical MPS functions, vital transportation and operational areas of interest, transit times, number of MPOs scanning, and other important data.

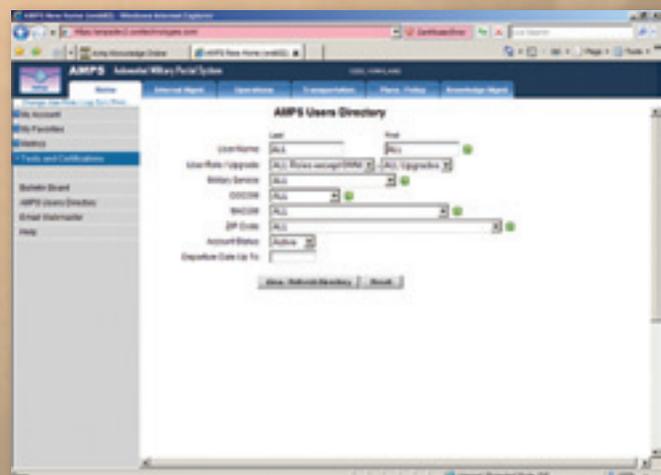


“Tests and Certifications”

Lists tests that need to be taken and certifications that have been accomplished.

The lower portion provides the bulletin board link, email the AMPS webmaster link, help link, and a directory of AMPS users.

AMPS User Directory provides contact information for every AMPS user.



MIDDLE FRAME

“Notifications, Messages, and Alerts”

Notifications, messages, and alerts will be present on the homepage when you log-in. The notifications bar will direct you to items needing your personal attention.

Messages will display information regarding action or document in the system that might affect your work. Example: the closing of an airport will produce a message for you to activate a PNA.

Alerts will indicate a situation that needs attention and/or action. Example : MACOM/MAJCOM user might receive a alert if less than 75% of the MPOs have signed their PS 1590s on time.

New Applications and Modules

AMPS v2 contains new applications and modules and tabs. Tabs for each operational area appear across the top. Tabs are assigned by your current user role and are linked to the application related to that operational area. Tabs and references are systematically reorganized in an effort to present information more intuitively.

“Plans and Policy” tab. Provides the ability for Official Mail Managers to enter the critical financial information reported to GSA annually.

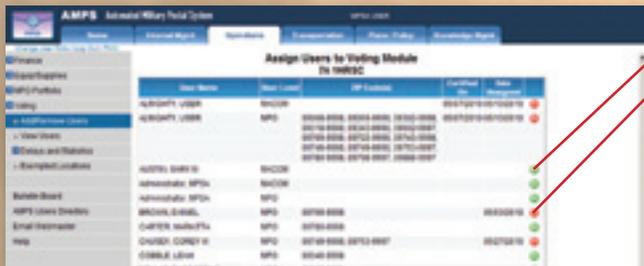
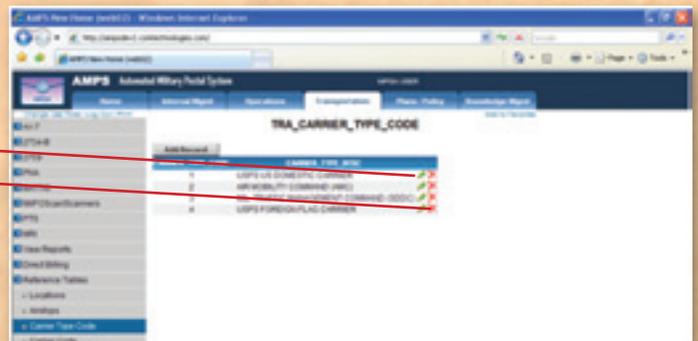
“Knowledge Management ” tab.

Consolidates all training, documents, forms and other helpful information about the MPS and other postal concerns.

General Information

Throughout AMPS v2 a set of symbols has been adapted to easily identify basic actions such as edit items, delete items, activate or deactivate a member list.

Select the **green pencil** to edit items and the **red “x”** to delete an item.



ACTIVATE A MEMBER LIST:

Select the **green circle** with a “+” in the center

or select the **red circle** with a “-“ in the center to deactivate a member.

Selecting the envelope icon allows automatic email to that person.

The Future Of Amps

Although AMPS v2 contains many changes and new features, many things remain the same. AMPS still manages all ZIP Codes for the MPS. AMPS will be CAC enabled and more features will be added such as supply inventories and more bar code driven activities in the future.





