DLA Logistics Information Services
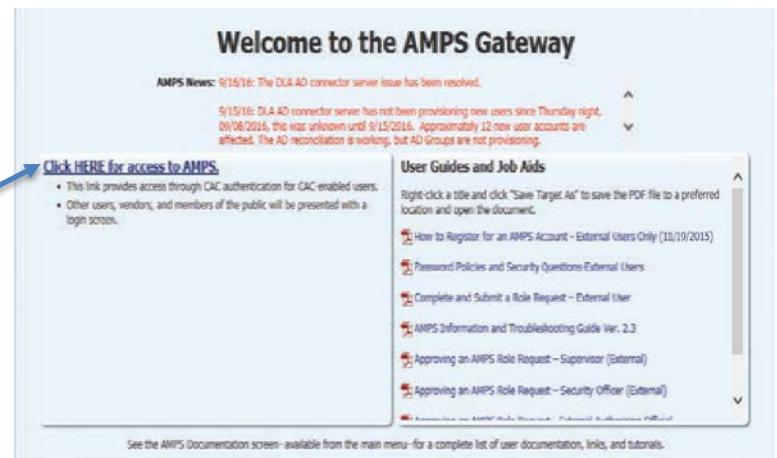
Account Management and Provisioning System (AMPS)

"How To" Guide for MEDALS Application Registration

The Military Engineering Data Asset Locator System (MEDALS) program is an on-line interactive system that is accessed globally and indicates quickly and easily where engineering drawings or documents reside, it provides the user with the technical drawing information location and further provides the capability to order it if needed. The MEDALS program is a research tool, or first discovery mechanism, for those who do not know where engineering documents might reside, or where all revision levels are located. It also contains information on which repositories are holding specific engineering documents. The MEDALS program currently provides its customers with the location of over 44 million engineering data assets that are located at 45 different data repositories. For those repositories that support a web interface, MEDALS has the ability to take the customer to the repository log-on screens to view engineering data online. Information on these repositories can be found on the MEDALS homepage using the "Directory of DoD Engineering Data Repositories" link. There you will find a comprehensive listing of service/agency repositories and contact information. Access to the MEDALS program does not imply or grant access to any of the technical data that it indexes. All access requires a trusted agent, (i.e. Common Access Card [CAC] or External Certification Authority [ECA] card). If you are a government contractor, a DoD sponsor can assist in this matter.

Step 1: Log into AMPS

✓ Access AMPS here: https://amps.dla.mil/

✓ Select DOD EMAIL Certificate

✓ Click OK

✓ Click on "Click HERE for access to AMPS"

✓ Select DOD EMAIL Certificate

✓ Click OK (Single Sign-On Authentication window)

IMPORTANT: Always update your profile data first and then select "Save" before requesting roles in AMPS

Step 2: Update User Information

✓ Click Request Role (Left Column)

✓ Click Accept (DLA Privacy Act Statement)

✓ Update User Information

✓ Complete Red Asterisk (*) mandatory fields

✓ Enter current Cyber Awareness Date

✓ Click Next (upper right corner) when finished

http://www.dla.mil/HQ/InformationOperations/Offers/Services/CustomerOutreach/MEDALS.aspx

Step 3: Selecting a MEDALS Role:

✓ **Click arrow next to DLA Logistics Information Services Applications (to expand listing)**

✓ **Click on MEDALS**

✓ **Select your required role. Most users will choose the MEDALS PROD – Inquiry MEDALS-001 (see table below)**

✓ **Click on MOVE arrow to ensure role is placed in the Selected Roles listing**

✓ **Click Next (upper right corner)**

✓ **Complete Justification Box (brief description)**

✓ **Click Next**

✓ **Click Submit**

✓ **Click OK (Role Request Confirmation window)**

Justification Statement: Please describe why you require access to MEDALS. You can indicate your job title, how you plan to use the data in the application, and the impact of not receiving access.

ROLE	ROLE NAME IN AMPS	WHO CAN APPLY	ROLE DESCRIPTION & AVAILABLE TABS
MEDALS PROD – Inquiry MEDALS-001	MEDALS Prod-Inquiry. Standard Inquiry role for non-DLA or Military Service users. MEDALS-001	This is the most common role for external users.	Users can view Drawing Location Information and Repository Information, but cannot Order the drawing. If it exists, MEDALS does provide the Repository Home Page link.
MEDALS PROD – Update MEDALS-002	MEDALS Prod Update. MEDALS-002	Internal and external users who hold a CAC or ECA card.	Users can search and order drawings from the repository if that feature is offered.
MEDALS Prod – Admin MEDALS-003	MEDALS Admin. MEDALS-003	Restricted to the Program Management and/or the System Management Offices.	Restricted to the Program Management and/or the System Management Offices.

Congratulations! You have now submitted your AMPS role request for MEDALS Production Role access. Please note the following steps in the approval process must be obtained for your role to be authorized.

- *Supervisor*
- *Security Office (SO)*
- *Data Owner (DO)*
- *Information Assurance Office (IAO)*

Customers external to DLA will receive an e-mail confirmation at each step in the approval process.

DLA users will not receive e-mails from the SO or IAO as these steps are automated.

Your access request is complete when you receive an email from AMPS stating that your account has been fully approved. At this point, you should be able to access MEDALS using the following URL:

http://www.dla.mil/HQ/InformationOperations/Offers/Services/CustomerOutreach/MEDALS.aspx

Questions regarding your access to MEDALS can be directed to the
DLA Enterprise Help Desk (EHD) Office: 844-347-2457

Email: **DLAEnterpriseHelpDesk@dla.mil**

Website: **https://ehdportal.ad.dla.mil/**