Gaining Access to Web DPAS – Post Session Report

Presented by:

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Q&A:

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Recording Location:

DCO: QA team will insert the DCO recording URL during the QA of the report
(note: you must log into the DCO website to view the recording)

DPAS Support: http://dpassupport.golearnportal.org
Open **Training / Webinar Archive** and find the webinar under the AAA subject heading or search for the webinar title.
(note: this link will only play the newest webinar on this topic)

Screenshot:
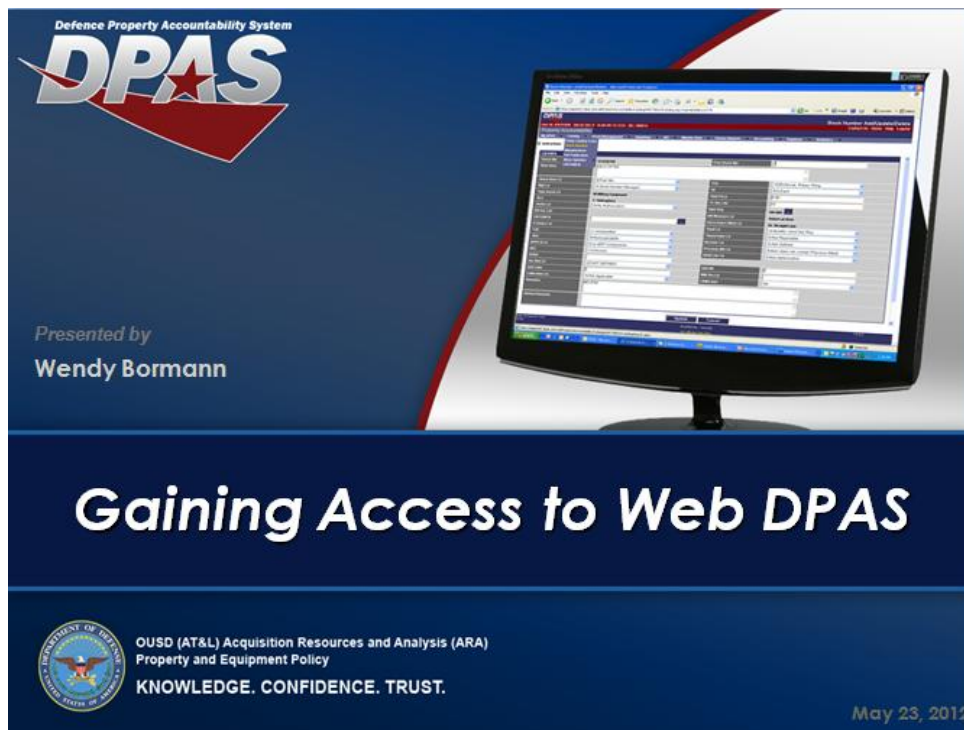
Session Statistics:

Session Date	23 May 2012
Number of Registered Attendees	46
Number of Internal Attendees	10

Participant Questions and Comments:

Question: Can you use your current User Id
Answer: A new User Id will be issued when your information is entered into the system.

Question: Can a user also be the Information Owner?
Answer: The Information Owner may be a user.

Question: Will there be a way to migrate UIC from legacy to web or is this going to be a manual operation?
Answer: We are in the process of building the conversion programs to move the data to Web DPAS - there will be some corrections needed in Legacy to make sure all the data will meet the web validations.

Question: When will we know what data in legacy will need to be corrected?
Answer: Your Columbus representative will contact the site as we identify the data needing correction / update.

Question: If there are a lot of manual corrections needed will this affect migration or delay scheduled go live date?
Answer: We must be done this FY.

Question: Is this going to be necessary for DCD to follow this where we are closing 2013?
Answer: This will be necessary because Legacy DPAS will be shut down on Sept 30th.

Question: When should I submit forms before migration? When is too early?
Answer: Forms can be submitted starting 18 June.

Question: Since new user access forms can't be submitted before June 18, the eLearning courses can't be completed until after that date once accounts are created, correct?
Answer: Once you know your assigned role, you can take the training - just wait to complete the certification of completion.

Question: I work for the Army. Did you just say to wait to after the release to do the on line training?
Answer: No - as soon as you know your roles - you can start the training. Almost everyone will need the Reports and Forms, and Data Inquiry roles. Just wait to certify the completion.

Question: Can the APO serve as all roles if they are the sole user in DPAS?
Answer: The APO should be assigned in writing and does contain all the functionality for property administration.

Question: Who is the Information Owner? Is this person the same for everyone? We would need to know who to tell the Security Manager to forward to.
Answer: The person responsible for all aspects of the data.

Question: After the Security Manager completes Part III, it is forwarded to the Information Owner. Is the Information Owner the user requesting access (me)? Thank you.
Answer: No, the IO is the person over all of the Data for the site.

Question: Does the DoD IA Certificate need to be sent with the user request?
Answer: Only the date is necessary.

Question: Can you have two Information owners?
Answer: As long as we have the appointment letters for each person.

Question: If we have an appointment letter for legacy, is that good for Web DPAS if the site ID is the same?
Answer: No you must have a new one for Web.

Question: Is there going to be a new site list for the date we convert available?
Answer: Once we receive your Questionnaire, your representative will send you a work breakdown structure with scheduled implementation dates.

Question: Is the App B on the DPAS web site as a fill-able form? And where do I find the Agency info if I don't know it?
Answer: The Appendix B in the User's guide cannot be filled. However, the questionnaire was sent in the initial email as a separate form to complete.

Question: Did I hear you say there will be NO manual to create step-by-step instructions like we have in legacy?
Answer: That is correct. However there are Quick Reference Guides (QRG) which offer step-by-step instructions for most Web DPAS tasks and are available both on the Support page and in the Help system.

Question: Will the HELP menu work with WIN7 program in WEB DPAS? Currently HELP will not work on the DPAS without issues.
Answer: Yes the new Help system works with Windows 7.

Question: Will the WEBDPAS have a help menu that will point you to the quick reference menu for question in a particular area?
Answer: The Help is context-sensitive, which will take you to step-by-step instructions for the process you are currently working in.

Gaining Access To Web DPAS

Question: How many times can a user become inactive before the system deletes them?
Answer: It is not by the number of times inactive - deletion happens by time passed and the user has not logged in. The initial authorization code will become inactive if it is incorrectly entered three times.

Question: Is the APO the Information Owner? Can the IO and APO be the same person?
Answer: Not necessarily and they could be the same person.

Question: When we were out for training a few weeks ago, it was mentioned there will be new training requirements for the Army users. When should we expect to see this?
Answer: The new training will not be available until after the 2.2.0 Web DPAS release. This is slated to be installed on July 21. We encourage users to take the current training now and then go back and complete any updates after the 2.2.0 release.

Question: I am from Joint Munitions Command and have 12 sites that I have oversight; can 1 DD Form 2875 be used? Or are 12 DD Form 2875 needed for Agency Inquiry access?
Answer: As long as the Information Owner is the same for both Site-Ids only one form is required. If the Information Owner is different for both Site-Ids then separate forms would be required. The only exception to this is if the 2875 is complete except for boxes 21, 21a and 21b. The user could then send the 2875 to both of the Information Owners. The Information Owners could both complete boxes 21, 21a and 21b essentially creating two forms.

Question: Do current DPAS users need to fill out access package?
Answer: Yes, all Legacy DPAS users will be required to complete new user access forms for Web DPAS. This is necessary because they truly are two separate systems. Legacy is maintained in DISA Dayton and Web DPAS is maintained at DECC-OGDEN. This information is automatically populated in the Location field when you use the 2875 wizard to complete the form.

Question: Where are the forms located?
Answer: All user access forms are located on the DPAS Support Website at http://dpassupport.golearnportal.org/. Once on the page, go to Support > Getting Access. The forms are located under "Step-2 Get the most recent forms". Please note user access forms must be completed digitally from start to finish. Scanned or faxed copies will not be accepted.