External Web Access Management (EWAM) 2.0

Quick Reference Guide

New External Users

Defense Contract Management Agency



**21 February 2012**

|  |
| --- |
| **How to Use** |
| **Register as a New User** 1. Navigate to the DCMA Home page ([www.dcma.mil](http://www.dcma.mil)) and click on the large EWAM icon. (**Figure 1**)  Figure 1 - DCMA Home Page  2.  On the Registration Page Profile tab, click on the Radio button to select an **Organization Type**: **DoD**, **Other Government**, or **Commercial**.  (Figure 2)  Figure 2- Select Organization type  3. Input all the User Profile information. (Figure 3) **Please note, if you are going to use your CAC to access EWAM, you must use the E-Mail Address associated with your CAC.**     Figure 3 - User Profile data    4. The **Organization Detail** requested will differ depending on which **Organization Type** you selected. **(Figures 4a-4c)**      Figure 4a - DoD Organization Detail    Figure 4b - Other Government Organization Detail    Figure 4c - Commercial Organization Detail    5. Additionally, on the **Profile** page, you will see a box requesting Application detail.  Notice that you MUST choose at least one application from the list in order to complete your registration (Figure 5). The application options may vary depending on your **Organization Type**.     Figure 5 - Application Detail    6. After you enter the relevant information, click the **Submit** button and you'll be directed to a confirmation message indicating that your request was successfully submitted.    *Figure 6 - Confirmation Screen*    7. When your request is submitted, it is sent to an approver for review.  Once your request is reviewed, you will receive either an Approval or Rejection E-Mail.  An approval E-Mail will contain the Username and Password that you need to login to eTools.  A rejection E-Mail will contain the rejection reason.  If you feel that your request has been rejected in error, you may contact the DCMA Help Desk for further assistance. Update User Profile & Request Additional Access 8.  Once you receive an approval E-Mail login to <http://etools.dcma.mil> using the Username and Password provided.  Click on the **EWAM** icon on your Portal Page.  You will be directed to a series of screens where you will reset your password and provide answers to some security challenge-response questions.  Once you reset and submit your password, you will be directed to the EWAM 2 Update page (Figure 7).  Here you will be able to make edits to your User Profile and Organization information, or request additional application access.  In the Application Detail section you will be able to view not only applications that are available for access request, but applications that are pending approval.  Figure 7 - Profile Update  9.  Once you are finished making any updates/changes, click **Submit** and you will receive a confirmation page that your profile has been updated (Figure 8).  You will also receive a modification confirmation email outlining the updates you requested.  Figure 8 - Update Confirmation |