



STRIPES

Strategic Integrated Procurement Enterprise System

Procedures for Requesting a User Account

1. Go to <http://mis.doe.gov>. Log in to MIS.
2. Under DOE Corporate Applications, select Application Access Request.
3. Verify your office address, e-mail, and telephone. When done, click on the Update/Continue button.
4. Click on the STRIPES link to select the STRIPES-specific access form.
5. After selecting STRIPES, click on "ADD a Request."
6. Review the Rules of Behavior regarding access to STRIPES. Select the "I do agree with the rules" button.
7. You then need to select the account type of STRIPES User Account.
8. Select the **STRIPES - Production** instance of STRIPES to access.
9. Use the drop-down list to select your appropriate Approving Official (see bullets below). You will select a person who is at his job location and who can verify your job duties and need for access to STRIPES. This person will not be a local STRIPES site administrator. You may optionally add written comments in the comments box. In the last box, you must supply a business reason for needing access to STRIPES such as you process requisitions (PRs) for your office.
 - Primary Level 1 Approver
Anne Marie Bird
 - Back-up Level 1 Approver
Michael Sedgebeer
10. In the last box on this page, please enter a justification for access to STRIPES and the particular instance (select Production) you are requesting.
11. Click "Continue."
12. On the next screen, choose the appropriate route roles and security groups (*see Excel attachment: STRIPES Guidance for Route Roles and Security Group selections*). At least one item from each list needs to be selected and multiple items can be selected from each list. Also, a procurement office Head of Contracting Activity (HCA) site must be chosen as well (*see Word attachment: STRIPES HCA Site Listing*).
 - Note: If you are applying for the Site admin, security groups, choose the Administrator/Help Desk route role. If you are not applying for any of these security groups, do not choose this route role.
13. Once you have completed your selections, click "Submit."
14. At this point, a message should appear indicating that your application for STRIPES access was successful.
15. You should receive an email with details about your STRIPES access request.