

## How to apply for access to TEWLs

### 1) CAC CERTIFICATE INFORMATION:

- a) Download CAC Certificate Instructions from the MEDLOG IT Resource Center/DML-ES SAP Page ([https://jml149.dmlss.detrick.army.mil/resourcecenter/TEWLS/Access\\_Forms/DML-ES\\_SAP\\_Certificate\\_Information.pdf](https://jml149.dmlss.detrick.army.mil/resourcecenter/TEWLS/Access_Forms/DML-ES_SAP_Certificate_Information.pdf)) and send your CAC Certificate information to the BSO Mailbox ([usarmy.detrick.medcom-usamma.mbx.bso@army.mil](mailto:usarmy.detrick.medcom-usamma.mbx.bso@army.mil)).

### 2) ACCESS FORM:

- a) Download the DML-ES SAP Access Form from the MEDLOG IT Resource Center/DML-ES SAP Page ([https://jml149.dmlss.detrick.army.mil/resourcecenter/TEWLS/Access\\_Forms/DML-ES%20SAP\\_Access\\_Request\\_for\\_End\\_Users\\_V20.pdf](https://jml149.dmlss.detrick.army.mil/resourcecenter/TEWLS/Access_Forms/DML-ES%20SAP_Access_Request_for_End_Users_V20.pdf)) and
- b) Electronically complete it as follows:
  - i) **USER:**
    - (1) complete Block 1 and
    - (2) SIGN LAST PAGE
  - ii) **SUPERVISOR:**
    - (1) complete Block 3
  - iii) **SECURITY OFFICER:**
    - (1) complete Block 4
  - iv) Return completed form to the BSO Mailbox ([usarmy.detrick.medcom-usamma.mbx.bso@army.mil](mailto:usarmy.detrick.medcom-usamma.mbx.bso@army.mil)).

### 3) ONLINE COURSEWARE: Courses are available in JKO and ATRRS as follows (**Note: courses must be completed for us to process the Application Request**):

- a) JKO to access the Joint Knowledge Online site (<https://jkodirect.iten.mil/Atlas2/page/login/Login.jsf>)
  - i) Log in using CAC
  - ii) Search for DML-ES to register for and complete the following fundamental courses:
    - iii) *DML-ES SAP 100 OVERVIEW*
    - iv) *DML-ES SAP 101 BASIC NAVIGATION*
    - v) *DML-ES SAP 102 REPORT OUTPUT*
- b) ATRRS to access the Army Training Requirements and Resources System. An email notification will be sent informing you that you are enrolled in the course. Please follow the instructions in the email.
  - i) Log in using CAC
  - ii) At the ATRRS initial screen, click the **Course Catalog** button.
  - iii) Type *TEWLS* in the **Course Title** field to view the list of TEWLS courses.

- iv) Find and register for required courses as follows: An email notification will be sent informing you that you are enrolled in the course. Please follow the instructions in the email.
  - v) FOR A DISPLAY ACCOUNT:
    - (1) *TEWLS201 MATERIAL MANAGEMENT OVERVIEW*
    - (2) *TEWLS301 WAREHOUSE MANAGEMENT OVERVIEW*
    - (3) *TEWLS401 SALES AND DISTRIBUTION OVERVIEW*
  - vi) FOR A CENTRAL RECEIVING AGENT ACCOUNT:
    - (1) *TEWLS 311 CENTRAL RECEIVING AGENT*
  - vii) FOR A CUSTOMER WEB PORTAL ACCOUNT:
    - (1) *TEWLS 405 CUSTOMER WEB PORTAL*
  - a) Send completion certificates to the BSO Mailbox (**usarmy.detrick.medcom-usamma.mbx.bso@army.mil**).
- 4) Training: Complete web-based training for the most commonly used transactions. These can be found on the MEDLOG IT RESOURCE CENTER (<https://jml149.dmlss.detrick.army.mil/resourcecenter>)