

Registration Process

I submitted my self-registration, but entered the wrong email address for my supervisor.

The user can go to <https://wawf.eb.mil/> and log on to the portal. On the homepage, click “Supervisor Information” and make the necessary changes.

My supervisor has not taken action.

Send a Reminder: the user can go to <https://wawf.eb.mil/> and log on to the portal. On the homepage, click “View Request Status”, scroll to the bottom of the page and click “Send Reminder to your Supervisor/Sponsor”.

My supervisor rejected my DD2875.

- 1) Resubmit with comments: New users who were originally rejected can log in as a pending user and add justification comments and resubmit their original access request to their supervisor.
- 2) Change role: To completely change their access request the user will need log into the pending page and click the Add Roles icon. A new request will need to be submitted.

My supervisor approved, but my role is not active yet.

The group administrator (GAM) still needs to activate the account.

Who is my group administrator (GAM)?

The Group Administrator (GAM) needs to activate the account. To find a GAM for a given DoDAAC go to the “GAM Lookup” <https://wawf.eb.mil/xhtml/unauth/help/help.xhtml>

View Request Status

The user can go to <https://wawf.eb.mil/> and log on to the portal. On the homepage, click “View Request Status”.

REVIEW_REQUIRED: Supervisor needs to approve/reject electronic DD2875

APPROVER_REJECTED: User can add a justification and resubmit request or self-register for a different role, if necessary

APPROVER_ACCPTED: Supervisor approved DD2875 and now the Group Administrator (GAM) needs to activate the account

ACTIVE: User role is active

Can the GAM reject a DD2875 or make changes?

No, the GAM can only view the DD2875 and changes need to be made by the user on the user profile.

What changes can a user make to the profile?

The user can change all data elements in the profile. A DD2875 modification request will be generated to your Supervisor/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.