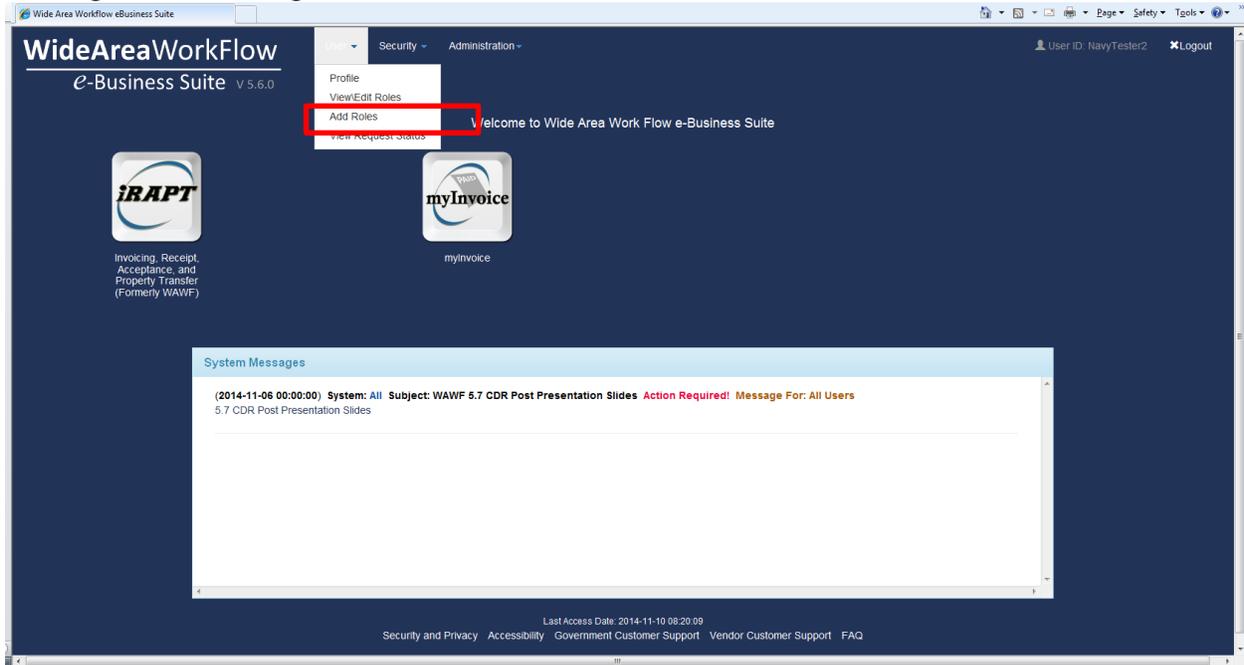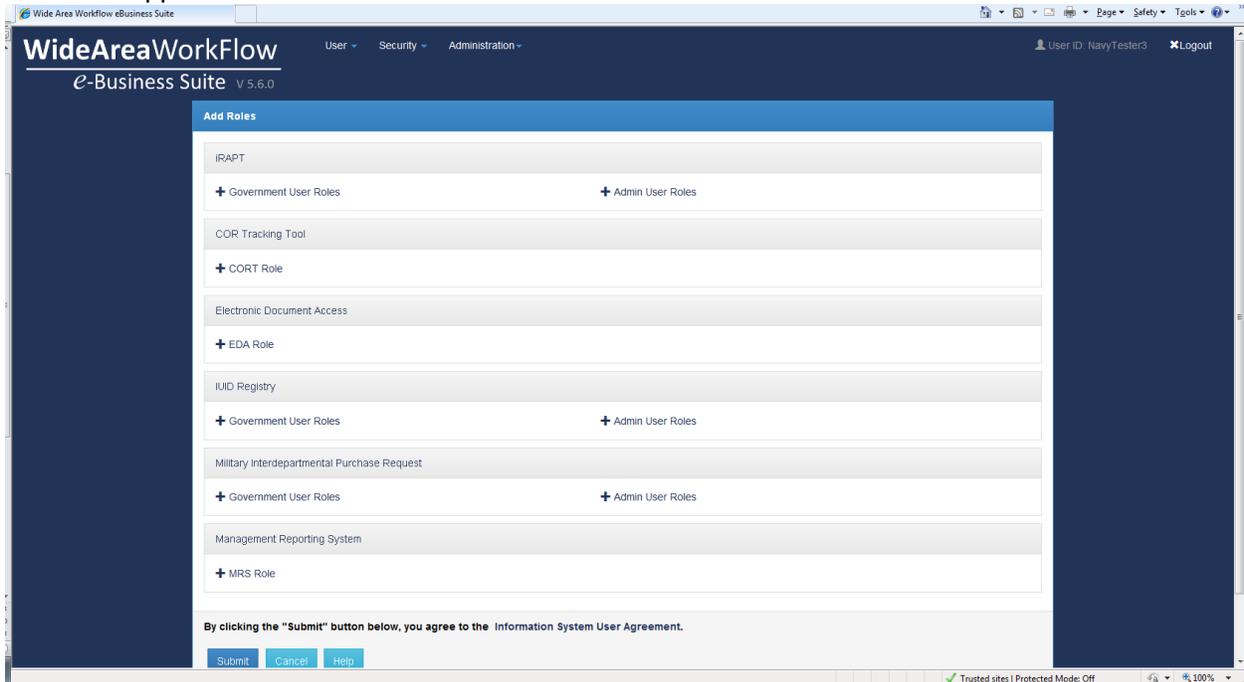## User adding a role

User logs in WAWF and goes to "User", "Add Roles"

User adds applicable roles

User clicks "Submit"

Role	Group	Location Code	Extension	Action
+ Government User Roles			**+ Admin User Roles**	
Acceptor View Only	NAVY	N48142		✍ Justification/Attachments ✖ Delete

COR Tracking Tool

+ CORT Role

Electronic Document Access

+ EDA Role

IUID Registry

+ Government User Roles   **+ Admin User Roles**

Military Interdepartmental Purchase Request

+ Government User Roles   **+ Admin User Roles**

Management Reporting System

+ MRS Role

By clicking the "Submit" button below, you agree to the Information System User Agreement.

Submit   Cancel   Help

Asterisk indicates required entry.

Done   Trusted sites | Protected Mode: Off   🔍 100% ▾

User receives success message

WideAreaWorkFlow
e-Business Suite V 5.6.0

User ▾   Security ▾   Administration ▾

👤 User ID: NavyTester3   ✖ Logout

Success

You have successfully added roles for the following applications.
- iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)

The approval request will go to your Supervisor/Sponsor.
Once you have been approved by your Supervisor/Sponsor, the approval request will go to an administrator.
Once your roles have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.
If you have any questions, please contact the Customer Support.

Home   Help

Asterisk indicates required entry.

Done   Trusted sites | Protected Mode: Off   🔍 100% ▾

If Supervisor approves
After the supervisor **approve**s the request, the user receives another status update email
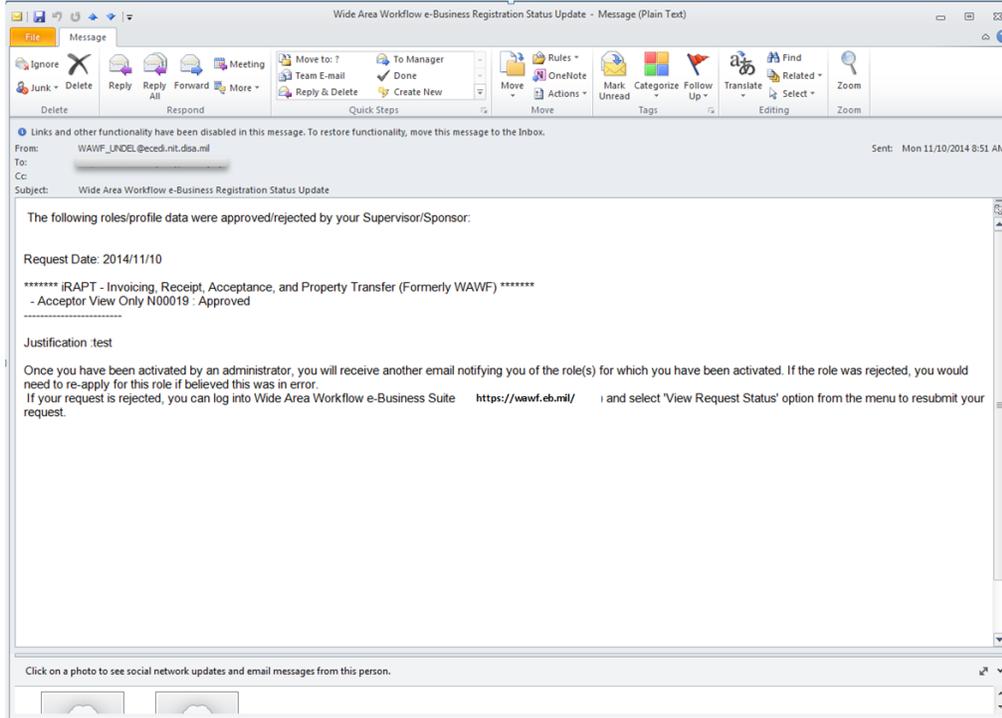
The Group Administrator (GAM) needs to activate the account. To find a GAM for a given DoDAAC go to the "GAM Lookup" https://wawf.eb.mil/xhtml/unauth/help/help.xhtml

After activation by the GAM, the user will receive a status update email.

If Supervisor rejects

If the supervisor **rejects** the request, the user can go to the WAWF site https://wawf.eb.mil/ , log in and select "View Request Status" option from the menu to resubmit the request.
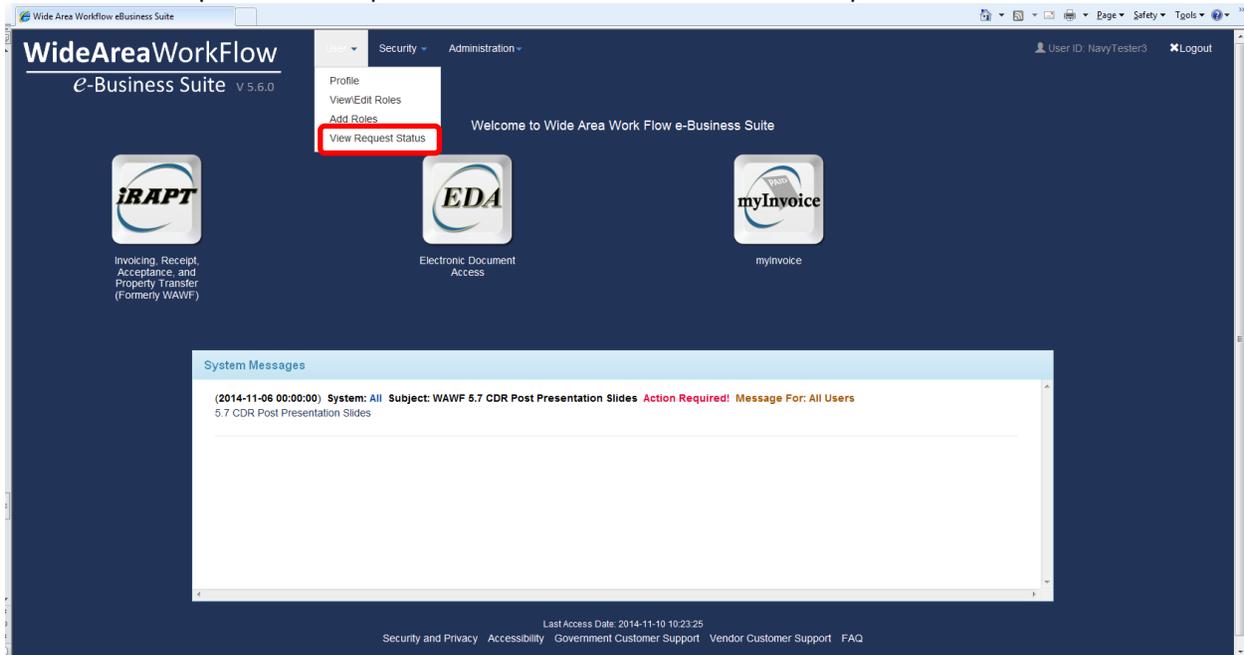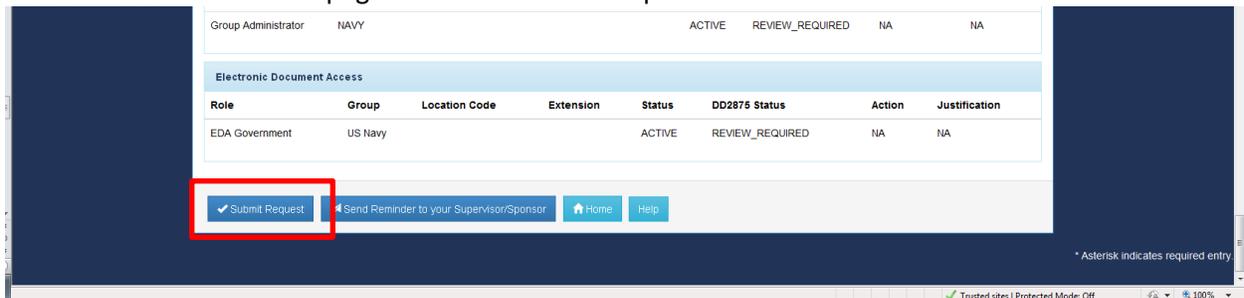

Locate rejected role, add justification (optional) and resubmit, if role is accurate and still required.
Note: If the request was incorrect changes cannot be made, the user needs to add a new role.
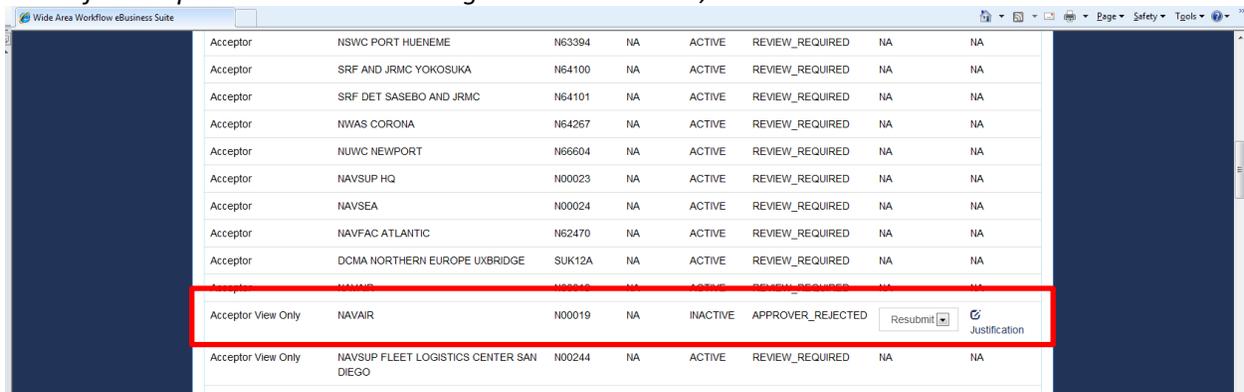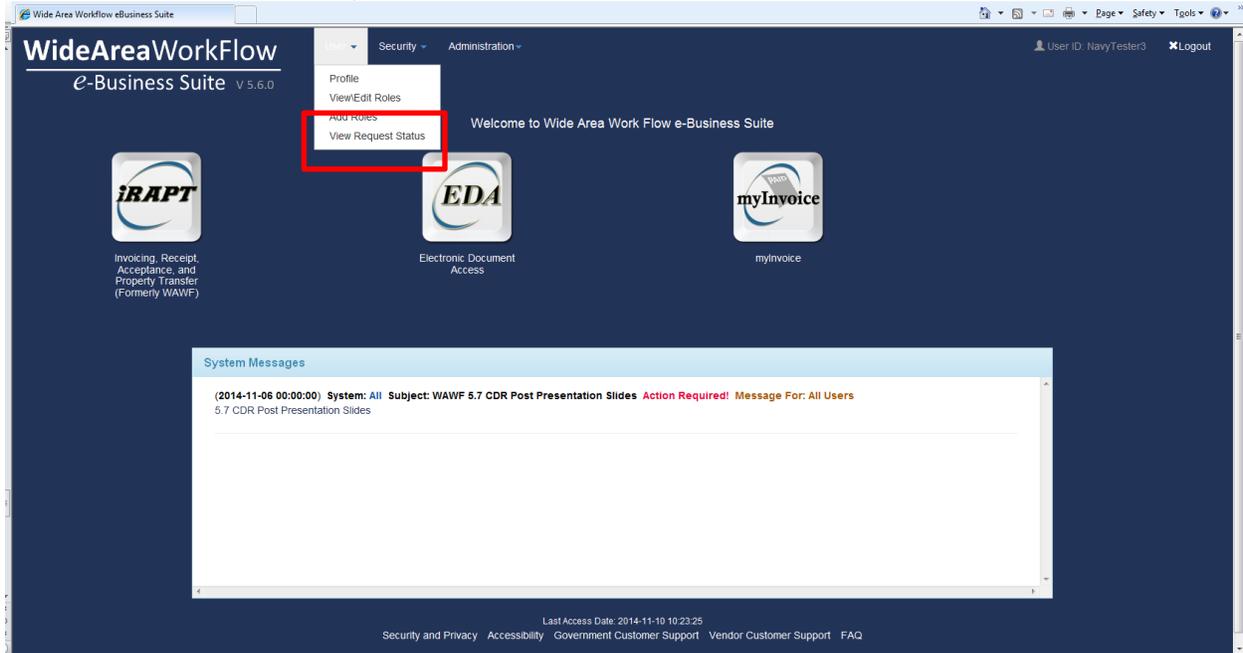

Scroll to the bottom of the page and click "Submit Request"

If Supervisor does not take action

The user can go to the WAWF site https://wawf.eb.mil/ and select "View Request Status" option from the menu to resubmit the request.

Scroll to the bottom of the page and click "Send Reminder to your Supervisor/Sponsor"