



# How to Add an IUID Registry User ID to an Existing WAWF Account



To assist in the migration to the WAWF Portal (WAWF v5.6) all existing WAWF users are asked to enter their IUID Registry User ID in their WAWF profile. Below are the steps that need to be followed to add this information.

1. Access <http://wawf.eb.mil/> and click 'Accept'

The screenshot shows the 'Wide Area Workflow 5.5.1' interface. At the top left is the Department of Defense logo. The main heading is 'Wide Area Workflow 5.5.1'. Below this is a 'Notice' section with the following text: 'You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details. Wide Area Workflow is best experienced at a screen resolution greater than 1024 x 768.' Below the notice is a 'WARNING!' section with text: 'Please DO NOT use the browser BACK BUTTON within the WAWF application, the use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms. Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the WAWF application. The security accreditation level of this site is Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.' At the bottom left, there is a red-bordered 'Accept' button. At the bottom right, there is a navigation menu with links: 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', 'FAQ', and 'Site Index'.

2. Click 'Login'

The screenshot shows the 'Wide Area Workflow 5.5.1' interface. At the top left is the Department of Defense logo. The main heading is 'Wide Area Workflow 5.5.1'. Below this is a 'System Messages' section with the following text: '(2014-JUN-05) System: All Subject: IUID Conversion New! Action Required! Message For: All Users' and '(2014-FEB-25) System: All Subject: myInvoice coming August 2014 Message For: All Users'. Below the system messages is a navigation bar with three buttons: 'Login' (highlighted with a red border), 'New User', and 'Help / Training'. At the bottom right, there is a navigation menu with links: 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', 'FAQ', and 'Site Index'.

- Click 'Certificate Login' to log into your existing WAWF account with your CAC or enter your existing WAWF User ID and Password

**Wide Area Workflow 5.5.1**

Home

**Login**

**Certificate Login**

Certificate Login

**User ID Login**

User ID \*

[Forgot your User ID?](#)

Password \*

[Forgot your Password?](#)

Login

\* Asterisk indicates required entry.

- From the Main Menu click 'User' then 'Profile Maintenance'

**Wide Area Workflow 5.5.1**

User Administration Console Vendor Property Transfer Documentation Lookup Logout

Profile Maintenance

Address Book Maintenance Profile Maintenance

Role Maintenance

Security Maintenance

Submit User Feedback

Group Administrator Lookup

User Preferences

Vendor Messages

Welcome to Wide Area Workflow!  
Please start by selecting one of the button links from the menu above.

**Vendor Messages**

(2014-JUN-03) System: All Subject: Critical! Message For: All Users

WAWF Training for Cort. There are Userids and Passwords currently provided in the training instructions for the Cort application. These passwords are not functional at this time. Once WAWF 5.6 has been deployed in August 2014 the accounts and passwords identified will be available to use. If you have further questions contact the Ogden helpdesk 866-618-5899

- On the 'Profile Maintenance' page click 'Edit' next to 'User Profile'

**Wide Area Workflow 5.5.1** User ID: [REDACTED]

User Administration Console Vendor Property Transfer Documentation Lookup Logout

**Profile Maintenance**

User Profile (Edit)

| Name       | Last Name  | Organization | Title           | Email Address | Commercial Telephone | Mobile Telephone | DSN Telephone | Rank/Grade |
|------------|------------|--------------|-----------------|---------------|----------------------|------------------|---------------|------------|
| [REDACTED] | [REDACTED] | Vendor       | Sales/Marketing | [REDACTED]    | [REDACTED]           | [REDACTED]       | [REDACTED]    | [REDACTED] |

**User Authentication**

|                          |            |
|--------------------------|------------|
| User Authentication Type | User ID    |
| User ID / Password       | [REDACTED] |

- On the 'Profile Maintenance – Edit User Profile' page scroll to the bottom of the page, enter your existing IUID Registry User ID in the 'IUID User Id' field and click 'Save'.

- You will be redirected to the 'Profile Maintenance' page, your IUID User ID has been saved and you can click 'Logout'.