



STRIPES

Strategic Integrated Procurement Enterprise System

Procedures for Requesting a STRIPES User Account

Go to <http://mis.doe.gov>. Log in to MIS.

1. Under DOE Corporate Applications, select Application Access Request.
2. Verify your office address, e-mail, and telephone number. When done, click on the Update/Continue button.
3. Click on the STRIPES link to select the STRIPES-specific access form.
4. After selecting STRIPES, click on “ADD a Request.”
5. Review the Rules of Behavior regarding access to STRIPES. Select the “I do agree with the rules” button.
6. The account type “STRIPES User Account” should be pre-selected. If not, please select it.
7. Select an instance of STRIPES to access (**Production**)
8. Select an approving official from the drop-down list.
Select an appropriate approving official for your Site
9. In the last box on this page, please enter a justification for access to STRIPES and the particular instance (Production) you are requesting.
10. Click “Continue.”
11. On the next screen, choose the appropriate route roles and security groups. At least one item from each list needs to be selected and multiple items can be selected from each list. A HCA Site must be chosen as well (please refer to the STRIPES HCA Site Listing document).
 - 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.
12. Once you have completed your selections, click “Submit.”
13. At this point, a message should appear indicating that your application for STRIPES access was successful.
14. You should receive an email with details about your STRIPES access request.

Note: Your User ID and password will be issued just prior to your Site’s Go-live date.

###