

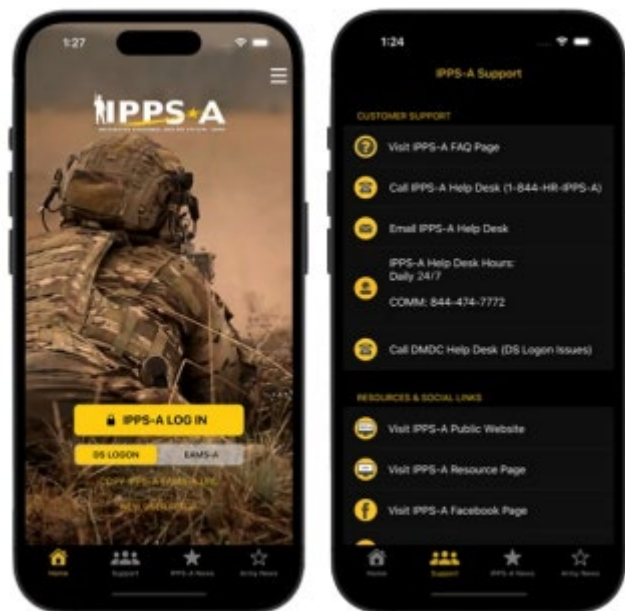


Service Members (SM) – Access to IPPSA



➤ SMs have a variety of way to access IPPS-A

- ❖ Mobile App Instructions: Users must first register their Common Access Card (CAC) and create an account with Defense Manpower Data Center (DMDC) in order to access IPPS-A Self Service utilizing DS Logon. Visit <https://myaccess.dmdc.osd.mil/identitymanagement>
- ❖ Log into the webpage with Desktop: <https://my.ippsa.army.mil/> (for SMs) //or <https://hr.ippsa.army.mil> for elevated access

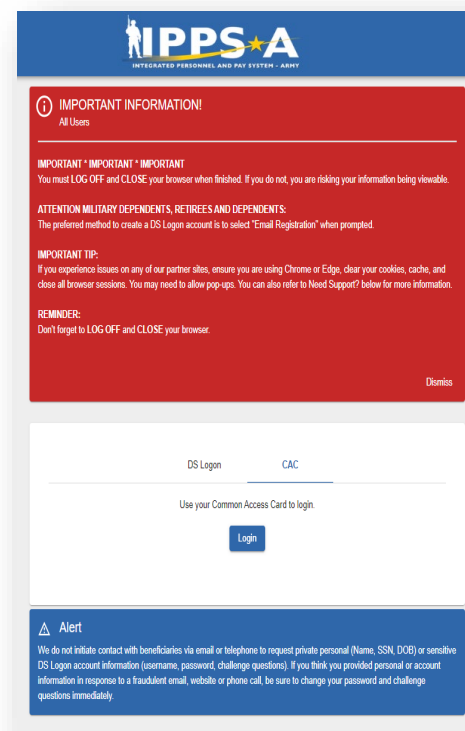


Mobile App

1. Download and set-up an authentication app (e.g., Twilio Authy, Microsoft Authenticator, etc.) from desired app store
2. Download IPPS-A app and open app
3. Select New User Setup
4. Download and install certificate
5. Select IPPS-A Login
6. Logon screen will appear — enter DS Logon information
7. Authentication screen will display — enter 6-digit code from authentication app or text



CAC Login (Desktop)



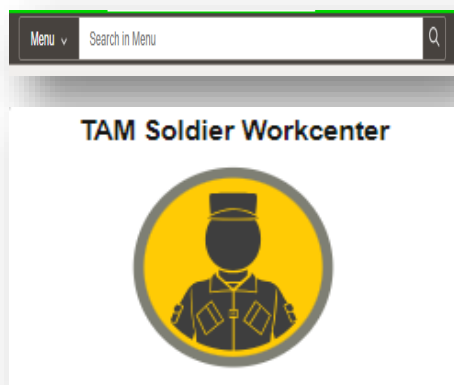
DS Logon Requirement for App

- Users must first ensure they have established a DS Logon Account (Username and Password) and also verify that their CAC is registered.
- This is required in order for a user to log into IPPS-A through DS Logon using only a username and password (no CAC).
- To register a DS Logon account, go to [DMDC Registration page](#).



Update My Profile

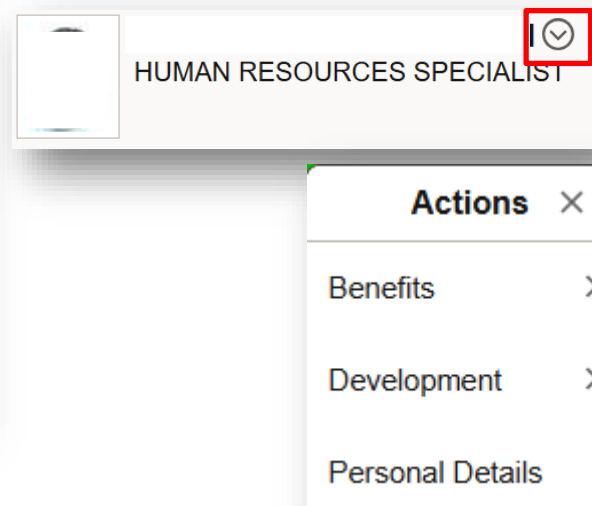
1. Search “TAM” OR Select tile “TAM” on “Self Service” landing page



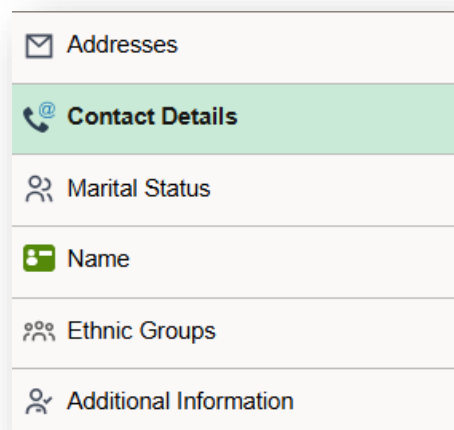
2. Select “My Profile



3. Select drop-down arrow next to your name to select Personal Details



➤ Select Contact Details to update their military and civilian email addresses. There must be a checkmark next to their preferred email. These email addresses will be used to contact the SM with Notifications of Promotion. Additionally, update all other areas within this area of your IPPS-A profile.

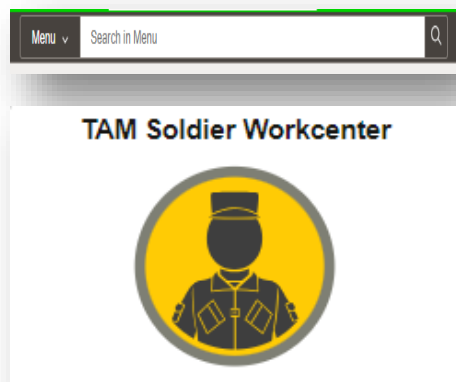




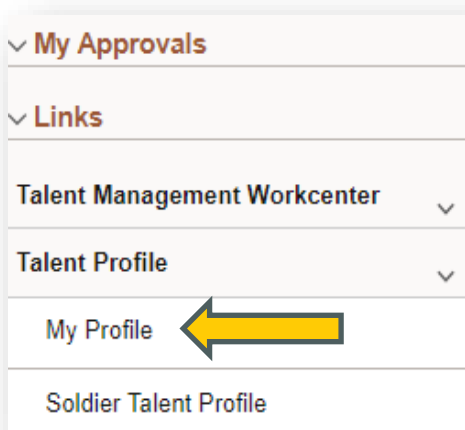
Review Personnel Records – Talent Management

The Talent Management (TAM) SM Work Center tile allows the Member to modify their talent profile, review the current Marketplace and Closed Marketplace Preferences, and view Current Job Openings. The accuracy of this information is important in the preparation for promotion boards, as well as marketplace selections.

1. Search “TAM” OR Select tile “TAM” on “Self Service” landing page



2. Select “My Profile



3. Review all areas

Career Management	
Functional Category	0
Basic Branch	0
Functional Area	0
Career Management Field	0
Job Code (AOC/MOSWO/MOS)	2
Control Branch	0
Projected Job Code AOC / MOS	0
Career Progression MOS	1
Succession Planning	0
Command Status	0
Troop Command	0
Skills	
Qualifications	
Physical Profiles	
Education	
Experience	
Awards	
Performance	
Assignment Information	
Self-Professed	
Benefits	
Aviation	
Accessions	

➤ **IPPSA**

- MOS
- Address
- Education
- Awards
- MilEd
- APFT/ACFT
- HT/WT
- Security Clearance

➤ **IPERMS**

- NCOERs
- Awards
- Military Education
- Civilian Education
- Correspondence Courses

➤ **SRB**

- Review for Accuracy
- Validate

SMs are responsible for validating the accuracy of their personnel records



SM – Record Review

ALL SMs MUST REVIEW THEIR IPPS-A PROFILE FOR THE FOLLOWING

- **Mailing address** - This could be different from the Home of Record (HOR)*
- **Home Of Record** - This could be different from the mailing address
- **Awards and Decorations** – All awards to include state awards
- **Career Management** – Job code (PMOS/SMOS/AMOS), CPMOS, Last evaluation date. CPMOS is PMOS, unless requested and approved prior to EPS board.
- **Education** - Military education and Civilian education level and certification
- **Physical Profiles** – ACFT, Body Composition (HT/WT)
- **Qualifications** - Weapons qualification
- **Security Information** – Personnel Security status
- **Current Contact information** – Email and Phone number

**** Commuting distance election is based off on mailing address to unit/new assignment. Applicable to SMs promotable to E5 and E6***