



AKO

Army Knowledge Online REGISTRATION Process Guide

<http://www.us.army.mil>



Registration Process Guide

VISION: To transform the Institutional Army into an information age, networked organization that leverages its intellectual knowledge to better organize, train, equip, and maintain a strategic land force.

U n i t e d S t a t e s A r m y

Go to:

<http://www.us.army.mil>

When you log in... the **AKO** Website “Intro Page” will appear.

ako The Army Portal
Army Knowledge Online

Friday August 9, 2002

Sign In CLICK HERE

If you already have a user name and password, enter them here.

I'm a New User

All Active Army, Reserve, National Guard, DA Civilian, Retired Army, and guests of the Army may register for an AKO account.

DoD Certificate

Download the DoD Certificate, an electronic identity card that helps assure you that you are accessing the official, secure AKO website. This certificate will also prevent your browser from giving you a security warning.

Help

Frequently asked questions, email help desk, comments and suggestions.

[Lost Password?](#)

Project Information

Executive-level information about Army Knowledge Online.

AKO Tutorial

[Privacy and Security Notice](#)

IMPORTANT NOTICE: This site uses a cookie to track user sessions. No personal information is stored on the cookie. Users who do not accept cookies may use the site, but some functionality will not be available.

STEP 1

AKO Portal Registration:

First time users needing to register for an account should select **I'm a New User**

There are two (2) types of AKO accounts: FULL and GUEST.



STEP 2

Once you click the I'm a New User link and select which account you need (Full or Guest) you will see a screen that provides you with a Privacy Act Statement as well as Registration Information. Once you have read that information please click the Next tab.



STEP 3

Registration for a Full Account:

Users qualifying for Full Accounts (all but ROTC Cadets, DA Civilian and NAF Civilian) are required to provide their Social Security Number (SSN), Date of Birth (DOB) and Pay Entry Base Date (PEBD). Users are encouraged to have their Leave and Earnings Statement (LES) available during registration.

All ROTC Cadets, DA Civilian, and NAF Civilian DO NOT have a PEBD and are therefore required to enter their DOB in the area titled PEBD. Once the

required information is entered the user should select NEXT

STEP 4

For Full accounts:

The ACCOUNT TYPE, RANK, First Name and Last Name will auto-populate.

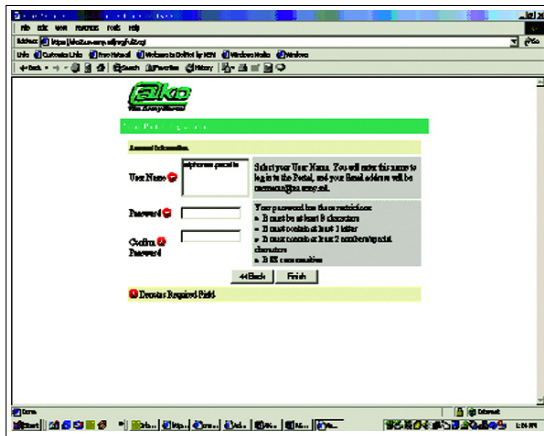
The * denotes a required field and therefore MUST be completed prior to selecting NEXT.

| | | |
|-------------------------|--------------|---|
| Account Type | MATURED | This is your current Duty Station |
| Rank | MAJOR | This is your official Rank. |
| Home Address | | Enter your current street address and re-enter in section. This address is used to contact you if your account status is changed. |
| Street Address | | |
| City Address | | |
| State | | |
| Zip | | |
| Date Information | | |
| Suffix | MAJ | (e.g.) Mr., Mrs., Rank Abbreviations, Dr., etc. |
| Chapter | C 1st # 210 | Are you a Chaplain? |
| First Name * | ALPHONSE | Your user name will be automatically generated from the ones you enter. For example: = FirstLast |
| Middle Name | | = FirstMI Last |
| Last Name * | FACEUA | = FirstMI MI Last |
| Nick Name | | = Nickname Last |
| Name Suffix | (Select One) | = FirstLast@ suffix |
| Organization * | | (Dr., Sr., III, etc.) |
| Organization Address * | | Enter your current organization, (e.g. WFO STATION) |
| Home Number * | | Enter the address of your current organization, (e.g. 9350 Hald Road, Suite 140, Fort Belvoir, WA 98040-3355) |
| Phone Number * | | Enter your duty phone number |

STEP 5

Selecting NEXT will take the user to the final registration process. At this point the user will select their AKO USERNAME by highlighting the name they want to use and enter in their PASSWORD and FINISH to complete the registration process.

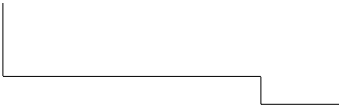
Note: Your AKO password must contain at least 8 characters. You must have a



minimum of 1 letter and 2 numbers or special characters.

Notes:





Army Knowledge **Online**



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GTA 18-00-060
01 August 2002

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