**Army Knowledge Online (AKO) Account Registration Process**

1) Go to http://www.us.army.mil and select "I'm a New User".
2) Select the "Next" button to the right of the "Full Accounts".
3) Fill out the online form (the PEBD is on your LES for military) and select "Next" for each screen.
4) Once the system gives you an account and you enter your password twice, go back to http://www.,us.army.mil.
5) Select "Sign In".
6) Fill in the User ID and password that you just created.
7) Although optional, you should then go the "Edit Personal Info" link in the "My Army Portal" channel in the upper left corner.

7a) Fill out the information on the form.

7b) You must set up your AKO email to automatically forward to your primary email account, to avoid managing 2 email accounts, unless AKO is your primary account. To forward AKO email to your primary account, put your primary account address in the forwarding box.

7c) Put in your primary email address in the Registration email address ---- If you ever forget your password, simply go to www.us.army.mil and select "lost password"'; the system will then send a notice to that email address that will allow you to reset your password.

8) Again optional, go to the "Personalize" tab at the top of the page and then select the various channels you may be interested in; such as "Training links' or "People" and then "Pay Tables".

Guest Accounts for contractors, Local Nationals and NAF employees, must be sponsored by a Full AKO account holder. Support contractors should also get AKO accounts. These should be set up **along the** same repo rti ng/fu nctional lines you have within you office (e.g., contractor x reports to DA Civilian y, so DA Civilian y should sponsor contractor x). Full Accounts must be established first in order to sponsor Guest Accounts.

The steps to get a Guest AKO account are:

1) Go to http://www.us.army.mil and select "I'm a New User."
2) Select the "Next" button to the right of the "Guest Accounts."
3) Fill out the online form (using the AKO email address of your sponsor) and select "Next" for each screen.
4) Once the system gives you an account and you enter your password twice, go back to http://www.us.army.mil.
5) Select "Sign In".
6) Fill in the User ID and password that you **just created.**
7) Although optional, you should then go to "Edit Personal Info" link in the "My Army Portal" channel in the upper left corner.

7A) Fill out the information on the form.

7B) You must set up your AKO email to automatically forward to your primary email account, to avoid managing 2 email accounts, unless AKO is your primary account. To forward AKO email to your primary account, put your primary account address in the forwarding box.

7C) Put in your primary email address in the Registration email address ---- If you ever forget your password, simply go to www.us.army.mil and select "lost password"; the system will then send a notice to that email address that will allow you to reset your password.

8) Again optional, go to the "Personalize" tab at the top left of the page and then select the various channels you may be interested in; such as "Training Links" or "People" and then "Pay Tables".

If you have any additional questions, you can contact the AKO Help Desk at 1-877-AKO-USER (1-877-256-8737).