

DFMWR EMAIL/NETWORK ACCESS NEW ACCOUNT INSTRUCTIONS

PLEASE READ THE FOLLOWING INFORMATION BEFORE YOU SUBMIT THE ACCOUNT REQUEST TO OUR OFFICE

STEP ONE

BACK GROUND INVESTIGATION

All employees are required by regulation to have a completed back ground check before an email/network account is authorized.

There is no exception to this policy. It is an army regulation, and NEC will not budge!

NO COMPLETED AND ACCEPTABLE BACKGROUND CHECK, NO EMAIL ACCOUNT.

For all new employees a background check will be initiated or completed before they start working. **It takes a one or two months to complete a background check.**

If you have not been notified that your background check is complete within two months, please contact the CPAC office (767-5051/2282) to let them know it is not complete. CPAC will provide assistance with any questions or problems with your background check.

STEP TWO

Getting your CAC card.

When you in-process, CPAC will give you a form with the earliest date to make an appointment to get your CAC card. Call the ID card section, 767-4909, to make an appointment on or after the date CPAC gives you.

DO NOT MAKE AN APPOINTMENT BEFORE THE DATE CPAC GIVES YOU!!!!

When you go to the ID card section to get your CAC card you will be required to enter a numeric pin for your CAC card. Write this pin number down somewhere safe and don't lose it. If you can't remember it or lose it, you will have to either go to the ID card section and have them reset your pin or go to the library to have it reset. The library staff will only change pin numbers after 1600. You must have a 'working' CAC card to use email

THE DFMWR AUTOMATION OFFICE DOES NOT RESET PIN NUMBERS.

STEP THREE

Registering on the Army Training & Certification Tracking System

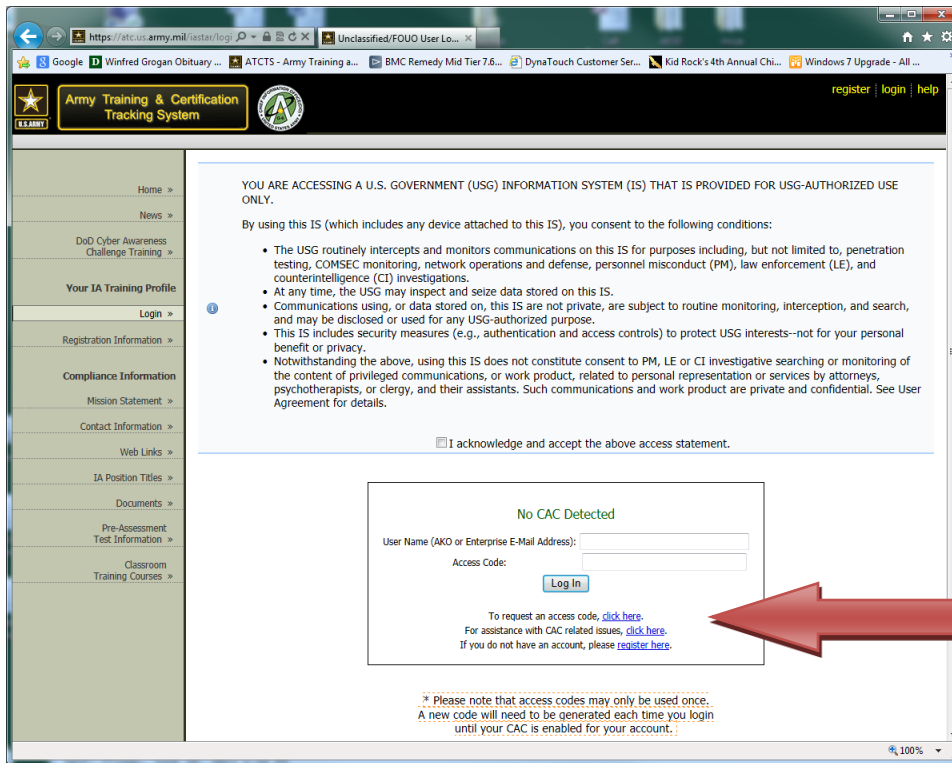
You will also need to create an account on the Army Training and Certification Tracking System:

<https://atc.us.army.mil/iastar/>

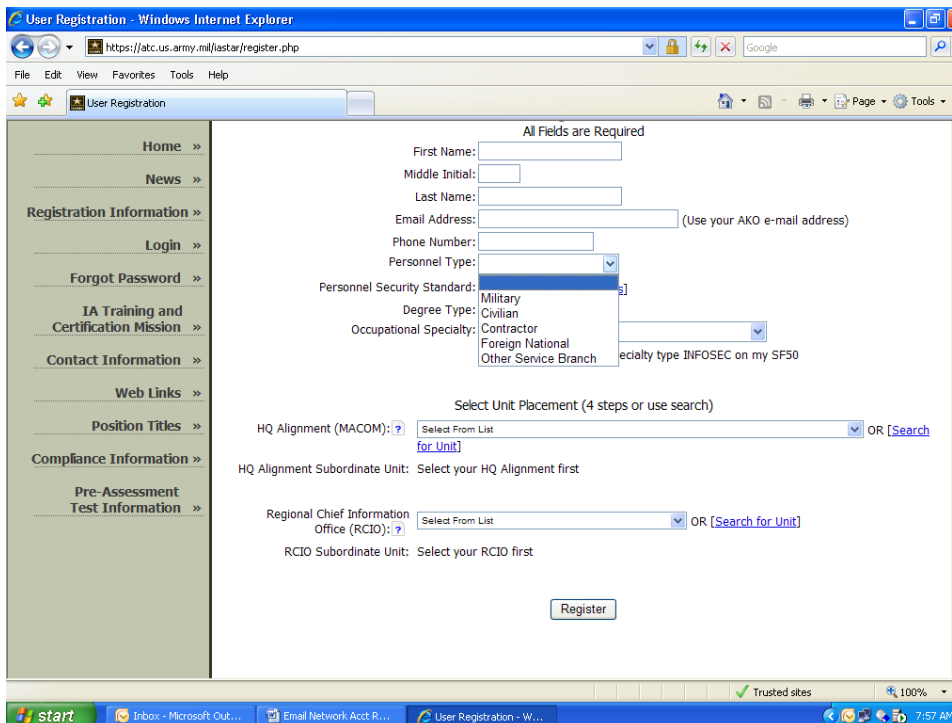
The screenshot shows the Army Training & Certification Tracking System (ATCTS) website. The browser address bar displays <https://atc.us.army.mil/iastar/>. The page header includes the Army logo and the text "Army Training & Certification Tracking System" with "register | login | help" links. The left navigation menu has a red arrow pointing to the "Logon" link under the "Your IA Training Profile" section. The main content area features a banner with the text "Anywhere, Anytime" and a description of the system. Below this, there are sections for "Mandated Requirements for Vouchers", "July 2013 Newsletter", "ALARACT 105/2013", and "CISSP Tokens". The right sidebar contains "All Users" information, "Online IA Training Links", and "Education & Awareness Links".

Click Logon on the left side of the screen.

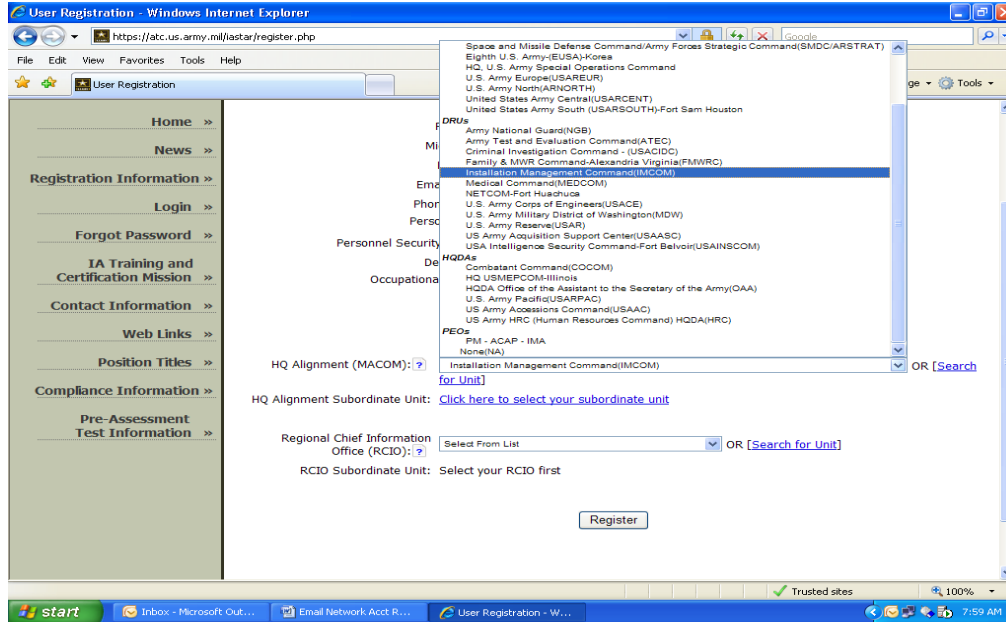
If you do not have an account, select the Request an access code:



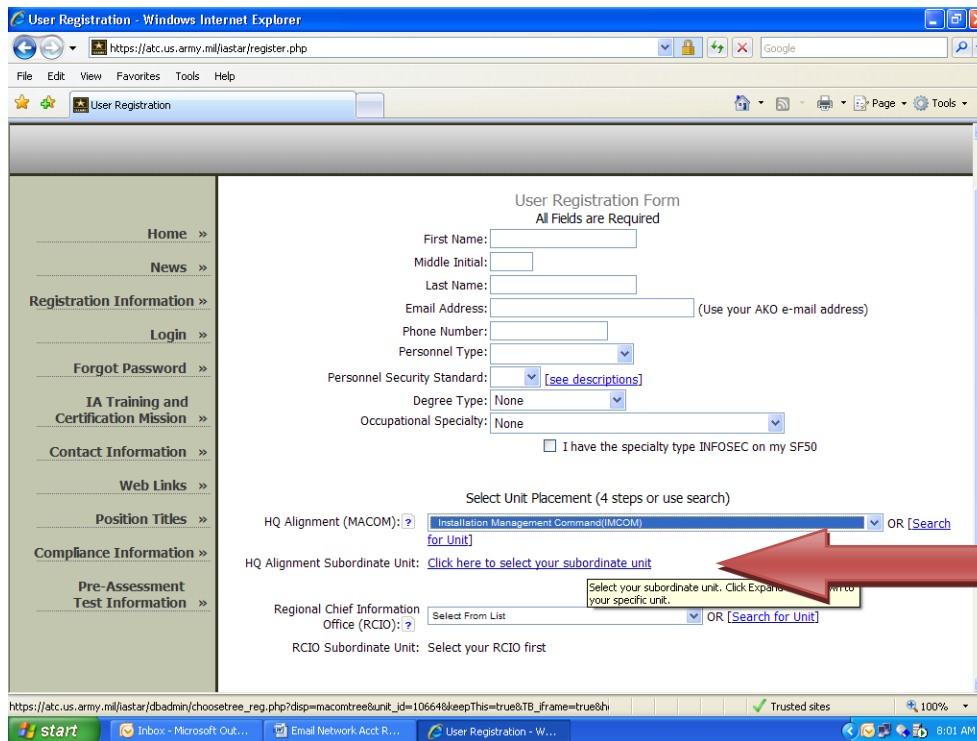
Most of this screen is self-explanatory.
Under Personnel Security Standard select the correct description.



HQ alignment select IMCOM just like the picture demonstrates

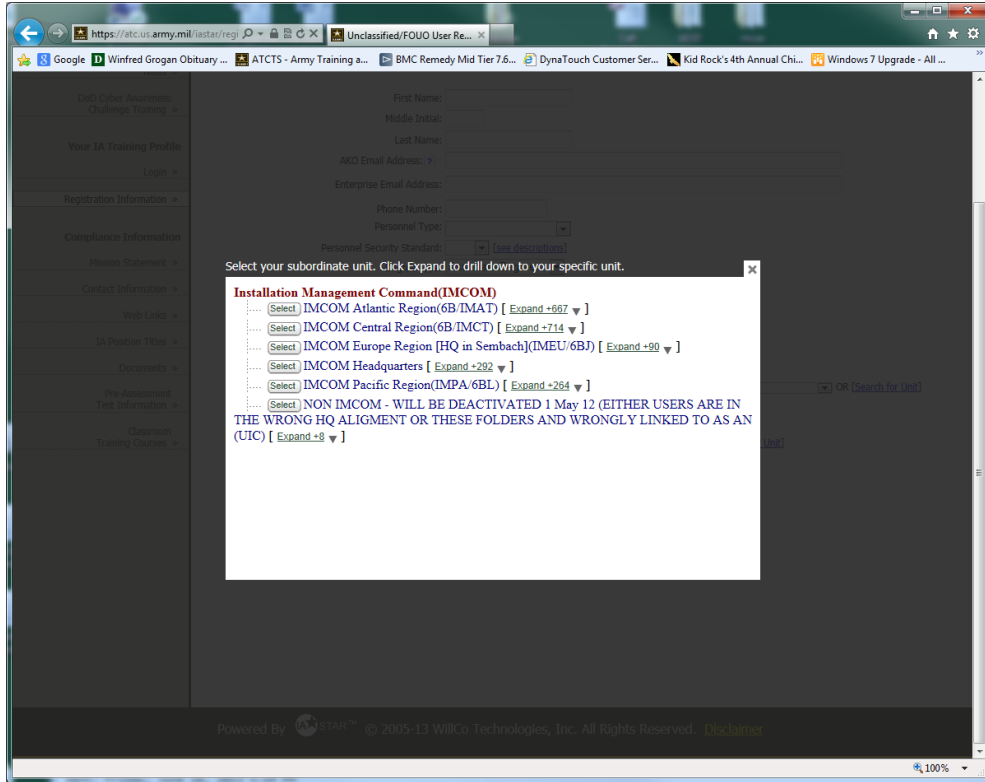


Click on HQ Alignment Subordinate Unit:

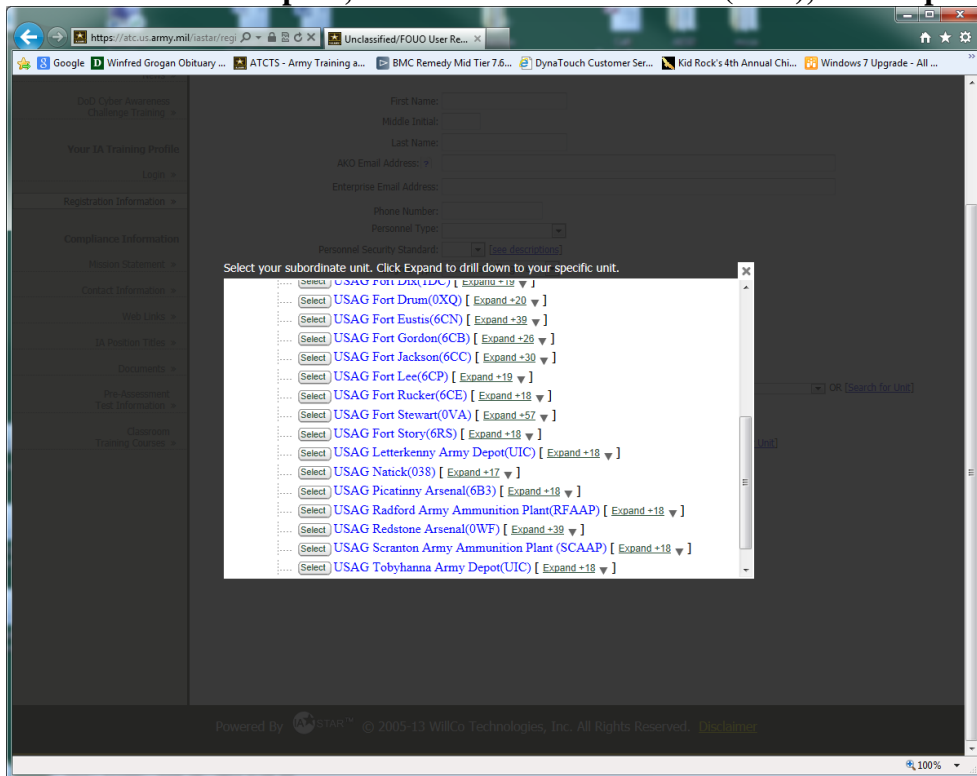


When the window opens, we are IMCOM Atlantic Region (6B/IMAT).

Choose the Expand +667 down arrow in the IMCOM Atlantic Region (6B/IMAT):

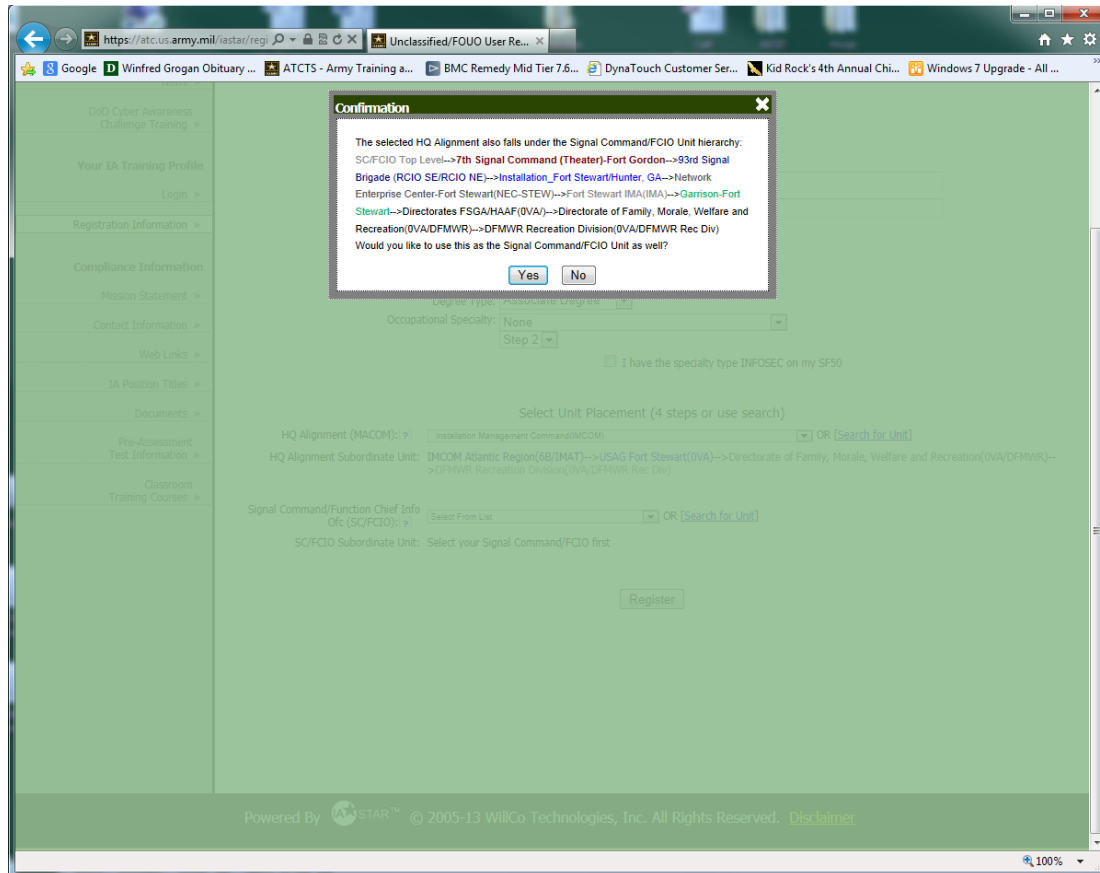


When the Window opens, select USAG Fort Stewart (0VA), click expand +57.



When the Window opens, select Directorate of Family, Morale, Welfare and Recreation (0VA/DFMWR), click expand +5. Choose the Division you work for.

At this window, select Yes.



Select Register at the bottom of the page.

You will select General User. You are not a DAA.

Once you have completed your registration on this site your ready to test.

Testing

Employees are required to take several mandatory on-line tests. Below are the links to each test site and the directions to maneuver on the website.

You will have to have an AKO account to take these tests. To take these tests you will need to log on a public use machine or one that does not use a CAC card to login. The DFMWR Computer Classroom in Bldg 443 is available for open labs on Monday's 1300 to 1600 and Wednesdays 0800 to 1100. Any employee may use the Lab during this time for any computer based training. An Automation staff will be available for assistance if needed. You may make an appointment with one of the Automation staff if an alternate time is needed. Most Activities have staff training computers which can be used for this training.

YOU MUST CREATE AN ATCTS ACCOUNT FIRST AND BE ABLE TO LOG INTO YOUR ACCOUNT BEFORE TAKING THE CYBER AWARENESS TRAINING!

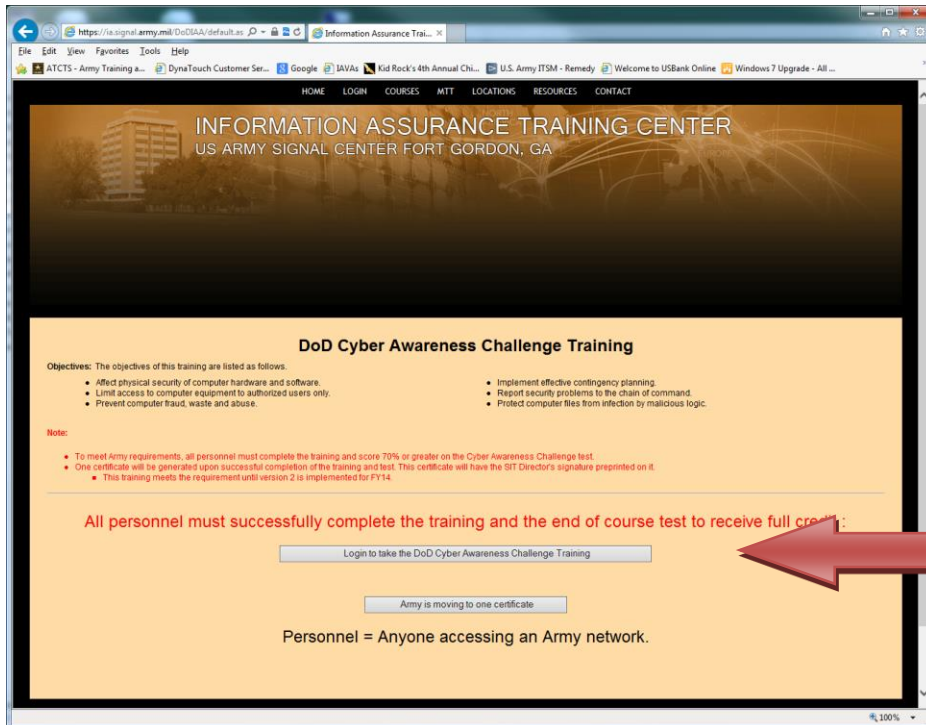
Cyber Awareness Challenge

<https://cs.signal.army.mil/>

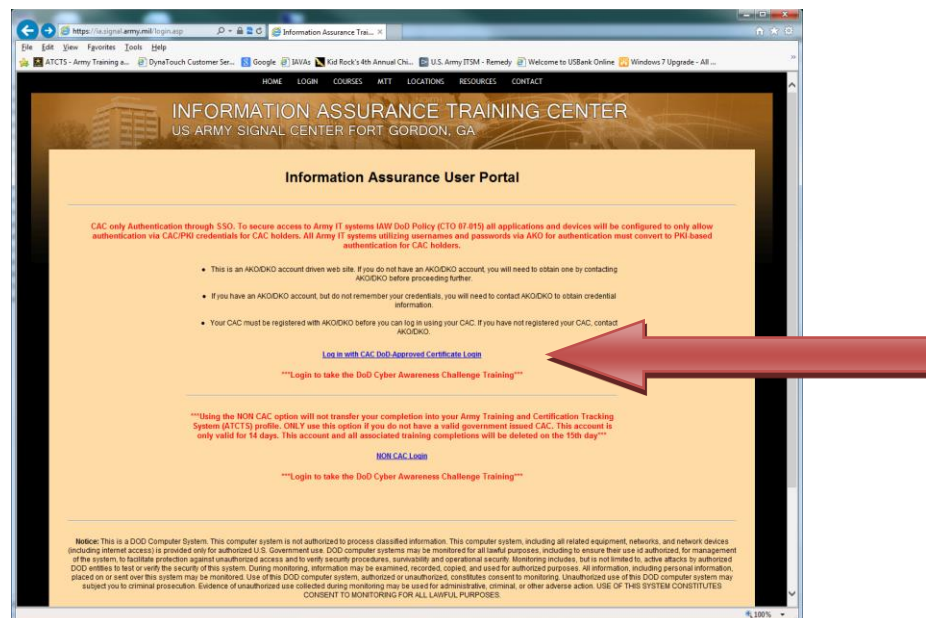
Click here to enter the site:

The screenshot shows the website for the Information Assurance Training Center at the US Army Signal Center Fort Gordon, GA. The page is titled "INFORMATION ASSURANCE TRAINING CENTER" and "US ARMY SIGNAL CENTER FORT GORDON, GA". The main content area is titled "Welcome to the Cyber Electro Magnetic Activities (CEMA) Division" and provides information about the Information Assurance (IA) Division, U.S. Army School Cyber Leader College, and its training programs. A sidebar on the right lists "Training Opportunities" with details for courses A-1405A, A-002-14, and A-002-14. A red arrow points to a banner for the "CYBER AWARENESS CHALLENGE" which is described as "Mandated Annual IA Training". The website also features a navigation menu with links for HOME, LOGIN, COURSES, MTT, LOCATIONS, RESOURCES, and CONTACT. The footer includes logos for CNET Website, SAHS Storm Center, OWA, DCO, AKO, TRK, SP 2010, CIP, SLL, DOCTRINE, The Signal, and LANDWARNET.

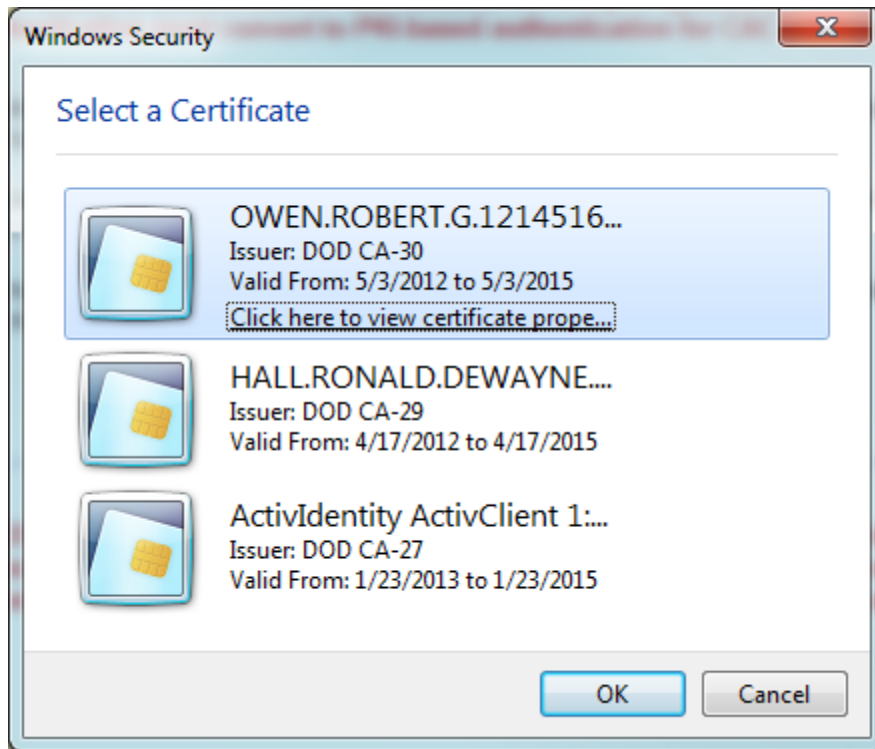
Click here to launch the course:



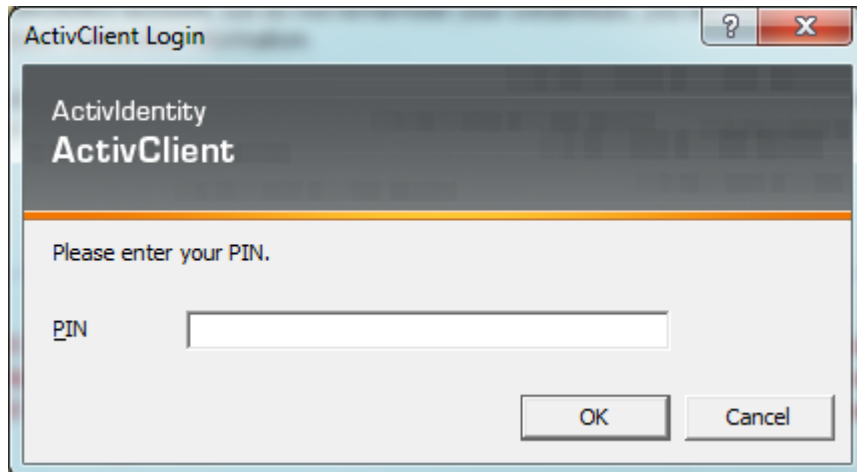
Click here to login with your CAC card. You MUST login with your CAC card to get credit.



When you select the above option, you get the log in prompt below:



**Choose your Certificate and click OK.
Enter your PIN number in the prompt below.**



**Select a Branch will be Army,
Choose your type,
MACOM is IMCOM,
Click Confirm.**

The screenshot shows a web browser window with the URL <https://ia.signal.army.mil/usermgmt/default>. The page title is "Information Assurance Training Center" and the subtitle is "US ARMY SIGNAL CENTER FORT GORDON, GA". The navigation menu includes HOME, LOGIN, COURSES, MTT, LOCATIONS, RESOURCES, and CONTACT. The main content area is titled "Information Assurance User Portal" and displays a welcome message: "Welcome Robert Owen" and "You have successfully logged in." Below this, a message states: "To continue, you must update your record. Please complete the following form so that your record can be updated. All fields are MANDATORY." The form contains three dropdown menus: "Select a Branch:" with "Army" selected, "Select a Type:" with "Civilian" selected, and "Select a MACOM:" with "IMCOM U.S. Army Installation Management Command" selected. A "Confirm" button is located below the form. At the bottom of the page, there is a notice: "Notice: This is a DOD Computer System. This computer system is not authorized to process classified information. This computer system, including all related equipment, networks, and network devices (including internet access) is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to..."

On this screen, choose Cyber Awareness Challenge Training 2019.



CYBER SECURITY TRAINING CENTER
US Army Cyber Center of Excellence Fort Gordon, GA

Cyber Security User Portal

Welcome Shawn Gray

Thank you for updating your account.

To take the training for DoD Information Assurance Awareness or Information Assurance Fundamentals exams, click on the Courses menu link above.

[Cyber Awareness Challenge Training 2019](#)

[Take an exam](#)

[View Scores and Print Certificates](#)

[View and Sign AUP](#)

Click [Here](#) to log out.

Also on this screen, is the View and Sign AUP option. Make sure that when you complete your training, you sign your AUP using this link.

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Cyber Awareness Challenge 2019

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Start New Session

Continue Existing Session

Product Functionality Requirements: To meet technical functionality requirements, this awareness product was developed to function with Windows and Mac operating systems (Windows 7 and 10 and macOS 10.13 High Sierra, when configured correctly) using either Internet Explorer (IE) 11, Firefox 61, Chrome 67, Microsoft Edge 42, or Safari 11 browsers. Tested Windows-compatible hardware includes the Surface Pro i7 Model 1796. It was also tested for compatibility with Red Hat Enterprise Linux using Firefox 52.8.0, as well as the Apple iPad Air 2 running iOS 11.4 using Safari 5 and Google Chrome 62 browser and the Samsung Galaxy Tab S2 running Android 7 using the Google Chrome 64 browser. Using another operating system or web browser is not recommended as users may not be able to complete the training or save the certificate of completion.

If you have issues launching the training please refer to the [troubleshooting Guide](#).

Testing support for...

- ✔ Operating System
- ✔ JavaScript
- ✔ Browser Version
- ✔ Cookies

⊗ **Popup Blocker Test indicates that this is not configured appropriately to run this courseware. You may still be able to run the courseware, however if you experience problems, please see below for instructions on how to troubleshoot issues.**

It appears that your browser configuration may not meet all of the requirements to run this courseware for the following reason:

It appears as though you are using popup blocker software. This courseware needs to open a window to launch the course... please disable your popup blocker to view the course.

Either choose Launch New Course, or Continue the course you started previously.

Cyber Awareness Challenge - User Type Identification - Google Chrome
https://cs.signal.army.mil/UserMngmt/Cyber6/index.html
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Threat Status Lo [Progress Bar] Hi
User Type Yes No
Do you require access to Sensitive Compartmented Information (SCI)?
Individuals who require access to SCI must complete additional training on safeguarding SCI and SCI Facilities (SCIFs). If you select "Yes", this information will be included in your Cyber Awareness Challenge.
Did you earn a Cyber Awareness Challenge 2018 Certificate of Completion?
The Cyber Awareness Challenge serves as an annual refresher of security requirements, security best practices, and your security responsibilities. If you have completed the Cyber Awareness Challenge in the past year, you will have the opportunity to demonstrate your recall of this information if you choose and potentially accelerate your completion of the Challenge.
By selecting Submit, you certify that your selections are true to the best of your knowledge. Submit
Select a response to each item, then select Submit.
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Select NO for “Do you require access to Sensitive Compartmented Information (SCI)?”

Under “Did you earn a Cyber Awareness Challenge 2018 Certificate of Completion?”

Select YES if you did complete the training the previous year and are conducting refresher training.

Select NO if you are a new hire and have never taken the test before.

Follow the instructions to complete the training.

Once you have completed the training, your certificate will be automatically uploaded to your ATCTS account. However, it is always a good idea to print out your certificate to have on hand.

After you have completed all of the steps above, and your background check is complete, your supervisor will assist you in filling out a DD 2875 form to request an E-Mail account.

If you cannot access any of the websites in this handout, contact one of the DFMWR Automation staff and we will assist you.