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/



Click Logon on the left side of the screen.

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

 ← → Mttps://atc.us.army.mil/ ⊗ Google D Winfred Grogan Obi 	ats://og/ O < A & X Unclassified/FOUO User Lo X At X Unclassified/FOUO User Lo X At X User Lo
Army Training & Ces Tracking Syste Home » News » DoD Cyber Awareness Chalenge Training » Your IA Training Profile Login » Registration Information » Compliance Information Mission Statement » Contact Information »	VOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE VOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and contentinelligations. At any time, the USG may inspect and sace data stored on this IS. Communications using, or data stored on this IS. At any time, the USG may inspect and sace data stored on this IS. At any time, the USG may inspect and sace data stored on this IS. At any time, the USG may inspect and saces are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM. LE or Cl investigative searching or monitoring of the content of privaleged communications, or work product, related to personal representation or services by attorneys, syschotherapits, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details. I acknowledge and accept the above access statement.
Documents » Pre-Assessment Tech Information » Classroom Traning Courses »	No CAC Detected User Name (AKO or Enterprise E-Mail Address): Access Code: Log In To request an access code, click here. For assistance with CAC related issues, click here. If you do not have an account, please trolleter here.
	Please note that access codes may only be used once. A new code will need to be generated each time you login until your CAC is enabled for your account.

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

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IA Training and	De	HQDAs	
Certification Mission »	Occupation	HQ USMEPCOM-Illinois	
		HQDA Office of the Assistant to the Secretary of the Army(OAA)	
Contact Information »		US Army Accessions Command(USAAC)	
Web Links		PEOs	
TCD LINKS #		PM - ACAP - IMA	~
Position Titles »	HQ Alignment (MACOM): ?	Installation Management Command(IMCOM)	OR [Search
		for Unit]	
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Dre-Assessment			
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HQ alignment select IMCOM just like the picture demonstrates

Click on HQ Alignment Subordinate Unit:

User Registration - Windows In	iternet Explorer	
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Registration Information »	Email Address: (Use your AKO e-mail address)	
Login »	Phone Number:	
Forgot Password »	Personnel Type:	
	Personnel Security Standard: V [see descriptions]	=
LA Training and Certification Mission »	Occupational Specialty: None	
Contact Information »	I have the specialty type INFOSEC on my SF50	
Web Links »	Select I Init Placement (4 stens or use search)	
Position Titles »	HQ Alignment (MACOM): ? Installation Management Command(IMCOM)	
Compliance Information »	for Unit] HQ Alignment Subordinate Unit: <u>Click here to select your subordinate unit</u>	
Pre-Assessment	Select your subordinate unit. Click Expans	
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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:



Click here to launch the course:



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

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INFORMATION ASSURANCE TRAINING CENTER	
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Information Assurance User Portal	
CAC only Authentication through SSO. To secure access to Army IT systems IAW DoD Policy (CTO 07.015) all applications and devices will be configured to only allow authentication via CAC/PKI condentials for CAC holders. All Army IT systems utilizing usernames and passentifs via AKO for authentication must convert to PKI based	
authentication for CAC holders.	
This is an AKO/DKO account driven web site. If you do not have an AKO/DKO account, you will need to obtain one by contacting	
AKGICKO before proceeding further.	
 If you have an AKOIDKO account, but do not remember your credentials, you will need to contact AKOIDKO to obtain credential information. 	
Your CAC must be registered with AKQIDKD before you can log in using your CAC. If you have not registered your CAC, contact	
AKOIDKO	
Log in with CAC DoD Approved Certificate Login	
***Login to take the DoD Cyber Awareness Challenge Training**	_
""Using the NON CAC option will not transfer your completion into your Army Training and Certification Tracking.	
System (ATCTS) profile. ONLY use this option if you do not have a valid government issued CAC. This account is only valid for 14 days. This account and all associated training completions will be deleted on the 5th day"*	
NON CAC Login	
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When you select the above option, you get the log in prompt below:

Windows Security	
Select a Ce	rtificate
	OWEN.ROBERT.G.1214516 Issuer: DOD CA-30 Valid From: 5/3/2012 to 5/3/2015 Click here to view certificate prope
	HALL.RONALD.DEWAYNE Issuer: DOD CA-29 Valid From: 4/17/2012 to 4/17/2015
	ActivIdentity ActivClient 1: Issuer: DOD CA-27 Valid From: 1/23/2013 to 1/23/2015
	OK Cancel

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

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

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To continue, you must update your record. Please complete the following form so that your record can be fields are MANDATORY.	updated. All
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Branch: Army	
Type:	
Select a MCOM U.S. Army Installation Management Command	~
Confirm	
Click <u>Here</u> to log out.	
Notice: This is a DOD Computer System. This computer system is not authorized to process classified information. This computer system, including all rel	ated 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 ensur	their use is authorized, for management of the system, to
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On this screen, choose Cyber Awareness Challenge Training 2019.

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.

UNCLASSIFIED
Cyber Awareness Challenge 2019
Start New Session Continue Existing Session
Product Functionality Requirements: To meet technical functionality requirements, this awareness product was developed to function with Winds in and Mac operating systems (Windows 7 and 10 and macOS 10.13 High Sierra, when configured correctly) using a function ernet Explorer (IE) 11, Firefox 61, Chrome 67, Microsoft Edge 42, or Safari 11 browsers. Tested Windows-compare includes the Surface Pro i7 Model 1796. It was also tested for compatibility with Red Hat Enterprise and the samsung Galaxy Tab S2 running Android 7 using the Google Chrome 64 browser. Using another operating systems web browser is not recommended as users may not be able to complete the training or save the certificate of comp
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.

vareness Challenge - User Type Identification - Google Chrome	-	
//cs.signal.army.mil/UserMngmt/Cyber6/index.html UNCLASSIFIED Threat Status Lo		(
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	
	4	
Select a response to each item, then select Submi	ι.	

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.