

Please follow the steps below to attain a DKO user account.

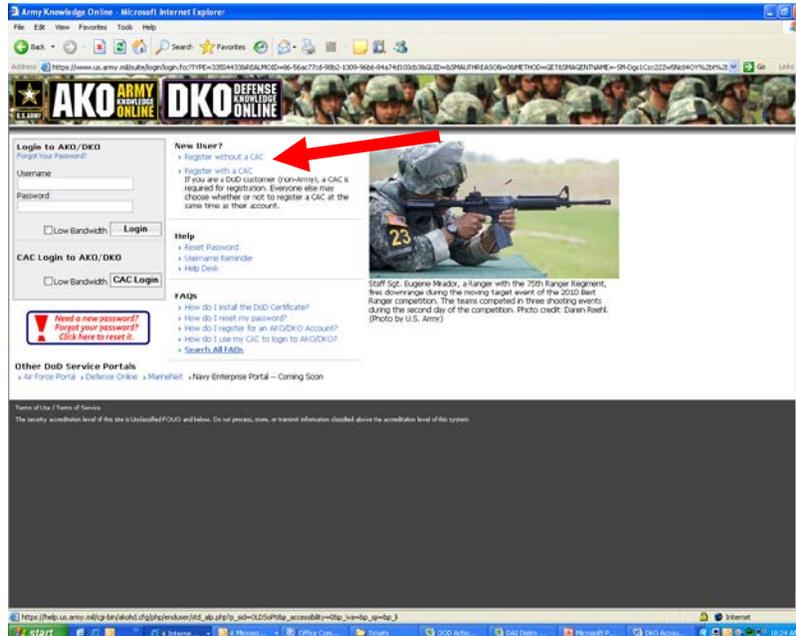
The DKO Helpdesk can be reached at 1-866-335-2769

Once you have an approved user name, please forward it to Aubrey Joseph and access to the DAI page will be granted.

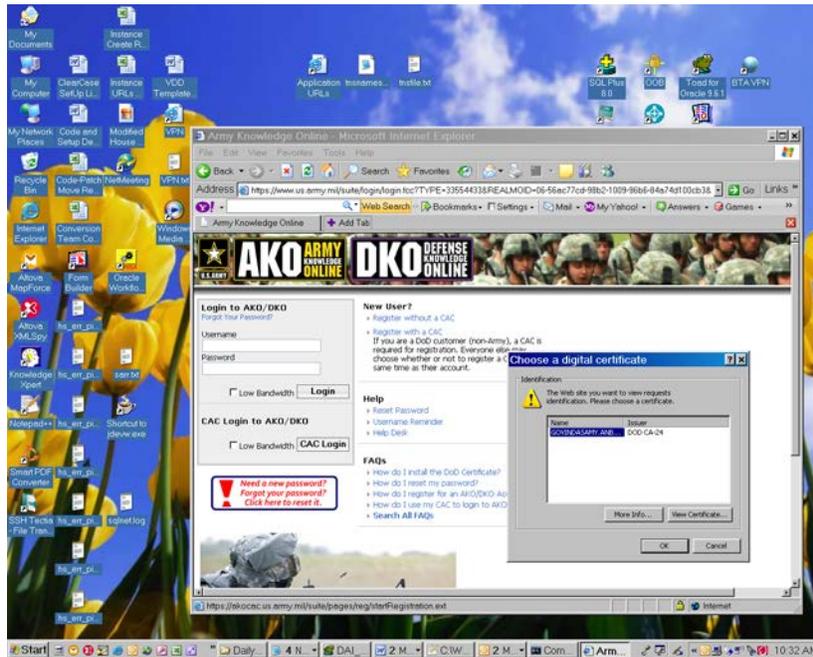
1. Access DKO via the link below:

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

2. After you accept the use of a DoD system the sign in screen shown below will appear. Click on one of the Register links (options are with or without CAC). Please register with a CAC if possible.



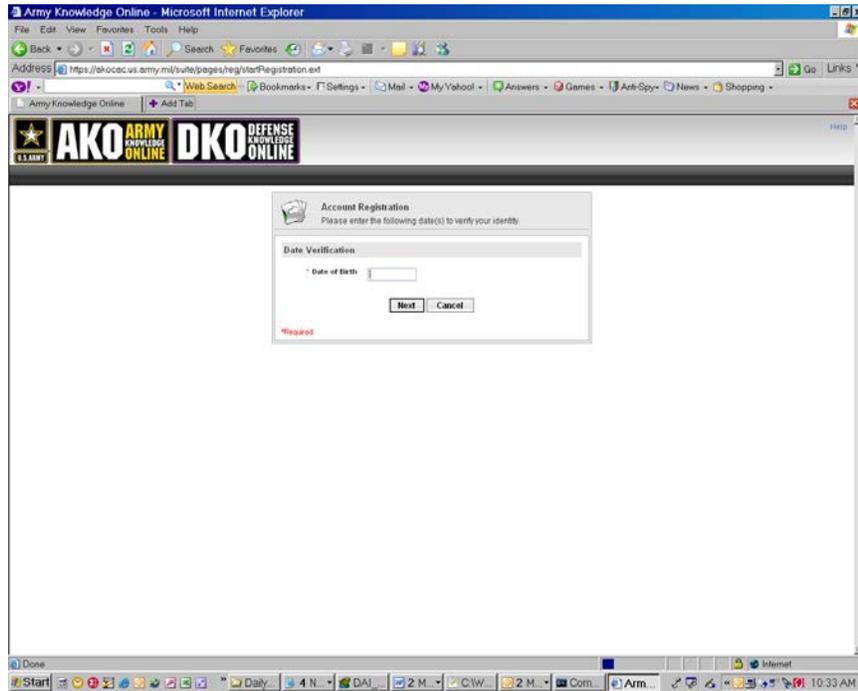
3. If registering with a CAC, select your certificate



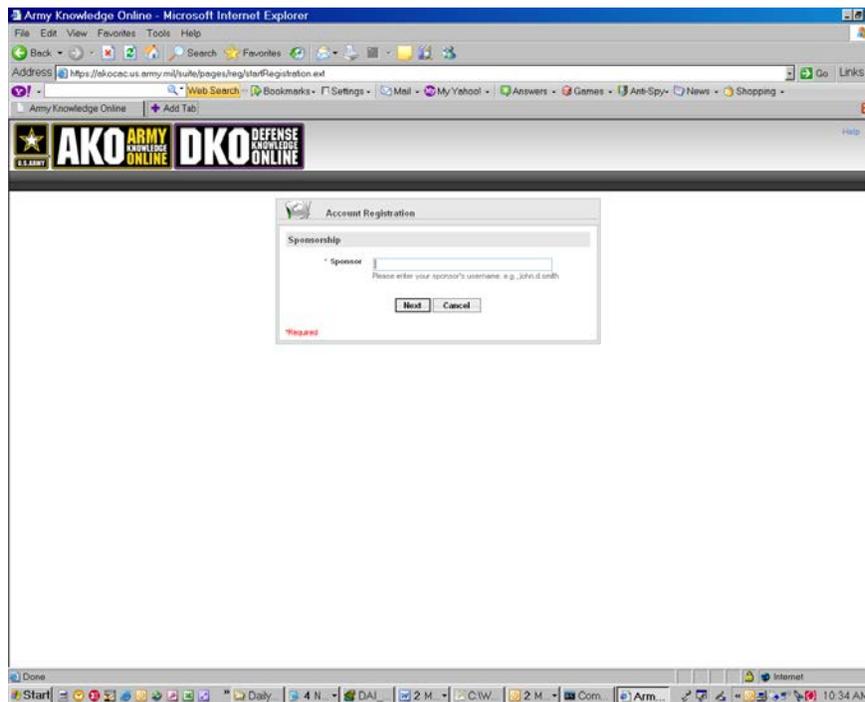
4. Enter your SSN



5. Enter your DOB (mm/dd/yyyy)



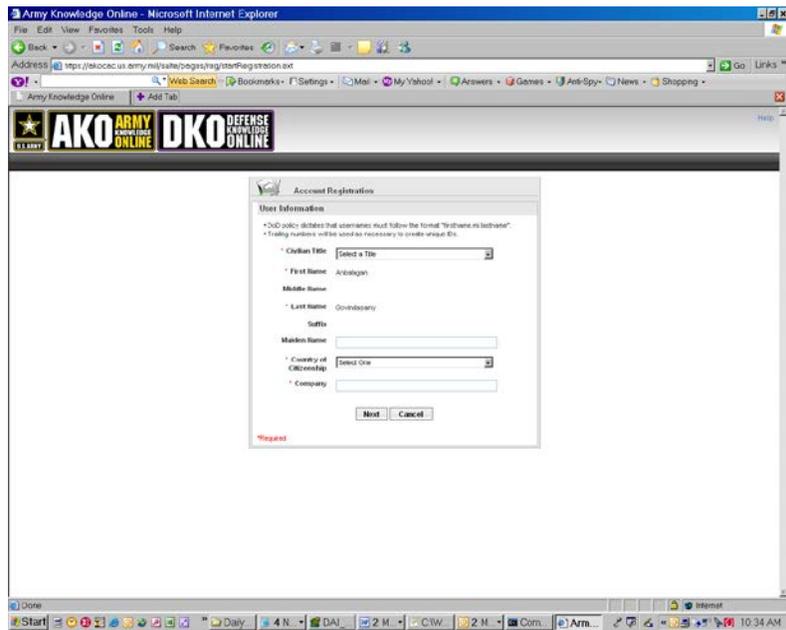
6a. **Contractors** – enter your sponsor's user name. To get this name you must contact your COR and they must have a DKO account already.



6b. Government Employee

Placeholder for Registration Process for Gov Employee – they may not need a sponsor account

7. Enter your user information

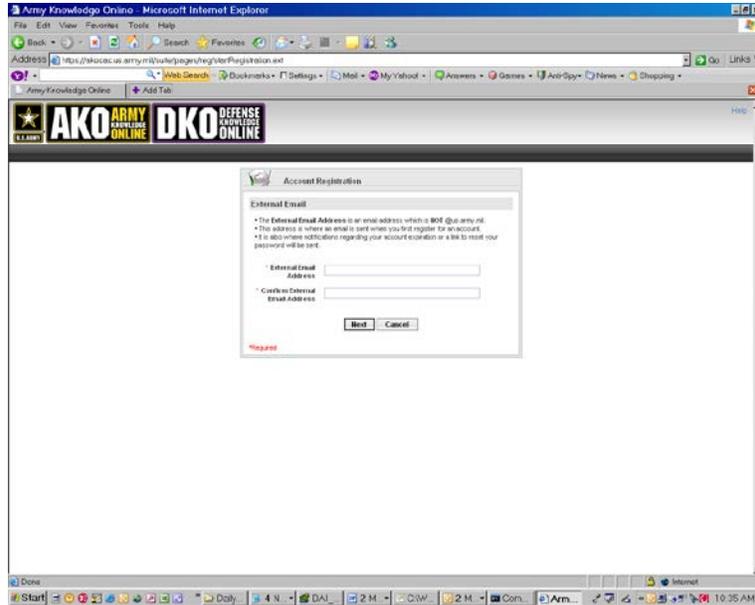


The screenshot shows a Microsoft Internet Explorer browser window displaying the Army Knowledge Online (AKO) registration page. The browser's address bar shows the URL: <https://akocac.us.army.mil/site/page/registration.asp>. The page features a header with the AKO logo and the text "AKO ARMY KNOWLEDGE ONLINE" and "DKO DEFENSE KNOWLEDGE ONLINE". The main content area is a registration form titled "Account Registration" with a sub-section for "User Information". The form includes the following fields and options:

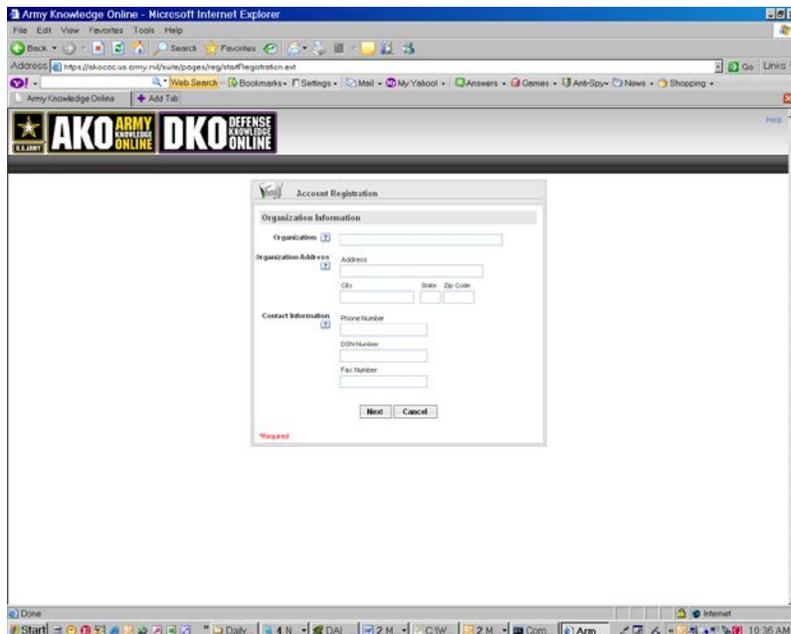
- Civilian Title:** A dropdown menu with the option "Select a Title".
- First Name:** A text input field containing the value "Archie".
- Middle Name:** A text input field.
- Last Name:** A text input field containing the value "Gonzalez".
- Suffix:** A text input field.
- Market Name:** A text input field.
- Country of Citizenship:** A dropdown menu with the option "Select One".
- Company:** A text input field.

At the bottom of the form, there are "Next" and "Cancel" buttons. A red asterisk and the word "Required" are visible at the bottom left of the form area. The browser's taskbar at the bottom shows the system tray with the time 10:34 AM and various icons.

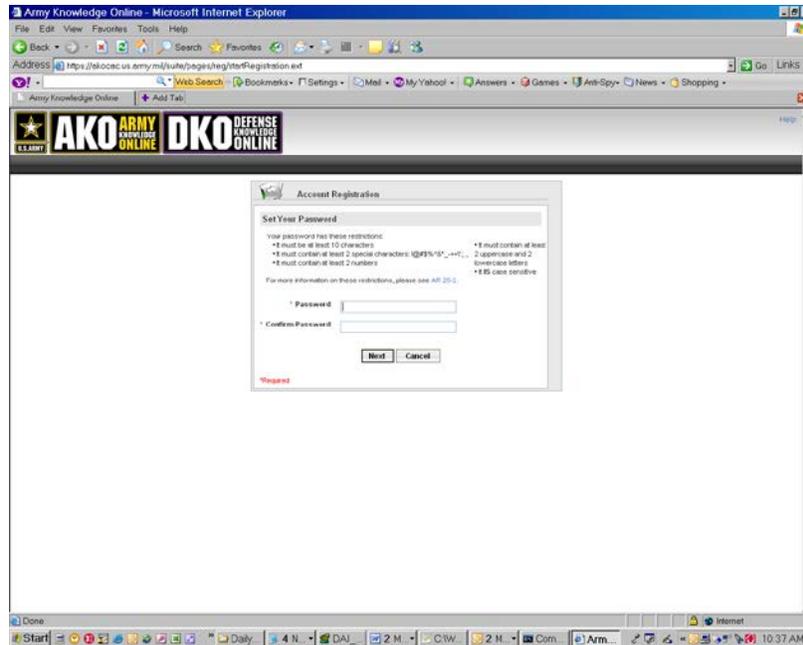
8. Enter an external e-mail address. Note: when your user account is created, the application automatically creates an army.mil e-mail address for you. So, here is where you want to enter your normal work e-mail address.



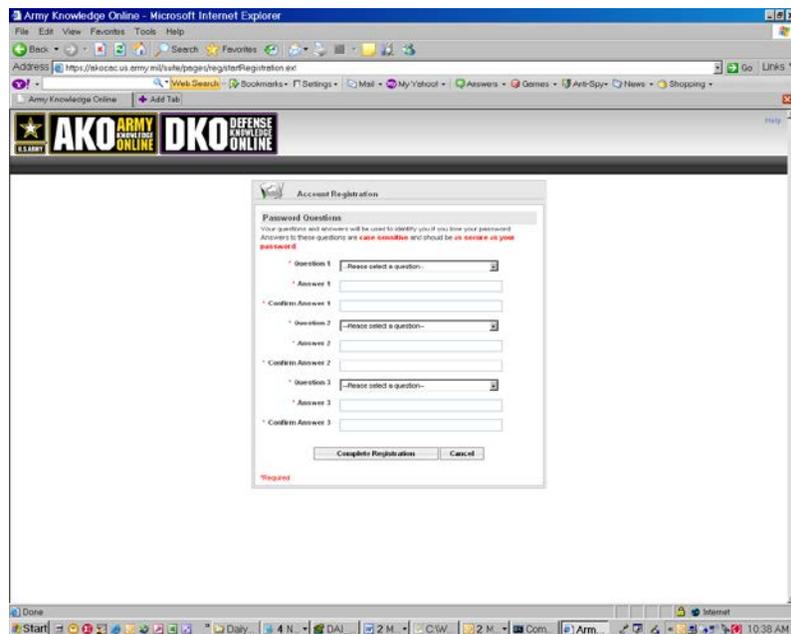
9. Enter your organization information



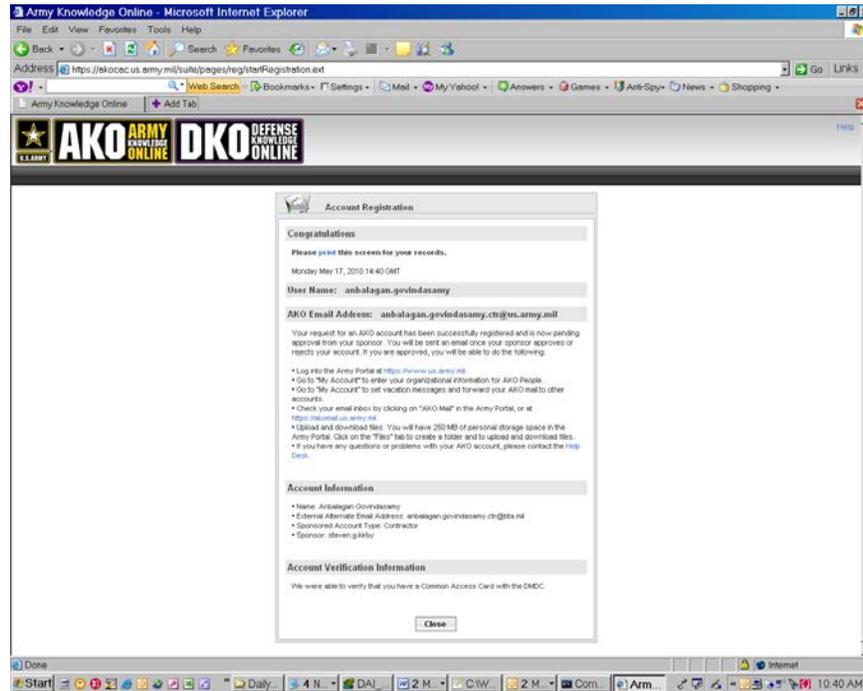
10. Create a password. Even if registering with a CAC, you need to create a password. The application allows CAC users to login without CAC if needed.



11. Select 3 security questions.



12a. Confirmation for CAC Registration. If you registered with a CAC card, the registration screen will confirm your identity.



12b: Confirmation without CAC registration: The account will show that your contractor account could not be validated with CAC. This is OK. You may register your CAC card at a later time from the "My Account" -> Login Options menu.

