



NEW ACCOUNT REQUIREMENTS

- User must have an established AKO User Account
 - Must be 20 characters or less
- User must have an updated CAC (Common Access Card) with PIN (Personal Identification Number).
 - The email address that is on the CAC must match your AKO email address.
- USER AGREEMENT (AUP Acceptable Use Policy) must be properly filled out, digitally signed by user and immediate supervisor and submitted via EMAIL to the DCSIM HELPDESK.
 - NOTE: the DCSIM will accept a hand signed AUP's, BUT both signatures must be either digitally signed or hand signed, they CAN NOT be mismatched
- Must complete Department of Defense Information Assurance Awareness (DODIAA) course and exam.
- Immediate Supervisor or TUSA MUST Submit Helpdesk Ticket and include the following information:
 - Users Name
 - Email account: does this user require email account, MOST M-day accounts do not receive an email account and will be reviewed and granted on a case by case bases.
 - Status: Civilian Technician, AGR, Contractor or M-day, etc.
 - Special groups/distribution list, i.e., NGAL all users, NGAL JFHQ JOC, etc.
 - Folder permissions, i.e., Medical Detachment personnel needing access to MED DET folders.



NEW ACCOUNT REQUIREMENTS (cont)

- TEMPORARY DUTY: Orders for ADSW(Active Duty Special Work) and ADOS (Active Duty Operational Support) must be sent via ENCRYPED EMAIL to protect PII (Personal Identifiable Information)
- CONTRACTORS must provide IN ADDITION to the above, the following:
 - Contract number
 - Expiration date of Contract
 - Company Name
- New accounts normally take 24 to 48 hours to establish and complete
- Should you have any problems, questions or require further assistance, please feel free to call the DCSIM Helpdesk. (334)-270-2947