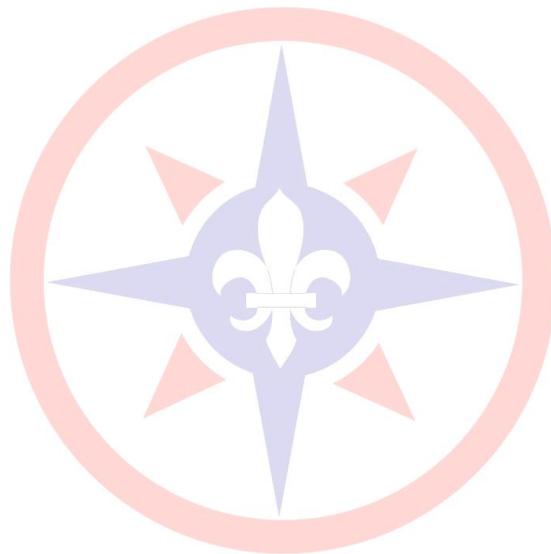


NETWORK ACCOUNT INFORMATION

Updated on: 18 November 2010

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Army Training and Certification Tracking System

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Step 1: Access the ATCTS website:

- **From the Internet browser (Home or Reserve Center) go to:**
 - <https://atc.us.army.mil>

Step 2: Registering on ATCTS

- Click on "**Login**" on the left part of the screen
 - At the bottom of the screen click "**register here**"

Step 3: User Registration Form

- **ALL FIELDS ARE REQUIRED**
 - First name
 - Middle Initial
 - Last Name
 - AKO E-Mail Address
 - Phone Number (**ENTER A VALID WORK/ HOME NUMBER**)
 - Personnel Type
 - Select "**IT-IV**"
 - Degree Type
 - Occupational Specialty
 - Select your Occupational Specialty (MOS) pops up
 - **ENTER YOUR VALID MOS**
 - HQ Alignment (MACOM)
 - Click "Search for Unit"
 - Unit Search "55th"
 - Click "Open" on "55th QM SUS BDE"
 - The "Select your Unit" box will pop-up. Please use the below chart to make the correct selection:



BRIGADE	SELECTIONS
0316 ESC (Coraopolis, PA)	316 th ESC HHC Company(0316 ESC HHC)
0038 QM GP RGN SPT (Cross Lanes, WV)	038 th QM GP RGN SPT(0038 QM GP)
0055 QM SUST BDE (Fort Belvoir, VA)	055 th QM SUST BDE(0055 QM BDE)
0077 QM SUST BDE (Fort Dix, NJ)	077 th QM SUST BDE(0077 QM BDE)
0165 QM GP {PETRL} (Fort Belvoir, VA)	165 th QM GP (PETRL)(0165 QM GP)
0301 QM GP RGN SPT (Butler, PA)	301 st QM GP RGN SPT(0301 QM GP)
0361 PA DET (Fort Totten, NY)	361 st PA DET (PRESS CAMP HQ)(0361 PA DET)
0398 FI MGMT CTR (Fort Belvoir, VA)	398 th FI MGMT CTR(0398 FI MGMT)
0475 QM GP PETRL (Farrell, PA)	475 th QM GP PETRL(0475 QM GP)
0655 QM GP RGN SPT (Ayer, MA)	655 th QM GP RGN SPT(0655 QM GP)

- Confirmation
 - Select **“YES”** to Would you like to use this as the RCIO Unit as well?
- Click on **“Register”**
- Your temporary password will be sent to your AKO E-Mail address

Step 4: Login to Army Knowledge Online

- **From the internet go to:**
 - <https://www.us.army.mil>
 - Login to AKO with your CAC Card or Username and Password
- Go to your e-mail and there will be an E-Mail with **“ATC”** in the Subject.
 - Copy the temporary password
 - **{Right-Click – Copy}**

Step 5: Login to ATCTS

- **From the internet go to:**
 - <https://atc.us.army.mil/>
 - Click Login
- Enter your Username (AKO E-Mail Address)
- Enter your Temporary Password
 - **{Right-Click – Paste}**
- Please enter a new password

Information provided by: 316th ESC G6, Coraopolis PA 15108

Army Reserve Enterprise Customer Support Center: <https://esahelp> or 1-877-777-6854



- At the next screen it will ask you to do the questionnaire:
 - Select “**General User**”
 - Select No to “**Designated Approving Authority (DAA)**”
- **This is now a requirement. If you do not register and upload your IA Security Training and your 75-R, your account will be disabled. All certificates required are [annual training](#) per AR 25-2.**

New Account Establishment

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Step 1: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp> or <https://aramp.usar.army.mil>

Step 2: Select “New Users click here”

- **Prerequisites for requesting an account in the AR domain are as follows:**
 - Users must have an active **AKO Account**
 - Users must have a **Common Access Card (CAC)**
 - CAC Readers for HOME USE are now issued out through G4/S4 if you are an E-5 or above. Installation Assistance: <https://MilitaryCAC.com>
 - Users must know there **6-8 digit pin number**.
- When prompted, please enter the **AKO USERNAME** and **AKO PASSWORD** of the user requesting the network account.
- Once that is completed, you will be prompted again to enter the LAST four of your Social Security Number (SSN).
- Printable Instructions will be shown in a POP-UP.
 - Print them out for further help.
- It will ask the user to sign a **75-R (Acceptable Use Policy)**.
 - When prompted open the 75-R (Acceptable Use Policy).
 - Fill it out **ENTIRELY** or the ARAMP request will be **DENIED**.
 - **MUST DIGITALLY SIGN** the 75-R. **NO EXCEPTIONS!**
 - **USARC Policy** now requires a **DIGITAL SIGNATURE** and *handwritten signatures will no longer be accepted*.
 - **TWO CAC Readers** are required to Digitally Sign the 75-R in a Reserve Facility.



Modified on 18 November 2010

- After the signature, the 75-R will need to be saved. Please save it to your DESKTOP.
- The next screen will ask the user to upload a 75-R.
 - Click **BROWSE**, then go to the **DESKTOP Tab**
 - Click on the 75-R. Hit **UPLOAD**.

Step 3: Complete the ARAMP request for an Army Reserve Account.

- Select **MAJOR COMMAND** “**ESC316**”
- Enter your unit **UIC**
 - If left blank the ARAMP Request will be **DENIED**.
- Fill out form
 - First Name
 - Middle Initial
 - Last Name
 - Rank
 - All other fields
- Select **VPN ACCESS** (*Currently not approving Remote Access requests without authorization from your IASO, SSA, or Commander*)
 - All requests should go through your Unit's IASO, SSA, or Commander. The IASO will filter requests and save proof of justification (Letter from your IASO/SSA). The Account Manager will then decide to approve or deny the Remote Access Request.
- Select **MAILBOX** (*TPU will only get AKO mail-enable*)
 - ALL TPU's (RES) will automatically AKO mail-enable
 - By **DEFAULT** you will receive Auto-Forward AKO *unless*:
 - You are a **Commander/ First Sergeant/ Command Sergeant Major**
 - **USAR mailboxes are only given to AGR, CIV (Civilian), or CTR (Contractor)**
 - (OPTIONAL) Auto-forward AKO to USAR email
 - **RES (TPU) soldier on CONUS Mobilization Orders or 90+ day AT/ADT/ADSW/ADOS orders**
 - **MIL (MILTECH) personnel will only get a mailbox if orders are sent in and verified prior to the request.**
 - ***If sent in after account is created, a USAR mailbox will be created if authorized for the MILTECH position.***

Step 4: Login to the ATCTS Website (<https://atc.us.army.mil>).

- After you have logged in, you will need to your 75-R Acceptable Use Policy.
 - 75-R (Acceptable Use Policy)

Information provided by: 316th ESC G6, Coraopolis PA 15108

Army Reserve Enterprise Customer Support Center: <https://esahelp> or 1-877-777-6854



- At the bottom of the page there is a place to browse for your 75-R (should already be saved on the desktop unless you are a new soldier/civilian)
 - If not on your desktop it can be found at <https://ARAMP>.

Annual Required Training

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[Information Assurance \(IA\)](#) | [Wide Network Security Focus \(WNSF\)](#) | [Further Instructions](#)

Information Assurance:

Step 1: DoD Information Assurance Awareness Training. You will have to register at:

- **Official Test Site:**
 - Go to <https://ia.signal.army.mil>
 - At the top; click “Courses”
 - Select the “DoD Information Assurance Awareness Training”
 - Launch New Course

**AT THE END OF THE COURSE YOU WILL GET A CERTIFICATE WITH THE DoD SEAL.
THIS IS NOT THE CORRECT CERTIFICATE.**

- At the top click “Login”
- Login with a CAC or AKO Username and Password
- Enter the information asked:
 - Branch: **ARMY**
 - Type: **Civilian, Contractor, or Military**
 - MACOM: **USARC (US Army Reserve Command)**
- Click on “Take an Exam”
 - Take the **DoD Information Assurance Awareness Exam**.
- Once the test is passed, the IA Training will automatically upload after 24-48 hours on the [ATCTS Website](#).

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Wide Network Security Focus:

Step 1: Wide Network Security Focus (WNSF) Training. Registration is required at the IA Training Center Website.

- Go to <https://iatraining.us.army.mil>.

Information provided by: 316th ESC G6, Coraopolis PA 15108

Army Reserve Enterprise Customer Support Center: <https://esahelp> or 1-877-777-6854



- Login. Your username and password are not directly associated with your AKO Information. Please use the Forgot Username or Password feature if you are unable to logon.
 - Once logged on you will see the “Courses” tab at the top. Click the “Courses” tab.
 - Click on each WNSF Course and select the link that drops down. Follow the instructions given by the website to obtain your certificate once the course is passed.
 - The required training is as follows:
 - Complete the [Portable Electronic Devices and Removable Storage Media](#) training certificate.
 - Complete the [Phishing Awareness](#) Training.
 - Complete the [Safe Home Computing](#) training certificate.
 - Complete the [Personally Identifiable Information \(PII\)](#) training certificate.
 - **DO NOT TAKE ANY** of the WNSF Training at the DISA Website. It is **NOT AUTHORIZED**.
 - The WNSF Training will automatically upload to the [ATCTS Website](#) after 24-48 hours.
- [Back to Annual Required Training](#)

Further Instructions:

Step 1: Send certificates to your **Brigade Point of Contact's (POC)**

- You must contact your Brigade POC **BEFORE** contacting the 316th.
 - Send you certificates to **ESC316 G6/S6 ATCTS Managers:**
ESC316G6/S6ATCTSManagers@usar.army.mil
 - Include the following information:
 - Your Rank Last, First Name
 - Unit
 - *NOTE: (This will identify the ATCTS Manager responsible for the request)
 - Your area of concern for e-mailing the ATCTS Manager.

Step 2: USERS requesting an account **will monitor** his/her **AKO email** for the status on the pending request. The **G2 & G6** must both review your account request. G2 may contact you regarding your **security clearance**.

- Users will get an email from G6 with important instructions.
 - **The e-mail will include:**
 - **SUPENSE DATE** of your request
 - (User has a **14 day** suspense date to complete required training)
 - Sites to conduct training
 - Phone Numbers (FAX and CONTACT Numbers)
 - Account Manager's Email



- G6 will consider approval of your account when ALL required training is completed.
 - **User has a 14 day suspense date (written in e-mails) to complete required training.**

Step 3: Users should retain a copy of all their certificates and web accounts information as a backup. The Information Assurance, WNSF Courses, and 75-R (Acceptable Use Policy) are all required to be completed required.

Step 4: Users should contact their supervisors for any additional folder, system, or group access privileges. **Supervisors will e-mail justification to ESC316G6OPSSection@usar.army.mil.**

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Outlook Mailbox Request

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[New Outlook Account](#) | [Outlook Account Removal](#)

New Outlook Account:

Step 1: Users that are **AGR, CIV (Civilian), MIL (MILTECH), or CTR (Contractor)** can request for a USAR Outlook account.

TPU SOLDIERS ARE NOT AUTHORIZED AN OUTLOOK ACCOUNT UNLESS THE TPU IS ON 90+ DAYS OF EXTENDED ORDERS (AT / ADT / ADSW / ADOS) OR MOBILIZED. A MEMORANDUM FROM THE REQUESTING TPU'S COMMANDER, CSM, 1SG, UNIT ADMINISTRATOR, SSA, OR G6 / S6 WILL BE REQUIRED FOR ANY EXCEPTIONS. EXCEPTIONS MEMORANDUMS MUST BE SENT TO:

ESC316G6OPSSection@usar.army.mil

Step 2: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp>

Step 3: Select "Existing Users click here"

- If you are currently logged on to the domain with your account
- Select "Request Mailbox/MailEnable)
 - The Create Mailbox will already be checked.
 - Please enter your reason for request.
 - Click Submit



- Send your justification for the mailbox to ESC316G6OPSSection@usar.army.mil.
 - Justification must be sent by the requester's **Commander, CSM, 1SG, UA, SSA, or S6.**
- **The Account Manager will review the request once the justification is received.**
 - If the justification is not received within two weeks of the ARAMP request, the request will be denied.

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Outlook Account Removal:

Step 1: TPU soldiers that have an Outlook and are coming off of extended orders are required to put in a Forward Mail to AKO Email ARAMP Request.

The Outlook Account will be deleted and all e-mails / calendars / etc. associated with Microsoft Outlook will be lost and non-recoverable. Please back up all e-mails prior to putting in this request.

Step 2: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp>

Step 3: Select "Existing Users click here"

- If you are currently logged on to the domain with your account.
- Select "Request Mailbox/MailEnable)
 - The "Forward Mail to AKO E-Mail" will already be checked.
 - Please enter your reason for request.
 - Click Submit
 - **The Account Manager will review the request.**
 - Once the request has been approved, the Outlook Account has been deleted and e-mails will only come to your AKO E-mail account.

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Remote Access

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[Requesting Remote Access](#) | [Configuring Remote Access](#)

Requesting Remote Access:

Step 1: Currently not approving [Remote Access](#) requests without authorization from your **IASO**, **SSA**, or **Commander**)

Step 2: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp>

Step 3: Select “Existing Users click here”

- If you are currently logged on to the domain with your account.
- Select “Request Remote Access)
 - Please enter your reason for request.
 - Click Submit
- **The Account Manager will review the request.**
 - Once the request has been approved, configuration is needed.

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Configuring Cisco VPN:

Step 1: From your computer desktop, click:

- Start > All Programs > Cisco Systems VPN Client > VPN Client
 - Select the connection enter to modify.
 - Click modify.
 - Check the Certificate Authentication
 - Name: 0-LAST, FIRST MIDDLE
 - Check the “Send CA Certificate Chain”
 - Save
 - Repeat modify steps for all Connection Entries.

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Change of Command Procedures

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Step 1: Users that are doing a PCS from or to another major command must request a Change of Command.

Step 2: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp>

Step 3: Select “Existing Users click here”

- If you are currently logged on to the domain with your account
- Select Change of Command on the left.
 - Select your new command from the drop down list.
 - Click “Search” and type in your UIC.
 - The UIC will populate. Select the correct UIC.
 - Choose your “Staff Section”. If your staff section is not listed, please select “N/A”
 - Choose your “Country of Citizenship”
- Click “submit” to finish your Change of Command Request.

Step 4: Access the ATCTS website:

- **From the Internet browser (Home or Reserve Center) go to:**
 - <https://atc.us.army.mil>
- Click on “Login” on the left part of the screen
 - Login with either a CAC Card or your AKO login.
- Select the “Edit Account Info” link under “My Profile” Tab.
- Under “User Location” click on “Select Unit” or “Search for Unit” to find your new command.
 - Once you find your unit, click “Select”
 - A green Confirmation screen will pop up asking if you “Would you like to use this as the Signal Command/FCIO Unit as well?”
 - “Click “YES”
- Click “Update”
- Log Out

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Step 5: The Network Account Manager will review your change of command request and will approve accordingly.

Out-Processing Procedures

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Step 1: Users that are retiring or leaving the military (ETS) must now clear through the 316th ESC G6. Keep in mind that once you put in this request your network account will be permanently deleted.

Step 2: Access the ARAMP website:

- **From a USARC computer go to:**
 - <https://aramp>

Step 3: Select “Existing Users click here”

- If you are currently logged on to the domain with your account
- Select “Out Process” on the left.
 - Type in a valid justification in the “Reason for Request” area.
- Click “submit” to finish out-processing.
- Send an e-mail to ESC316G6OPSSection@usar.army.mil to let the 316th ESC G6 know that you are now out-processed.

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Important Information

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Contact Information:

316th ESC G6 POC's (ONLY IF YOU HAVE CONTACTED YOUR BRIGADE POC FIRST)

ESC316 G6 OPS Section	ESC316 G6/S6 ATCTS Managers
E-Mail: ESC316G6OPSSection@usar.army.mil	E-mail: ESC316G6/S6ATCTSManagers@usar.army.mil

Other Important Information:

- Important POC:
 - ESC316 G2 Security Managers:
 - ESC316G2SecurityManagers@usar.army.mil
 - CAC Card Center (Coraopolis, PA)
 - 412-604-8437

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Website Information:

- ESA Help Desk Support
 - <https://esahelp> or <https://usarcq2-6help>
 - 1-877-777-6854
- 316th ESC SharePoint Homepage:
 - <https://xtranet/Organization/MSCs/EAC-EAD/377TSC/316ESC/ACoSG6/Pages/default.aspx>
- 316th ESC AKO Homepage:
 - <https://www.us.army.mil/suite/page/514552>
- 316th ESC G6 AKO Homepage:
 - <https://www.us.army.mil/suite/page/521964>
- 316th ESC G4 AKO Homepage:
 - <https://www.us.army.mil/suite/page/524741>
- 316th ESC G2 AKO Homepage:
 - <https://www.us.army.mil/suite/page/523931>

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