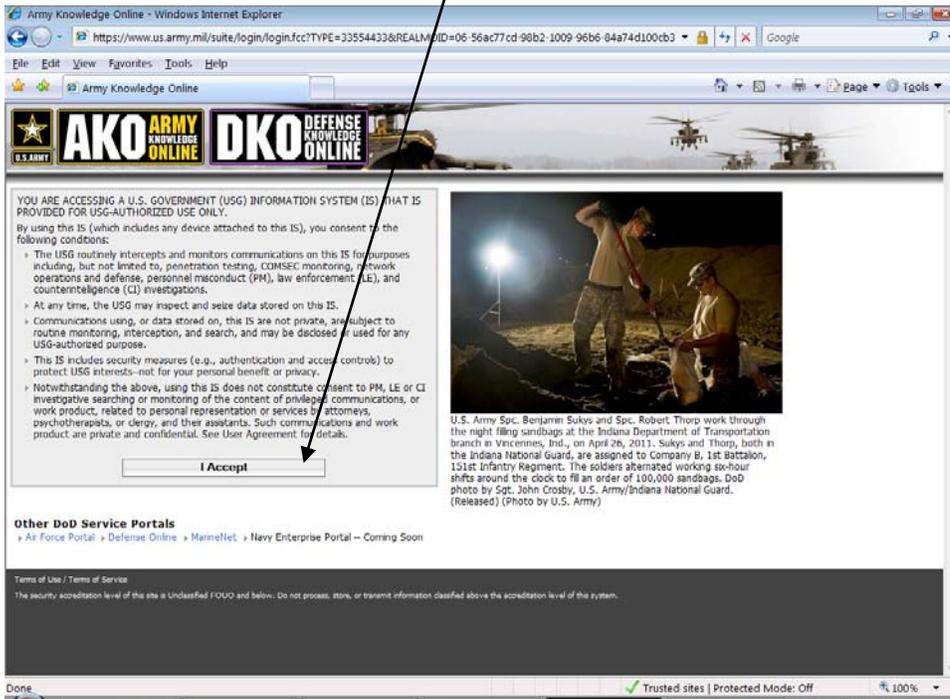


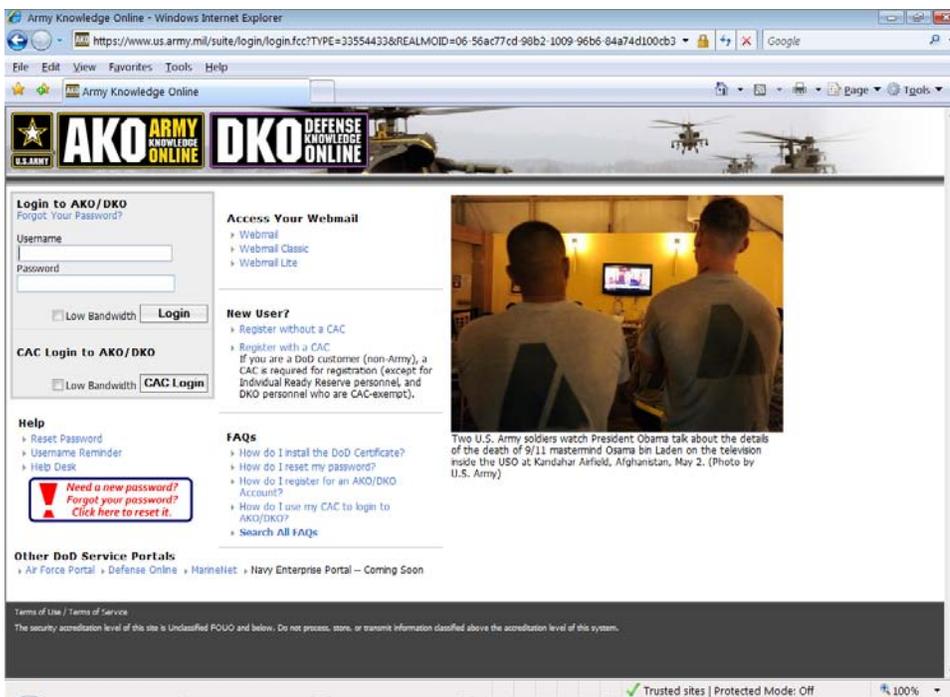
1. Open Internet Explorer and go to the following: <https://www.us.army.mil>. The screen below will appear.

2. Click on the "I Accept" button.

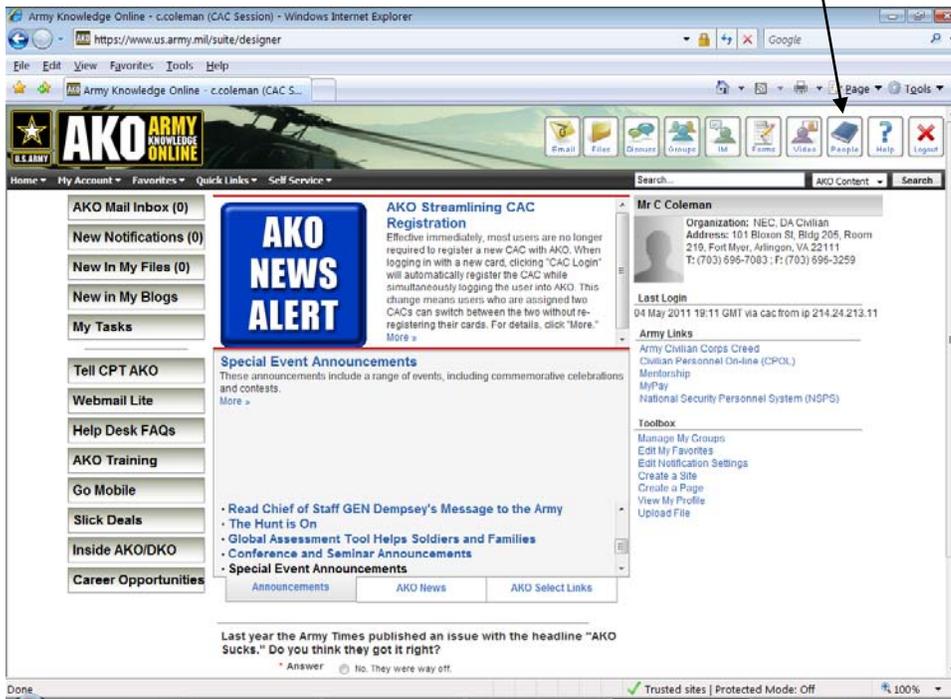


3. The following screen will appear

4. Login to AKO. If you do not know your userid or password, or if you cannot login with your CAC, or are having difficulty, you will need to call the Army Enterprise Help Desk at 1-866-335-2769.



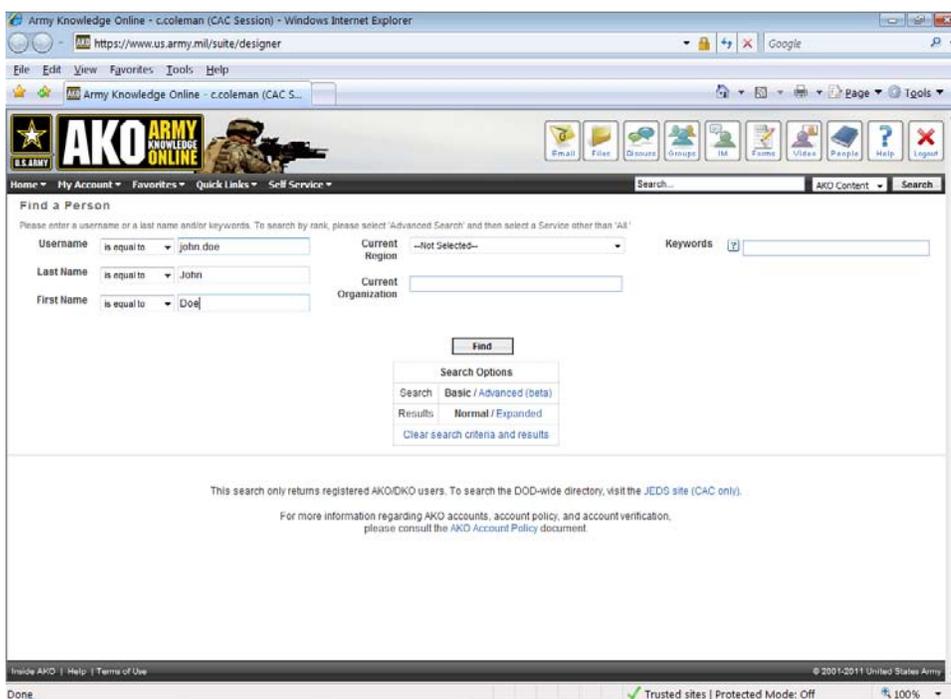
5. The screen below will appear, which is the main AKO screen. Click on the “People” button/icon in the upper right hand corner,



6. The below screen, Find a Person will now appear on the screen. Type in your user id and click the “Find” button.

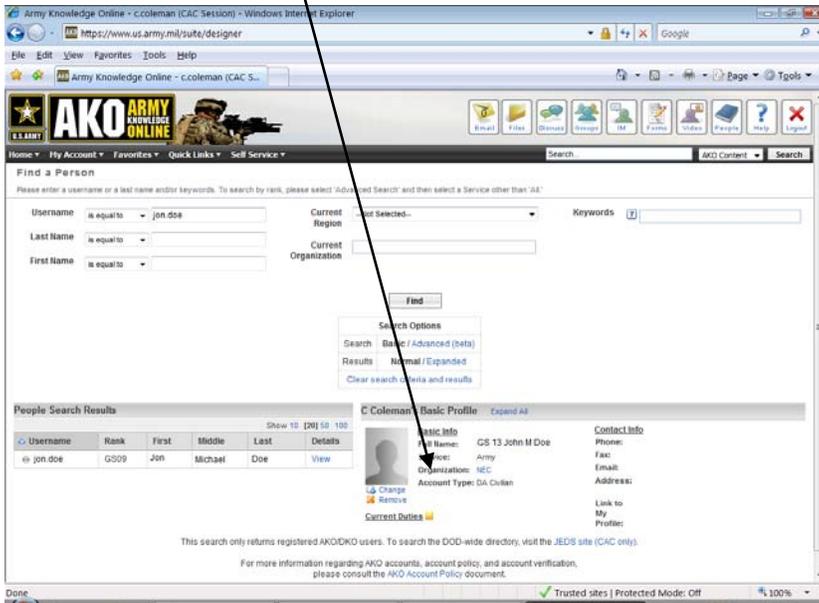
7. If you do not know your AKO ID, type in your Last Name in the field below username and your first name in the field below that. Click the “Find” button.

***Examples of how to search for you name are typed in below.



8. When the search has completed, and you see your name listed, click on “View” to see the details of your profile and account.

9. You need to verify the type of account you have, is correct. It will be listed here:



10. If the account type is correct, you can click on the “Logout” icon/button in the upper right hand corner.

11. If type is incorrect you will need to call the Army Enterprise Help Desk at 1-866-335-2769.