



ATTENTION MANAGERS!

To sponsor an Incoming DA Civilian (a newly-hired DA Civilian whose data has not yet been made available to AKO by the personnel system). Go to: <https://www.us.army.mil>, under NEW USER, click "Register for AKO". To be a sponsor, you must have a full and active AKO account yourself. Please be sure to enter your Social Security Number when registering for an Incoming DA Civilian account, and you will be prompted to upgrade your account to a full DA Civilian account as soon as your data is made available to AKO

When the user registers for their AKO guest account, they will be prompted to "Enter the AKO User Name of your Army sponsor."

Once the user completes the guest account application an email will be sent to your AKO Email address notifying you and the guest is requesting your permission for sponsorship.

If you do not receive the email and the individual that you are sponsoring has notified you that they have registered for their guest account you may approve the account by signing into the AKO Portal and on the left side of the main page select the Update My Account link. On the next page select the Sponsor Management button. Once you log into the Sponsor Management Console you will see the person's name located under the "Pending" heading. Open the request by clicking on the blue username. Once inside the request you have the option to accept or reject the account. Once you have clicked "accept" and then "Submit", the guest account will become active.

How do I register for a guest account?

To register for a guest account, please go to www.us.army.mil and click "Register for AKO". Click the 'Next' button under the "Guest accounts include the following" heading.

Guest accounts require sponsorship from an individual currently holding an active and full AKO Account. While registering for a guest account you will need to enter the AKO User Name of your AKO sponsor in the registration section marked "Army Sponsor". Once the required information has been entered click "Next". You will select the AKO username you would like to use and will be prompted to create a password (ensure that the password you create is a minimum of 10 characters which must

contain a minimum of: 2 capital letters, 2 lower case letters, 2 numbers, 2 special symbols, and 2 additional characters of any variety). Click "Finish" to complete the registration process. Your guest account will be created and will remain in a pending status until approved by your Army Sponsor.

An email will be sent to your sponsor requesting authorization for granting your account. To approve your request, your sponsor will then need to log into his/her AKO account and log into the Sponsor Management Console located on the left side bar of the AKO Homepage under "My Account". Once your account has been approved, you will receive an authorization notification if you provided a valid email address while registering. Once your sponsor has approved your account you will be able to log into the AKO Portal immediately.

NOTE: Guest accounts are good for 365 Days from the date of registration.

To view AKO's account policy, click this link, <https://www.us.army.mil/suite/doc/4084113> .

To view AKO's email-only account policy, click this link, <https://www.us.army.mil/suite/doc/1750101> .

To view AKO's username policy click this link, <https://www.us.army.mil/suite/doc/1732866> .

NOTE: You may be required to login with your AKO username and password to view these policies.



Control Your Pay With myPay!

<https://mypay.dfas.mil>

If an employee does not have a valid PIN to access mypay.dfas.mil, a new PIN may be requested at the above website. Select "NEW PIN" under NEED A NEW PIN option on the myPay homepage. The process will issue a new random temporary PIN number that will be mailed to the employee's house via postal mail. After they receive their PIN number in the mail, they can then log on to the myPay website, create their personalized PIN number and print out a copy of their Form W-2.