

Employee Name: _____ **Date:** _____

Welcome to the Ohio National Guard Team! Listed below you will find the REQUIREMENTS that must be met BEFORE a Computer user and/or Email account (if applicable), can be created. Please review this carefully and be sure to consult with your supervisor, your BN or local IASO, or the J6 Help Desk (614-336-7168) if you have any questions or concerns. Again, you must complete steps 1-6 before a user account will be created. ---J6 Help Desk---

1. Army Knowledge Online (AKO) Account

- AKO account created. Site link: www.us.army.mil

2. Background Check / Security Clearance – Executive Order 12968 and the Security Policy Board have mandated minimum requirements for the scope of the investigations used to grant access to classified information and government information systems. New employees must have one of the following completed prior to gaining access to government computer and information systems. Please contact your supervisor or MSC Security Clearance representative. for assistance with Federal Investigations.

- National Agency Check (ENTAC or NAC-LC) **MINIMUM REQUIREMENT** for all Military members, DoD Employees.
- National Agency Check with Credit Check and Written Inquiries (ANACI) **MINIMUM REQUIREMENT** for all civilians including State Employees and Contractors.
- Security Clearance (Secret or Top-Secret) *Requirement for certain positions and/or MOS's*

3. Register and create an account within the Army Training & Certification Tracking System (ATCTS)

- Register at <https://atc.us.army.mil> and select the security classification of IT-I upon registering.
- Use only your AKO email address as the registered email account for your ATCTS account.
- ATCTS account holders can track all completed Information Assurance (IA) certifications & training through this site.

4. Required Computer Training – All courses/training must be accomplished prior to the creation of a user network account. You must have a valid AKO account to access the training.

- DoD Information Assurance Awareness Training:** Training must be completed annually to maintain a network account. The Ft. Gordon IA training site link is: <https://ia.signal.army.mil>.
 - PRINT** the DoDIAA Department of the Army Certificate of Training (DA Form 87), **SCAN AND EMAIL** as a .PDF to IAOH@ng.army.mil .
- Mandatory IA Training for Department of the Army (DA) network account holders:** The following online computer courses are **REQUIRED** to be completed prior to the creation of DA network accounts; [*Army G3 Computer Training*], [*Thumb Drive Awareness Training*], [*Personally Identifiable Information (PII) course*], [*Phishing Awareness Course*], [*Portable Electronic Devices and Removable Storage Media course*], [*SAFE Home Computing*]. Site link: <https://iatraining.us.army.mil>. **NOTE** (Within 72 hours of successful completion, these courses, should automatically register in your ATCTS account. To expedite the creation of your network account, print each certificate and forward to the J6 with your AGOH Form 25-3).

5. Acceptable Use Policy (AGOH Form 25-1)

- ❑ New Users must have their Information Assurance Security Officer (IASO) assist with completing the Acceptable Use Policy (AUP) briefing and the new employee **MUST DIGITALLY SIGN** the AUP (AGOH Form 25-1). This must be **EMAILED in PureEdge format only** to IAOH@ng.army.mil . Once this form is digitally signed, it confirms that the new employee's CAC is fully functional. Click to download form [[Download AGOH Form 25-1](#)]

6. New Network Account Request Form (AGOH Form 25-3)

- ❑ New Users must complete the New Network Account Request form (AGOH Form 25-3) with the IASO to request a new network user account. If the form is received by the J6 without, at a minimum, Section 1 Blocks 1-6, 8 and 9 AND Sections II and III completed, the form will be returned to the unit for completion. Click to download form [[Download AGOH Form 25-3](#)]

7. Delivery of Required Form (AGOH Form 25-3) to the J6 Help Desk for Account Creation

- ❑ Supervisors/FLLs ensure steps 1 – 6 are thoroughly completed prior to submitting forms for processing.
 - ❑ The AGOH Form 25-3 must be physically delivered, or scanned & emailed to IAOH@ng.army.mil or Fax: 614-336-7328
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