

**470TH MI Brigade
Account Request Checklist**

INCOMPLETE PACKETS AND CHECKLISTS WILL NOT BE PROCESSED

GENERAL INFORMATION		
1	Name	
2	Unit	
3	Section POC	
4	Location	

APPLICANT		DATE/INITIALS
1	Have you registered for an AKO username and if requesting a SIPRNet account, an AKO-S username? Account requests will not be processed without them.	
2	Have you completed Section I of the Access Request and Verification Form? (see attached)	
3	Have you read and initialed each page of the Acceptable Use Policy (AUP) and completed the acknowledgement section on the last page? (see attached)	
4	Have you completed the “DoD Information Assurance Awareness Training” course and exam located online at the Information Assurance Training Center website https://ia.signal.army.mil/DoDIAA/default.asp	
5	Have you Completed the Wide Network Security Focus Training (WNSF)? Training consists of four courses: Portable Electronic Devices and Removable Storage Media, Phishing Awareness, Safe Home Computing, and Personally Identifiable Information (PII). This training can be found at: https://iatraining.us.army.mil . Once registered, take the required site intro course. The WNSF courses can be found at "Course List" under "Lesson Options" on the left navigation bar of the home page.	
6	If requesting a SIPRNet account, have you completed the “Marking Classified Information” course located online at the DSS Academy website https://stepp.dss.mil/SelfRegistration/Login.aspx . (For site issues, contact DSS Customer Support at 888-282-7682.)	

7	Have you registered for an AT&CTS account at https://atc.us.army.mil/iastar/index.php ? Instructions on how to register can be found at: http://www.470mi.inscom.army.mil/report.html	
8	Does your packet include all training and exam certificates?	
9	Submit package to section supervisor/sponsor for Section II completion.	
SECTION SUPERVISOR/SPONSOR		DATE/INITIALS
1	Have you reviewed applicant's package to ensure it is legible, complete and includes all training and exam certificates as listed in previous section?	
2	Have you completed Section II of the Access Request and Verification Form?	
3	Submit application to BDE Service Desk.	
4	Follow up action: Upon notification, instruct applicant to contact local GD Service Desk to activate/setup NIPRNet/SIPRNET accounts.	