

First Four Near-term Objectives

A. Compile Infostructure baseline and consolidation efforts to the Army CIO by 10 Sep 01. Infostructure is defined as the Information Technology (IT) - computers, software, architecture, security, communications, programs, and facilities - required to support a centralized, internet-based network of shared information. Begin by identifying all current initiatives to review, upgrade, or enhance any of the seven areas of IT mentioned. Additional guidance to include formatting of the eventual report will be forthcoming.

B. Submit all IT initiatives, other major acquisition programs managed higher, through the AMC CIO Corporate Council, for review by the Army CIO Executive Board beginning 01 Oct 01. Beginning with the current IT fiscal plans, review all new IT efforts and present them to appropriate board, council, and/or leadership at the AMCCIO.

C. Compile a summary review of all Knowledge Management (KM) initiatives and efforts to the AMC KM Executive Agent (EA) by 14 Sep 01, to be forwarded to the Army CIO by 01 Oct 01. Initial baseline survey has been conducted by our EA at ARL in Mar 01; however much time has past and it must be updated. Work with your KM Council representative to modify survey as necessary.

D. Every Soldier and Department of Army Civilian will have an Army Knowledge Online Account (AKO) by 28 Sep 01 and operate from by 01 Oct 01. To obtain an AKO account (email included) direct your Internet browser to the AKO website [HTTP://WWW.US.ARMY.MIL](http://www.us.army.mil).

1. Account and Access

AKO must be accessed via Internet Explorer or Netscape Navigator. If you are using Internet Explorer (IE), you may need to upgrade your version of IE and/or Cipher Strength as well as change some of you Java Permissions and Security to settings. Please follow the instructions below. Please refer to the AKO helpdesk online or by calling 1-888-AKO-USER (256-8737).

AKO has two types of accounts: FULL and GUEST. To receive a full account, you must meet the following criteria: Army (Active), Army Retired, National Guard, Army Reservist, or DA Civilian. All individuals meeting the criteria for a full account (except DA Civilians) should have their LES available during registration as you will need to provide your PEBD in order to complete the registration process. For a guest account: Army Volunteer, Contractor, DA Civilian, Retired, Family Member of full AKO Member, Foreign Officers (attached to U.S. Army), Cadets (collegiate level), US Air Force, US Coast Guard, US Marine Corps, or US Navy.

If you qualify for Full Account, select "I'm a New User", then click on I'm a New User, and complete the registration form/steps for that account category. Once the required information has been entered click "Next". You will be assigned your user name and will be prompted to select a password (ensure that the password you select is NUMBERS AND LETTERS and a MINIMUM of 9 characters). Click "Finish".

However, if you need to register under a Guest Account, select "I'm a New User", and then choose Guest Account, and then click "Next" to proceed. You will be prompted to enter specific information. MAKE SURE in the box titled "Army Sponsor Email Address" that you enter your sponsor's AKO email address (...@us.army.mil). Support contractors will need a supervisory Civilian or Military sponsor. Once all required information has been entered, click "Next" and an email will be sent to your sponsor requesting authorization for granting your account. Once authorization is granted an email notification will be sent to your registered email address.

Although optional, you should then go to the "Edit Personal Info" link in the "My Army Portal" channel in the upper left corner. Fill out the information on the form provided.) Again optional, go to the "Personalize" tab at the top left of the page and then select the various channels you may be interested; such as "Training Links" or "People" and then "Pay Tables".

The standard AKO format for user name is: "firstname.lastname"; and it is NOT case sensitive. If you are still unable to log in please contact the AKO Help Desk at 1-877-AKO-USER so that they may assist you further. If you ever forget your password, simply go to www.us.army.mil and select "lost password"; the system will then send a notice to that email address that will allow you to reset your password.

2. E-mail

When you registered for the Army Portal, you received an us.army.mil email address. Your address is username@us.army.mil (jon.doe@us.army.mil). Your e-mail address can be accessed through the Army Portal by selecting "Webmail", located along the top of the AKO Homepage. You will be prompted to login to "Webmail". Use the same username and password that you used to access the Army Portal.

You can also access your AKO account with any POP/IMAP capable mail client (Outlook, Outlook Express, Netscape Communicator, Eudora, etc.) The instructions for configuration are located on the login page of Webmail, which you will reach once you have logged into the AKO Portal and selected the Webmail tab.

And you may also set up your AKO email to automatically forward to your primary email account, avoid managing 2 email accounts unless you want AKO as your primary account. To forward AKO email to your primary account, put your primary account address in the forwarding box. Put in your primary email address in the Registration email address.