



JOINT BASE LEWIS-MCCHORD, DFMWR



COMPUTER and MIS ACCOUNT CHECKLIST

Please ensure all steps in this document are completed prior to submission

<p>Army 365 (A365) E-mail</p>	<p>-After receiving your CAC verify, if you can access your Army 365 email account at https://webmail.apps.mil. You can access this by logging into your DoD visitor account.</p> <p>-DoD Visitor account – using any of the staff’s government computer, log in with your CAC and PIN. It takes 2 attempts, first attempt will say you don’t have the proper credentials, try again and it will log you into a DoD Visitor account.</p>	<input type="checkbox"/>
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ALL DFMWR COMPUTER USERS

<p>Army Training & Certification Tracking System (ATCTS)</p>	<p>-Register for an ATCTS account at https://atc.us.army.mil/iastar/register.php using your A365 email account.</p> <ol style="list-style-type: none"> MACOM Unit: Army Materiel Command (AMC) ->Installation Management Command (IMCOM) Signal Command Unit: 7th Signal Command – Fort Gordon -> 106th Signal Brigade -> IMCOM Directorate Readiness - > Joint Base Lewis- McChord -> Directorate of Family, Welfare and Recreation – Joint Base Lewis-McChord <p>ATCTS will e-mail an access code, check your A365 email account and use the access code to complete registration. Login through EAMS-A Single Sign-On and it’ll redirect to ATCTS.</p>	<input type="checkbox"/>
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<p>DoD Cyber Awareness Training & Army IT User Agreement</p>	<p>-Go to https://cs.signal.army.mil/login.asp register for an account if you don’t have one.</p> <ol style="list-style-type: none"> Complete the DoD Cyber Awareness Training Digitally sign the Army IT User Agreement <p>!! Both must be renewed annually to maintain your computer account!!</p>	<input type="checkbox"/>
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<p>System Authorization Access Request DD2875</p>	<p>Download form here: https://jblm.armymwr.com/programs/marketing</p> <ol style="list-style-type: none"> Requestor’s (blocks 1-12) Requestor’s Supervisor (blocks 17-20B) Information Officer (blocks 22-25) Security Manager (blocks 28-30) 	<input type="checkbox"/>
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ADDITIONAL STEPS TO CONTINUE **IF** YOU ARE REQUESTING A MIS USER ACCOUNT ACCESS (RecTrac, CYMS, etc.,)

<p>IMCOM Trainings</p>	<p>-Go to https://www.imcomacademy.com/ima and register for an account.</p> <p>-Log in and use the catalog search to find the trainings below, when training is done take the Survey as well to obtain the certificate.</p> <ol style="list-style-type: none"> Payment Card Industry (PCI) training (CYMS and Rectrac) Rectrac Online Training (Rectrac only) NAF Internal Controls Training (FMD only) 	<input type="checkbox"/>
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<p>MIS Acceptable Use Policy (AUP)</p>	<p>Visit https://jblm.armymwr.com/programs/marketing and download the MIS Acceptable Use Policy (AUP) form.</p> <p>Review, sign, and send to your Supervisor for signature.</p>	<input type="checkbox"/>
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<p>MIS System Authorization Access Request MIS – DD2875</p>	<p>Download form here: https://jblm.armymwr.com/programs/marketing</p> <ol style="list-style-type: none"> Requestor’s (blocks 1-12) Requestor’s Supervisor (blocks 13-20B) FA or FTS (blocks 21-21B) Information Officer (blocks 22 -25) Security Manager (blocks 28-30) 	<input type="checkbox"/>
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JOINT BASE LEWIS-MCCHORD, DFMWR

COMPUTER and MIS ACCOUNT REQUEST FORM



Provide information for account requestor:

Last Name: _____ First Name: _____ MI: _____

Enterprise Email address: _____ Work Telephone: _____

Position Title/Grade: _____ Office Symbol: AMIM-LMW-_____

**No Computing will be provided unless a background investigation (CNACIs) has been completed through the HR office. Please be aware that it is the new employee's chain of command that is responsible for insuring that a request for a background investigation has been made.*

Please verify requirements are completed:

- | | |
|---|--|
| 1. Did you register for an ATCTS account at https://atc.us.army.mil/iastar/ ? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Did you complete the DoD Cyber Awareness Training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Did you read and sign the Acceptable Use Policy (AUP) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Did you complete the System Authorization Access Request form - DD2875? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

MIS Rectrac/CYMS account request:

- | | |
|---|--|
| 5. Did you complete the IMCOM trainings as applicable? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> • Payment Card Industry Training (PCI) (ALL MIS Users) • Rectrac Online Training (ALL RecTrac Users) • NAF Internal Controls Training (ALL FMD Users) | |
| 6. Did you read and sign the MIS Acceptable Use Policy (AUP)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Did you complete the MIS System Authorization Access Request form - DD2875? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Do you have a copy of your IMCOM training "certificate of completion" documents? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I have reviewed and completed all the requirements:

Requestor's Signature: _____ Date: _____

For Supervisors:

Please check which account you're authorizing for your employee:

- Computer Account CYMS Rectrac

I have reviewed all the above and verified the requestor has completed all the requirements:

Supervisor's Signature: _____ Date: _____

Email completed request form and supporting documents to: usarmy.jblm.imcom.list.dfmwr-it-support@army.mil

List of supporting documents to attach to email request:

1. System Authorization Access Request form DD2875 (**All DFMWR Computer Users**)
2. MIS Acceptable Use Policy. (**MIS Users Only**)
3. MIS System Authorization Access Request form DD2875 (**MIS Users Only**)
4. IMCOM Mandated Training "Certificate of Completion". (**MIS Users Only**)