JOINT BASE LEWIS-MCCHORD, DFMWR

COMPUTER and MIS ACCOUNT CHECKLIST

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

Enterprise E-mail (EE)	-For those new to DoD, 24hrs after receiving your CAC verify you can access your Enterprise Email (EE) account at https://web.mail.mil. You can access this through your DoD visitor account. **-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.	☐

ALL DFMWR COMPUTER USERS

Army Training & Certification Tracking System **(ATCTS)**	-Register for an ATCTS account at https://atc.us.army.mil/iastar/register.php using your EE account. 1. **MACOM Unit:** Army Materiel Command (AMC) ->Installation Management Command (IMCOM) 2. **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 ATCTS will e-mail an access code, check your EE account and use the access code to complete registration. Login through **EAMS-A Single Sign-On** and it'll redirect to ATCTS.	☐
DoD Cyber Awareness Training **&** **Acceptable Use Policy (AUP)**	-Go to https://cs.signal.army.mil/login.asp register for an account if you don't have one. 1. Complete the DoD Cyber Awareness Training 2. Sign the Acceptable Use Policy (AUP) !! Both must be renewed annually to maintain your computer account!!	☐
System Authorization Access Request **DD2875**	Download form here: https://jblm.armymwr.com/programs/marketing 1. Requestor's (blocks 1-12) 2. Requestor's Supervisor (blocks 17-20B) 3. Information Officer (blocks 22-25 4. Security Manager (blocks 28-30)	☐

ADDITIONAL STEPS TO CONTINUE **IF** YOU ARE REQUESTING A MIS USER ACCOUNT ACCESS (RecTrac, CYMS, etc.,)

IMCOM Trainings	-Go to https://www.imcomacademy.com/ima and register for an account. -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. 1. Payment Card Industry (PCI) training (CYMS and Rectrac) 2. Rectrac Online Training (Rectrac only) 3. NAF Internal Controls Training (FMD only)	☐
MIS **Acceptable Use Policy (AUP)**	Visit https://jblm.armymwr.com/programs/marketing and download the **MIS Acceptable Use Policy (AUP)** form. Review, sign, and send to your Supervisor for signature.	☐
MIS **System Authorization Access Request** **MIS – DD2875**	Download form here: https://jblm.armymwr.com/programs/marketing 1. Requestor's (blocks 1-12) 2. Requestor's Supervisor (blocks 13-20B) 3. FA or FTS (blocks 21-21B) 4. Information Officer (blocks 22 -25) 5. Security Manager (blocks 28-30)	☐

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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/? ☐Yes ☐No
2. Did you complete the DoD Cyber Awareness Training? ☐Yes ☐No
3. Did you read and sign the Acceptable Use Policy (AUP) ☐Yes ☐No
4. Did you complete the System Authorization Access Request form - DD2875? ☐Yes ☐No

MIS Rectrac/CYMS account request:

5. Did you complete the IMCOM trainings as applicable? ☐Yes ☐No
   - 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)? ☐Yes ☐No
7. Did you complete the MIS System Authorization Access Request form - DD2875? ☐Yes ☐No
8. Do you have a copy of your IMCOM training "certificate of completion" documents? ☐Yes ☐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@mail.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***)