



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 Email (A365)</p>	<p>Verify you can access your A365 email account at https://webmail.apps.mil. You can access this through your DoD visitor account. If you're unable to access, please have your supervisor check with IT.</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"/>
--	---	--------------------------

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 EE 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 BaseLewis-McChord <p>ATCTS will e-mail an access code, check your 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"/>
--	---	--------------------------

<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 Sign the Army IT User Agreement <p>!! Both must be renewed annually to maintain your computer account!!</p>	<input type="checkbox"/>
---	---	--------------------------

<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 17-17e) Information Officer (blocks 19-19c) Security Manager (blocks 22-26) 	<input type="checkbox"/>
---	--	--------------------------

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"/>
-------------------------------	--	--------------------------

<p>MIS Appendix B – Agreement to comply with Information Security Policies</p>	<p>Download form here: https://jblm.armymwr.com/programs/marketing</p> <p>MIS Appendix B – Agreement to comply with Information Security Policies form.</p> <p>Review, sign, and provide.</p>	<input type="checkbox"/>
--	--	--------------------------

<p>MIS Acceptable Use Policy (AUP)</p>	<p>Download form here: https://jblm.armymwr.com/programs/marketing</p> <p>MIS Acceptable Use Policy (AUP) form.</p> <p>Review, sign, and send to your supervisor for signature.</p>	<input type="checkbox"/>
--	--	--------------------------

<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"/>
--	---	--------------------------



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/>? Yes No
2. Did you complete the DoD Cyber Awareness Training? Yes No
3. Did you read and electronically 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)
 - Appendix B (ALL MIS Users)
 - Rectrac Online Training (ALL RecTrac Users)
 - NAF Internal Controls Training (ALL FMD Users)
6. Did you read and electronically sign the MIS Acceptable Use Policy (AUP)? Yes No
7. Did you electronically 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@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. MIS PCI (Payment Card Industry training) (**MIS Users Only**)
5. MIS Appendix B (**MIS Users Only**)
6. IMCOM Mandated Training "Certificate of Completion". (**MIS Users Only**)