

TOKEN CAC REGISTRATION STEPS

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1	Go to the AKO website: https://www.us.army.mil
2	Click: "I Accept" On the User Agreement
3	<p>Login to AKO:</p> <ul style="list-style-type: none"> -Click: I don't have a CAC/PIV -type in your Username (if you do not remember your user name click "Remind me" and follow the prompts) -type in your Password (if you do not remember your password click "Reset" and follow the prompts) Click: Sign in <p>*If you do not remember your username or password click "Having trouble accessing AKO?" Review the CONTACT US menu. You can submit a trouble ticket or call the AKO help desk at (866-335-2769) for assistance.</p>
4	<p>Register your Token CAC</p> <ul style="list-style-type: none"> -Once you are on your AKO homepage click on My Account in the top left- hand portion of the screen, a drop-down menu will appear - click CAC/Certification Registration <u>-Insert your Token CAC card into your computer or CAC Card reader at this time</u> -click the Register icon in the middle of the screen. If the icon shows Clear Registered Information, your card is already registered and you do not need to continue with this step -you will see a listing of all CAC/Token CAC cards that have been inserted into the computer -scroll over each one until you find the one that contains your name (example: John.a.smith) -click on the line beneath your name -when prompted, enter your pin number (Your pin should be a six digit number followed by four zeros, Example: 123456000) -when prompted re-enter your AKO User name and Password -You have completed all steps necessary to register your Token CAC card *If you do not remember your Token CAC pin number, contact your Brigade or whoever issued you the card.
5	<p>Verify that your Token CAC is Registered</p> <ul style="list-style-type: none"> -Logout of AKO by clicking the red X in the top left of your screen -click on the AKO icon on the top right of the screen or login to : https://www.us.army.mil -Click: "I Accept" On the User Agreement -Click: CAC/PIV Login -Click: Sign in -enter pin number when prompted
6	You should be able to login to all of your Army accounts that require Token CAC access using your pin number. This includes DOD EMALL, DTS, ALMS, MYPAY, etc

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