



## Job Aid - Instructions for Non-Army Learners to Request Sponsor for DL PROSPECT Courses on the Army Learning Management System (ALMS)

This job aid provides instructions for non-Army learners to request a sponsor for DL PROSPECT Courses on ALMS. Military members and DoD employees from other military services, and authorized contractors are authorized access to Army Knowledge Online (AKO) in order to take DL PROSPECT courses that are normally hosted on the Army Learning Management System (ALMS) which is behind the AKO firewall. AKO accounts are available for military members and DoD employees from other military services but they must be sponsored by full-Army account holders.

Note: As described in AKO/DKO Account Procedures, all users must behave in a professional manner on AKO. Full Army account holders are responsible for the online behavior of the accounts they sponsor. Inappropriate behavior may result in sanctions.

### **Learner Instructions:**

1. Go to AKO: <https://login.us.army.mil>
2. Click 'I accept'
3. Click 'I don't have a CAC/PIV'
4. Click on 'create account' at the bottom 'New to AKO?'
5. \*After following steps, AKO asks for a 'sponsor name'. Enter the following user name: (Note: if you are NAVFAC and requesting Course 770, USACE DOD Cost Estimating Policy Overview, use User Id: **Andrew.s.browning**)
6. Click submit (The designated sponsor will receive your request to sponsor you. Once he/she accepts, there is a 48 hour waiting period to access AKO).

### **Sponsor Instructions:**

After an individual requests you as a sponsor to access AKO, you will receive following email:

The following person has submitted a guest account request to AKO.

Username: john.smith29

AKO Email Address: [john.smith29@us.army.mil](mailto:john.smith29@us.army.mil)

You have been designated as the approving authority for this person.

To activate or reject this account, please log into AKO and go to the Sponsor Management Console, located under 'My Account'.

1. Go to AKO: <https://login.us.army.mil>
2. Click "My Account"
3. Go to "Sponsor Management"
4. Click "My Sponsored Accounts"
5. Click "New Sponsored Accounts" tab (You will see the person's user name requesting sponsorship)
6. Click the check box to left of requester's name and click "Approve".  
(The requester will receive an email notifying him/her that after 48 hours, they may access AKO and training)

For instructions on accessing ALMS for training, see ULC webpage and under "How Do I...", click "Take Distributed Learning".