



Federal Acquisition Institute

ACMIS Registration

Register as a New User to ACMIS in order to start your register.

Click here to Register as a New User.

Then choose the Username. You can enter your email address as a username if like, so it is easy for you to remember.

Click on Register button, choose the Username. Your Username must be longer than 3 characters, must begin with a letter and can only contain one @ symbol. Then enter your Last Name, your First Name and your Social Security Number. For your security, Social Security Numbers (SSN) will be hidden using asterisks when a user registers.

Social Security Numbers will not be displayed on any pages within ACMIS.

Personal identifiable information is only viewable by the ACMIS administrator.

Scroll down select your Month of Birth and enter Year of Birth.

Next enter your full email address and verify it in the next field.

In Step Four click the drop down and select the Agency you work for.

Then move down to your hint question, pick a question that you can remember the answer for, like what is your favorite color and then select the hint answer once it's completed, then click Register.

Once you have a successful registration, your data will verify within 24 hours and a confirmation e-mail with your Username and Temporary Password is e-mailed to you.

Once you have that go back to Log in Screen.

Member login section, A Welcome screen, enter your Username (created at

Registration) and the Temporary Password (i.e. the one received via email).

Click the login button. Since this is your first time logging in, the Change Password screen is displayed.



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Enter your Temporary Password again and select a new Password. Then confirm it again in the next box and click the change button.

Once your Password is successfully changed, click on the Okay button.

You will be automatically logged out of ACMIS.

Return to the Welcome screen to login again with your new password.

Keep in mind your password expires every 90 days, at which time you are prompted to select the new one

The first time you log in with your new password, you must read and accept the Rules of Behavior to enter the system. The Rules of Behavior are based on GSA's policies and guidelines and other cited federal documents. Click the I Agree button, located at the bottom of the page, to accept that you will adhere to the Rules of Behavior. You will then be taken to the My Information screen.