

User Registration:

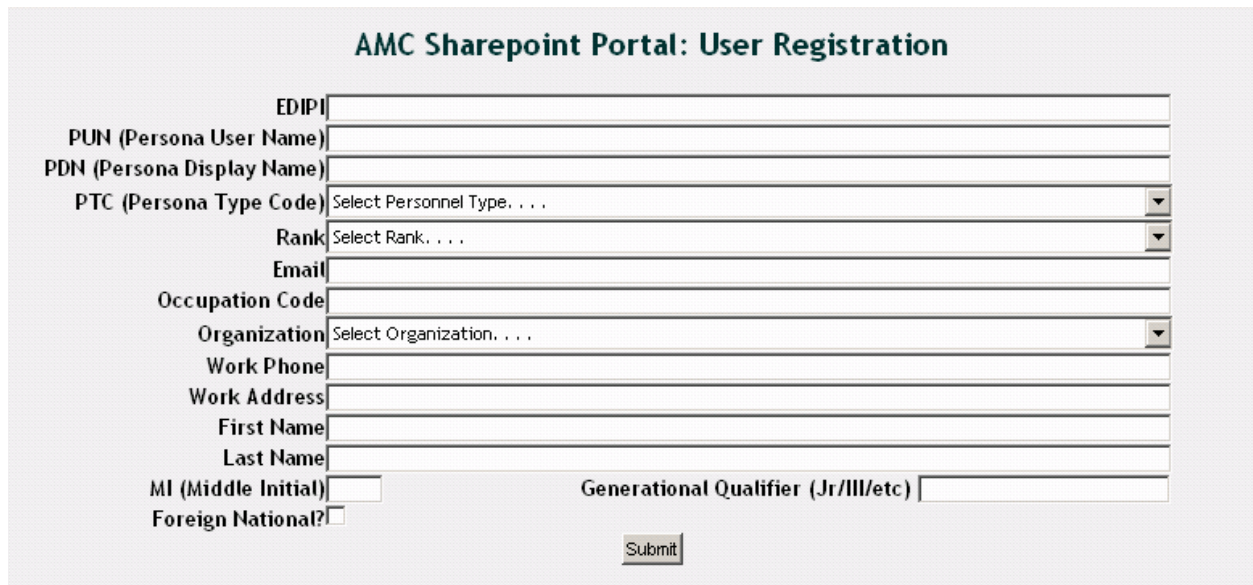
With the SharePoint migration to DISA, some ACC user accounts will not be automatically provisioned. Therefore, all ACC users need to register for a DISA account prior to being able to access the new SharePoint 2010 site. It is a simple process, detailed below.

User Registration Module:

To help prepare you for access to the new sites, please go to the following URL and complete the registration form:

<https://adfs.aep.army.mil/Registration/default.aspx>

Please have the user fill out the registration form, screen shown below, and the account will be created by DISA by **1200 the following day**. Please register now so you have access to the new SharePoint 2010 site once available.



The screenshot shows a web form titled "AMC Sharepoint Portal: User Registration". The form contains the following fields and controls:

- EDIP: Text input field
- PUN (Persona User Name): Text input field
- PDN (Persona Display Name): Text input field
- PTC (Persona Type Code): Dropdown menu with "Select Personnel Type. . . ."
- Rank: Dropdown menu with "Select Rank. . . ."
- Email: Text input field
- Occupation Code: Text input field
- Organization: Dropdown menu with "Select Organization. . . ."
- Work Phone: Text input field
- Work Address: Text input field
- First Name: Text input field
- Last Name: Text input field
- MI (Middle Initial): Text input field
- Generational Qualifier (Jr/III/etc): Text input field
- Foreign National?: Check box
- Submit: Button

You may receive the following error when attempting to register for your AEP account at <https://adfs.aep.army.mil/Registration/default.aspx> for the new 2010 SharePoint sites:

".Net SqlClient Data Provider threw: String or binary data would be truncated. The statement has been terminated."

If you receive this error, please take the following steps (screen capture attached as "register.pdf"):

1. Locate the MI (Middle Initial) field (second line up from the bottom)
2. Delete the entire pre-populated middle name EXCEPT for the first letter (leave only your middle initial)
3. Click Submit and your registration should go through.



AEP: User Registration

Filled automatically-

EDIP

AKO Name-

PUN (Persona User Name)

PDN (Persona Display Name)

PTC (Persona Type Code)

Rank

Email

Series-

Occupation Code

Organization

Army Contracting Command-

Work Phone

Work Address

First Name

Last Name

Change to your initial only

MI (Middle Initial)

Generational Qualifier
(Jr/III/etc)

Foreign National?

Submit