

Below are the instructions for acquiring an AKO and IRBNet account:

I. AKO/DKO Account Activation (go to step II if you already have an active AKO/DKO account)

Active Duty and Federal Employees, please follow these instructions:

- Log onto AKO/DKO website: <https://www.us.army.mil> .
- Click "I Accept".
- You will be directed to the AKO/DKO login page.
- Under "New User?" click on either Register without a CAC or Register with a CAC.
- You will be directed to the AKO/DKO registration page.
- Provide your social security number, click "Next" and complete the registration.
- Your AKO/DKO account should be active within an hour.
- If you encounter any problems with registering for an AKO/DKO account, please contact the AKO helpdesk at 866-335-ARMY(2769).

Contractors, please follow these instructions:

Please Note: You will need a sponsor. A sponsor can be any individual who is an active duty member of the military or a Federal employee.

- Log onto AKO/DKO website: <https://www.us.army.mil>.
- Click "I Accept".
- You will be directed to the AKO/DKO login page.
- Under "New User?" click on either Register without a CAC or Register with a CAC.
- You will be directed to the AKO/DKO registration page.
- Provide your social security number and click "Next".
- Please provide your Sponsor's AKO or DKO username and complete the registration.
- Your sponsor will receive an email from AKO or DKO to verify your account.
- Your AKO account will be active within 24 to 48 hours after your sponsor has verified your account.
- If you encounter any problems with registering for an AKO account or your sponsor has not received a verification email, please contact the AKO helpdesk at 866-335-ARMY(2769).

II. IRBNet Account Activation (For All Users)

- After your AKO/DKO account has been activated, go to <https://www.us.army.mil/suite/page/596540>.
- Login to AKO/DKO using your CAC or username/password.
- If you enter your username/password, you'll have to complete the Knowledge Based Authentication. (There are 15 questions you'll have to complete. After you have answered all the questions, you will be prompted to answer 3 of the 15 questions before you can continue.)
- Agree to the AKO/DKO privacy agreement.
- At the DMRN website, click on "IRBNet Entry".
- At the DMRN privacy page, click on "Continue".

- You will be directed to the IRBNet registration page. Register with your regular email account if you want all the IRBNet emails sent to your regular email, otherwise IRBNet messages will be sent to your AKO email account.
- Auto-Forward all AKO/DKO emails to your regular email account to receive reminders to change your AKO/DKO password (AKO/DKO passwords must be changed every 150 days).
- You will receive an activation email immediately from DMRN.
- Click on the link in the email.
- Your IRBNet account has been activated.