

# STEP BY STEP PROCEDURE FOR SPOUSE OF SERVICE MEMBER TO GET AN AKO EMAIL ACCOUNT

## FOR SPOUSE

- Step 1. Go to the website [www.us.army.mil](http://www.us.army.mil)
- Step 2. Click yes on the pop up window and it will bring you to the home page of the AKO website
- Step 3. Click **register for AKO** under New User? (A new window will open)
- Step 4. Click on **Create Guest Account**

## FOR ARMY SPONSOR

- Step 5. Enter the Army Service Member's AKO logon

## FOR SPOUSE

- Step 6. For account type select **Family Member (DEERS Verified)** if you have a Dependent ID  
If not, select **Family Member**
- Step 7. Fill out personnel information: You must enter title, first name, last name, social, and date of birth If you have dependent ID or otherwise just title and name  
All other information is optional
- Step 8. Click on **Next** (A new window will open)
- Step 9. Select a user name in the box
- Step 10. Make up a password and confirm it (Make sure it fits AKO requirements)
- Step 11. Select 3 security questions and answers and confirm the answers
- Step 12. Click on **Next**
- Step 13. [This is a summary of your info (print a copy if you like)] Click **close window**

## FOR ARMY SPONSOR

- Step 14. Logon to your AKO account
- Step 15. Click **my account** in the upper right corner of the webpage
- Step 16. Click **sponsor management**
- Step 17. Click **approve** under New Sponsored Accounts (Another window pop up)
- Step 18. (Make sure **standard** is selected) Click **approve**

**\*Now the spouse will have access to their own AKO account\***