

Creating a TRADOC student account

- If you have a Fort Sill NIPR Account, please log into the student laptop to see if your account is legit. If you log in and you notice you have a 'visitor' account, you will need to complete the following. If you notice you do not have a 'visitor' account, you are good to go for the duration of BLC. Notify your SGL that you DO NOT HAVE a visitor account.
- Open Internet Explorer, click cancel when it asks for your PIN or certificate
- GO TO - https://portal.tradoc.army.mil/SITES/TSO/SiteAssets/Onboard/OBClass_v3.aspx
- CAC PIN must be entered once. If website asks for CAC PIN 3 times student must wait 30-45 minutes before attempting to access website again. Once on the website students must confirm their class this will take another 30 minutes. Then students will have an actual student account
- Go to the "School" drop down arrow and scroll until you see "635 – NCO Academy Fort Sill" and select it
- Look at the "Class Title" column and look for "Warrior Leader"
- Once you see it, move the cursor/mouse over "Confirm Class" and click it. It will then say "Confirmed" you must wait an additional 45 minutes for your account to be created.
- Ensure you have completed the DoD Cyber Awareness Challenge Training while your TRADOC accounts are created at: <https://ia.signal.army.mil> THIS CERTIFICATE MUST BE WITHIN ONE YEAR!
- You may access the student share drive at: <\\Silla7nec462009\xxi> (Make sure it is a backward slash and not a forward slash)
- If share drive can't be accessed student account was not created properly, students must call ECP support at 442-0900.
- Computer must be signed onto through on-base NIPR connection at least twice a month. Such as 1st and 15th of each month (give or take a couple days due to weekends and holidays). If your laptop "drops off" the network at any time, notify your SGL immediately.

Student Laptop Rules

- Laptops and desktops must stay powered on at all times
- All computers must be logged into and rebooted/restarted daily (however student laptops can go up to 1 week/weekly)
 - All systems must be logged off when no other task is being performed i.e. updates
- Check for updates biweekly
 - Click on the search bar—type “Software Center”— hit enter
 - Select all updates available and click install. If update are taking longer than you need, feel free to pull out your card and proceed with your day/end of day
- After updates have completed, you must restart/reboot your computer. You do not have to log back in, leave system on and running.

Bit Locker

1. Once a student laptop is reimaged bit locker will appear asking to configure bit locker with a pin.
2. Do not use your CAC pin because once you enter your pin (or if a student utilizes their pin, the system will only unlock for that person). The Fort Sill Bit Locker pin is **24681357**. Students don't understand the Bit locker and they enter their own CAC pin numbers. To avoid this please quickly brief them of this occurrence and to please utilize **24681357**.
3. Once the encryption has begun, it may take several hours, so try not to run bit locker during a critical time when using a student laptop.