

## New User Creation Process

When you have a new user you will follow this process to generate an account on the NM Network. **It is required that all fields be filled in electronically.**

1. New user must already have an AKO account (All Army personnel, whether military or civilian, are required to have an AKO account with an AKO email address.)  
<https://www.us.army.mil> (Go to this site for AKO User Creation)
2. User must read completely the NM Computer User Agreement / New User Request. (NMCUA/NUR) [This is posted on the NM Web Site under **FORMS and then NM USER REQUEST FORMS**].
3. After user has completed reading the NMCUA/NUR, the requesting supervisor should fill out remainder of request: **It is required that all fields be filled in electronically.** (An example is included with this document.)  
Supervisor then needs to print out this agreement and have the user and requestor sign then mail or interoffice mail to:

**NMAG-AIM/ IASM  
IASM / DoIM  
47 Bataan BLVD.  
Santa Fe NM 87505**

4. The NM help desk will create the user an account and it **will expire in 30 days** unless the **original signed** user agreement is received and user has successfully completed computer user training. <http://ia.gordon.army.mil/iss/default.htm>  
(Go to this site for Computer user Training)
5. The helpdesk personnel will then e-mail the requestor the new users network name and temporary password.

**EXAMPLE: DO NOT FILL OUT THIS FROM THIS IS JUST AN EXAMPLE.**

**AKO USER NAME: bill.j.smith@us.army.mil**(This information is critical to the creation of a correct NM account)

New user Signature: \_\_\_\_\_

Date: (MM/DD/YYYY) 07/04/2005

IASM NAME: SSG AUCKER

IASM Sig: \_\_\_\_\_

Date: (MM/DD/YYYY) 07/04/2005

**IDT SOLDIER [ X ] (If Checked no email account will be created)**

Supervisors email address: **This is the requestors e-mail address so that we can send information back to requestor Please do not leave blank or request will be denied.**

Supervisors Signature: \_\_\_\_\_

Date Requested: (MM/DD/YYYY) 07/04/2005