

**Online Training Instructions for ATRRS Registration and ALMS Login**

**STEP 1**
From “Online Training”, click the course number of the online training you want to complete.

**STEP 2**
When the ATRRS listing for the course you selected opens, click the number under “Class”.

**STEP 3**
Click “I Agree” in the Privacy and Security Notice.

**STEP 4**
Select “AKO”.

**STEP 5**
Enter your AKO login name and password and click “Login”.

**STEP 6**
Enter your student information and click “Submit Application”.

**STEP 7**
After clicking “Submit Application”, you will see a popup message and a screen confirming your application.

**STEP 8**
You will receive an email like this one when your course is available to you in ALMS.

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**Contractors:** Contact your Program Manager to find out how to get a sponsor for your AKO account.

**ALMS Help Desk**
Commercial: 877-251-0730 (24/7)
DSN: 312-826-4745 (0700 to 1600 EST)
STEP 9: To start your course in ALMS, go to www.us.army.mil and click “I Accept”.

STEP 10: Under “Login to AKO/DKO”, enter your username and password.

STEP 11: Answer your custom knowledge-based authentication questions and click “Submit”.

STEP 12: Go to the “Self Service” tab and select “My Education”.

STEP 13: Click the ALMS logo on the “My Education” page.

STEP 14: Select “Current Enrollments”.

STEP 15: Select “Launch” for the course you want to complete.

STEP 16: After exiting the course, click “Back to Enrollments” to return to “My Enrollments” and relaunch the course.