

Contractor/State Employee Skillport Request Form

1. Fill out request form. All personnel must have an account in ATCTS at <https://atc.us.army.mil>.
2. Have the registration form signed by your Government POC at the bottom of this form.
3. The Government POC will forward the completed registration form to usarmy.belvoir.hqda-cio-g-6.mbx.training-and-certification@mail.mil and note in the e-mail that the user has been "approved" to receive a Skillport account.
4. Skillport request will be processed with 4-5 days if form is filled out correctly. Include the complete enterprise e-mail Address in form. Only use the AKO userid. For example: john.doe. The individual must have an AKO userid in order to process a skillport registration.
5. Students should check their Enterprise E-mail account for the password. This is transmitted directly from ATRRS to the student. The e-mail will be forward to the forwarding e-mail address that is annotated in AKO.

REQUESTOR INFORMATION

AKO userid -ex:
john.doe

Enterprise
Email

Last Name

First Name

Work Phone

GOVERNMENT POC INFORMATION

Enterprise Email

Last Name

First Name

Work Phone

COMMAND/LOCATION INFORMATION

MAJOR COMMAND

UNIT ADDRESS

-
1. This Web site is provided as a public service by the Headquarters United States Army
 2. For site management, [information is collected](#) for statistical purposes. This information is used only for analytical and statistical purposes, such as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.
 3. For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.
 4. Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national security purposes. These logs are scheduled for regular destruction in accordance with [National Archives and Records Administration Guidelines](#)
 5. Unauthorized attempts to deny service, upload information, change information, or to attempt to access a non-public site from this service are strictly prohibited and may be punishable under Title 18 of the U.S. Code to include the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.
 6. If you have any questions or comments about the information presented here, please forward them to the group box **e-mail** address above.

Printed Name (Requestor)

Gov POC Signature