

# HOW TO UPDATE AKO

Version 1, Dated: July 29, 2016

This guide will instruct users when and how to update Army Knowledge Online (AKO) account information.

## 1.1 AKO Support

If you have any questions, contact AKO Support at 1-866-335-ARMY (2769) and chose option number 3, or e-mail at [army.esd-w.support@mail.mil](mailto:army.esd-w.support@mail.mil).

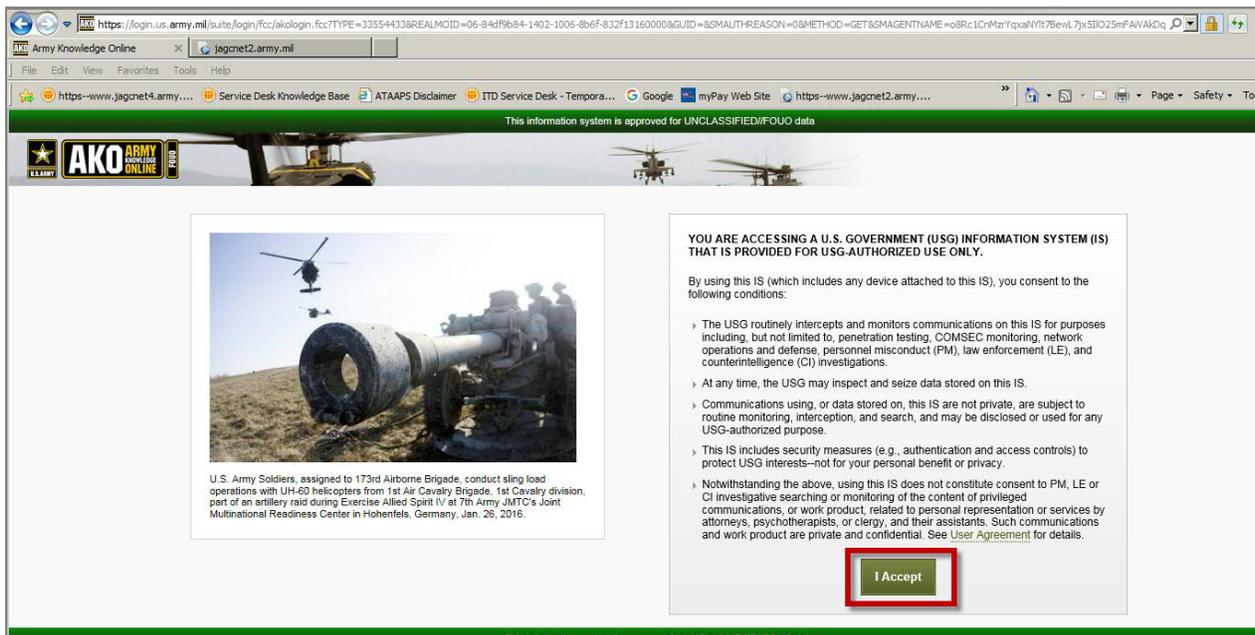
## 1.2 When to Update AKO

Users should update AKO account information when they:

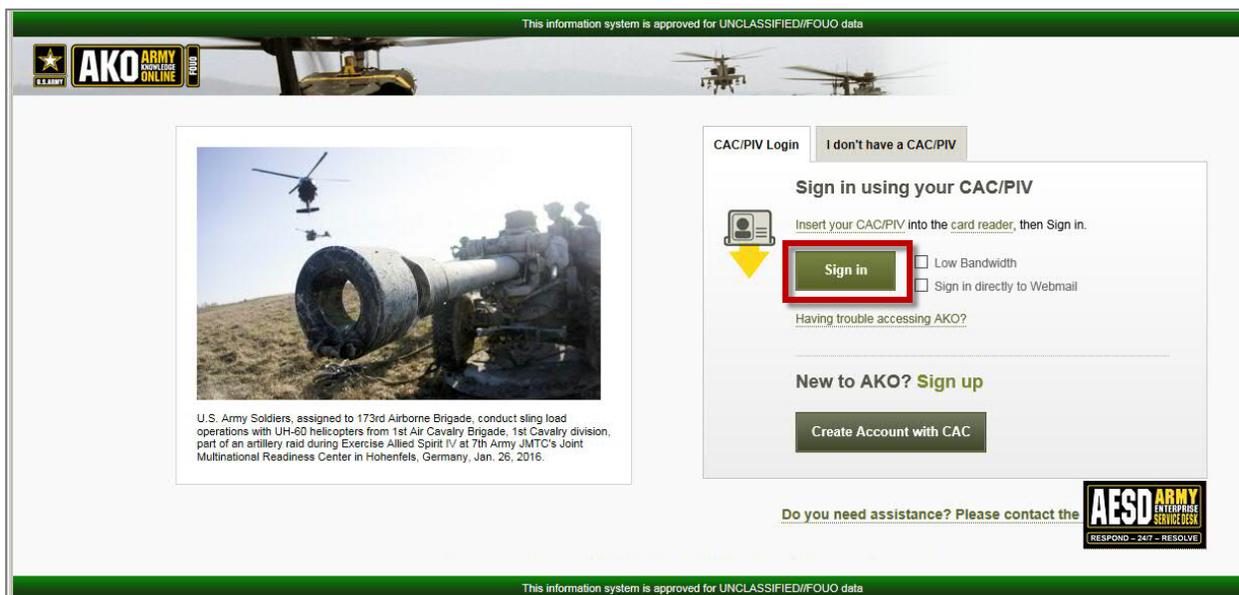
- Receive Permanent Changes of Station Orders (PCS)
- Change Service Status
- Change Rank or Civilian Grade
- Change Name
- Change Duty Position/Title

## 1.3 Accessing AKO

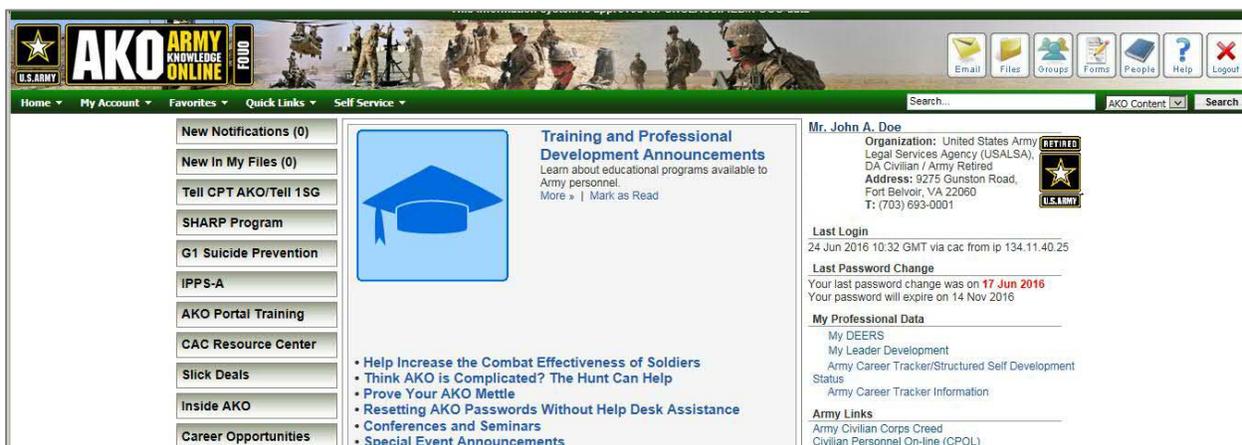
1. Access the AKO website by going to <https://login.us.army.mil>, and then click **I Accept**.



2. Sign in using your Common Access Card (CAC) by clicking **Sign In**.



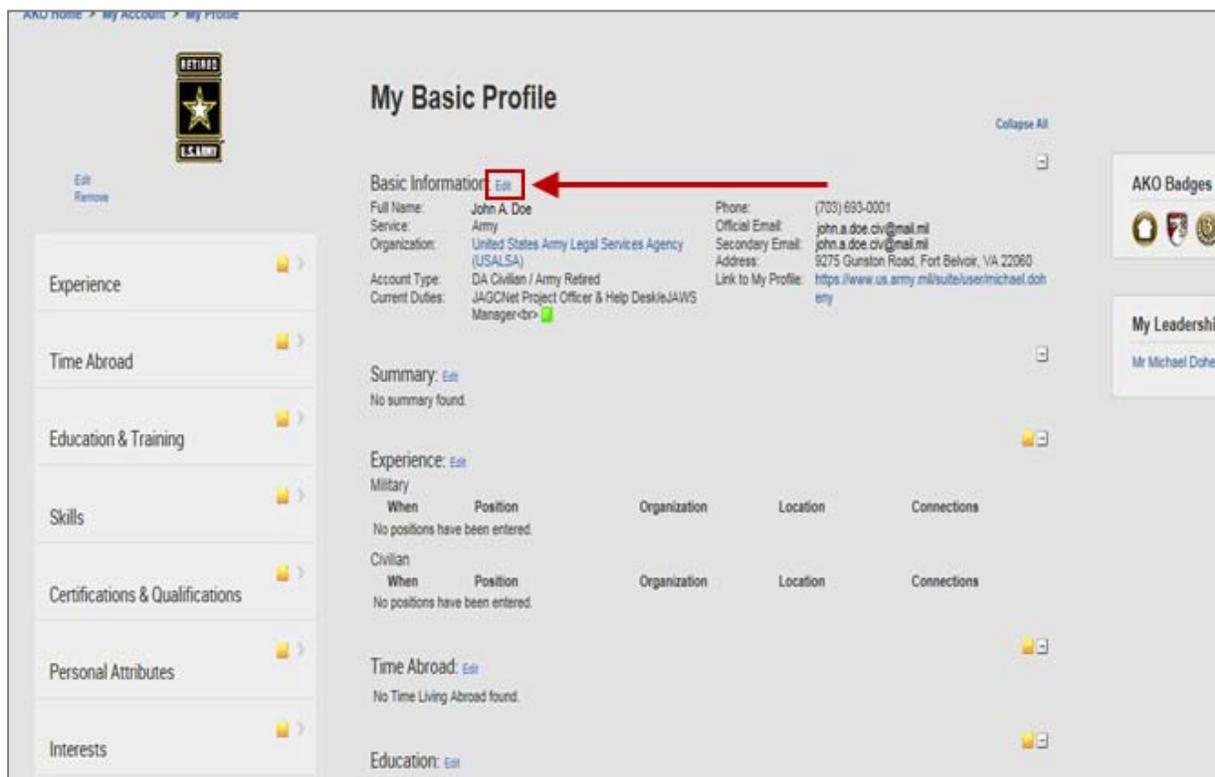
Once logged in, the following screen will appear.



3. Under My Account, click **My Profile Page**.



4. Update applicable information by clicking the **Edit**



5. Click **Save** after making edits.



### 1.4 Completing the Fields

An example of each section's fields are below.

Section	Example
<p><b>Basic Info</b></p>	
<p><b>Experience</b></p>	

	<p><b>Experience:</b></p> <p>Dates From <input type="text" value="2016"/> To <input type="text" value="2016"/></p> <p>* Position/Job Title <input type="text"/></p> <p>Job Type <input type="text" value="Military"/></p> <p>Organization <input type="text"/></p> <p>* Location <input type="text"/> Use commas to separate address components</p> <p>Duty Description <input type="text"/> 0 of 2000 characters</p>
<p><b>Skills</b></p>	<p><b>Skills:</b></p> <p><input type="text"/></p> <p>0 of 500 characters Use commas to separate values</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p><b>Time Abroad</b></p>	<p><b>Time Abroad:</b></p> <p>From <input type="text"/> -NOT SELECTED- To <input type="text"/> -NOT SELECTED-</p> <p>* Country <input type="text"/> -NOT SELECTED-</p> <p>City/Region <input type="text"/> Use commas to separate address components</p> <p>* Reason <input type="text"/> -NOT SELECTED-</p> <p>Operation <input type="text"/></p> <p>* Organization <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

**Education**

Education:

Dates From: 2016 To: 2016

\* School: [Text Field]

\* Degree: --Not Selected--

\* Other Degree: [Text Field]

Major/Concentration: [Text Field]

Save Cancel

**Certifications and Qualifications**

Certifications and Qualifications:

Return to Edit Certifications View

\* Choose New Certification Type: [Dropdown]

\* Choose a DoD 8570.01 Certification from the List: A+

Certification Earned Date: M/d/yyyy (Optional) Date certification was earned (Format) YYYY-MM-DD or MM/DD/YYYY.

Certification ID: [Text Field] (Optional) Enter your unique Certification ID.

\* Choose a Computer Environment Certification from the List: (CHARCS) NET Training

Certification Earned Date: M/d/yyyy (Optional) Date certification was earned (Format) YYYY-MM-DD or MM/DD/YYYY.

Certification ID: [Text Field] (Optional) Enter your unique Certification ID.

Save Cancel

**Personal Attributes**

Personal Attributes:

Select 5 attributes that best describe you, and 5 that are least descriptive of you. View Attribute Descriptions

The least descriptive are for your development only and will not be displayed to other users.

**Most Descriptive of Me:**

1. [Dropdown] 2. [Dropdown] 3. [Dropdown] 4. [Dropdown] 5. [Dropdown]

**Least Descriptive of Me:**

1. [Dropdown] 2. [Dropdown] 3. [Dropdown] 4. [Dropdown] 5. [Dropdown]

Save Cancel

<b>Interests and Hobbies</b>	<p>Interests and Hobbies:</p> <div data-bbox="435 247 1365 373"></div> <p>0 of 500 characters Use commas to separate values</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<b>Save</b>	<p>Click <b>Save</b> after all edits.</p> <div data-bbox="402 583 678 653"></div>