

## **Access and Registering in Smartforce.**

1. Go to the Army Portal, as known as Army Knowledge Online (AKO) ([https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml)). If you have not registered, do this and keep your password hidden (but remember it!)
2. Sign in with User ID (firstname.middleinitial.lastname) and password.
3. When your personal page loads, look under Army Wide Announcements for the “State-of-the Arts Computer Based Training” link. Click on that link.
4. Print out the instructions for registering for Smartforce courses. Read and follow the instructions, which will take to Smartforce.
5. Follow the directions to obtain another User ID and password.
6. Once in Smartforce, follow their clear instructions to develop a learning path. It will instruct you how to download a Smartforce Player, which is necessary to launch courses.
7. Once registered in Smartforce, bookmark the opening page of Smartforce as a favorite. This will allow you to access Smartforce without going through the Army Portal each time.