

NCNG NETWORK ACCOUNT REQUEST WORKSHEET
(Complete this form for New User Account Only)

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Name (Last, First, MI): _____ Rank/Title: _____

AKO User Account Name: _____ (@us.army.mil)

Unit/Dept Name: _____ **Required**
*EDIPI#: _____

Unit Address: _____ Unit UIC#: _____

Unit City: _____ State: _____ Zip: _____

Unit Phone #: _____ Unit Fax #: _____

Alternate Contact Phone #: _____

Position Title: _____

Supervisor's Name: _____ Phone #: _____

Select only one box:

- Full-Time M-Day ADSW - Less than 90 days Civilian Contractor
 Temp ADSW - More than 90 days

*EDIPI = Electronic Data Interchange Personal Identifier **(This 10 digit number is required for the account to be created.)** Insert your CAC into a NCNG computer, use the Ctrl+Alt & Delete keys and click "OK" to Warning banner, your name and 10-digit number will appear on the screen. The 10 digit number after your name is required in the EDIPI field above.

1. A Valid security clearance is required. Supervisor must ensure a security clearance has been issued, clearance paperwork has been started or, an appropriate waiver has been issued.
2. Using the HelpSTAR Web Interface, submit the request worksheet to the G6 Helpdesk by attaching it to a HelpSTAR request. Please DO NOT hand carry the completed form to the G6 Helpdesk.
3. Account creation can take up to three business days and only one National Guard network account is authorized (individuals can not have an account in another state. The account must be deleted before the NCNG account can be created.
4. Logon to the NCNG Network requires a Common Access Card (CAC). Users are responsible for the security of their CAC and PIN and it should not be given to any other user. Accounts are for individual use and not to be shared.
5. A new customer account when logging on will remain restricted until all Mandatory Training is completed and the Acceptable Use Policy (AUP) is read and digitally signed.
6. Users must have a GKO account in order to access the NCGKO Homepage and must register their CAC on both AKO (www.us.army.mil) and GKO (gko.ngb.army.mil) Web sites.
7. If access is needed to special programs (G1, AFCOS, etc.), use the HelpSTAR Web Interface to submit a HelpSTAR Request AFTER the account is created.
8. Contact the G6 Helpdesk with any questions: (919) 664-6342 or (800) 621-4136, extension 46342.