

# 405<sup>th</sup> Army Field Support Brigade (AFSB) HQ S6

## USER ACCOUNT REQUEST CHECKLIST

- Fill out DD 2875
  - User will complete **ALL** highlighted blocks on form DD 2875, **blocks 1 through 20b.**
- Read, Sign and Date Acceptable Use Policy (AUP)
  - <https://ia.signal.army.mil>
- Complete Required Training
  - Cyber Awareness Training and Exam:  
<https://ia.signal.army.mil>
- Have Unit S2 Complete Part III of DD 2875
- Have your local IAM Complete blocks 22-25 of DD 2875
  - Your Local IA will not sign appropriate blocks without Cyber Awareness Training Certificate and ATCTS printout verifying your training and AUP.

\* Army Training and Certification Tracking System (ATCTS):<https://atc.us.army.mil>

**Please turn in the following documents to the 405<sup>th</sup> S6 Helpdesk for processing:**

[Click Here to Email the 405<sup>th</sup> S6 Helpdesk](#)

- a. Completed DD 2875
- b. Signed Acceptable Use Policy (AUP)
- c. Cyber Awareness Training Certificate
- d. Cyber Awareness Exam Certificate
- e. ATCTS Profile Printout