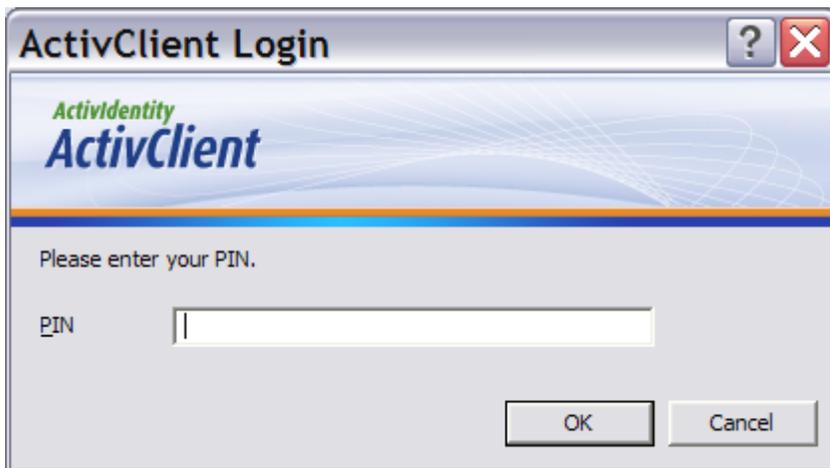


# AMS Self Registration

Go to <https://apps.usma.edu/ams/login/DoDBanner.cfm>

You will be prompted to select a CAC certificate – choose the non email one. Then input your PIN.



The image shows a screenshot of a Windows-style dialog box titled "ActivClient Login". The dialog box has a title bar with a question mark icon and a close button (X). The main content area features the "ActivIdentity ActivClient" logo at the top. Below the logo, the text "Please enter your PIN." is displayed. Underneath this text is a text input field with the label "PIN" to its left. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

At this point – the AMS will recognize that you have an active account in the usmaedu domain, but have not yet registered for the AMS. You will be presented with the following screen. Fill out all of the information and hit the submit button.

The screenshot shows a Windows Internet Explorer browser window with the URL [https://apps.usma.edu/ams/login/self\\_registration/faculty\\_insert\\_form.cfm](https://apps.usma.edu/ams/login/self_registration/faculty_insert_form.cfm). The page title is "Staff / Faculty AMS Registration". Below the title is a form with the instruction "Please provide the information below (\* indicates mandatory field)". The form contains the following fields:

* Title:	<input type="text"/>
* Last Name:	BROOKS (contact your department's Info Mngmnt Officer to change)
* First Name:	SUSANNA
* SSN:	<input type="text"/> (enter 9 digits only, no "." or spaces)
Date of Birth:	<input type="text"/> (enter date in m/d/yyyy format, ex: 9/14/1977)
* E-Mail:	susanna.brooks@usma.edu (ex: john.smith@usma.edu)
Work Phone:	845-938-4086
* Work Office:	<input type="text"/>
* Employee Type:	<input type="text"/>
Grade:	<input type="text"/>
User ID:	susanna.brooks (contact your department's Info Mngmnt Officer to change)
CAC ID:	1162345474 (this is your DOD EDI ID from your CAC Card)

A "SUBMIT" button is located at the bottom right of the form.

At this point – you will have an active account on the AMS. Your departmental administrator or DCO will give you privileges to those modules that you will require.

