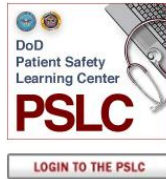


You must have **both** an Army Knowledge Online (AKO) account and a DoD PSLC account to access the PSLC.

1. Navigate to the DoD Patient Safety Program website at <http://health.mil/dodpatientsafety>.
2. Click the **PSLC graphic** on the far right. The DoD Patient Safety Learning Center page displays.
3. Click **Request a new PSLC account** in the center of the page. The **PSLC Account Registration** window displays.
4. Read **Online Step 1: Register for an AKO Account** and click the link that applies to you. The **AKO Account Registration form** opens in a separate window.



NOTE: If you already have an AKO account, proceed to step 9 on this job aid.

STEP 1 - Register for an AKO account.

In this step, you will be directed to the AKO website to register for a new AKO account. It is important that you remember to do these two things during the AKO registration process:

- If you are asked to provide a sponsor, enter "joint.training" in lower case with no spaces.
- Write down the AKO username you are assigned in the registration process.

Read the following statements and click the one that applies to you:

I do not have an AKO username AND I do not have a Common Access Card (CAC) inserted in my computer. I want to register for a new AKO account via the AKO website.

I do not have an AKO username AND I do have a Common Access Card (CAC) inserted in my computer. I want to register for a new AKO account via the AKO website.

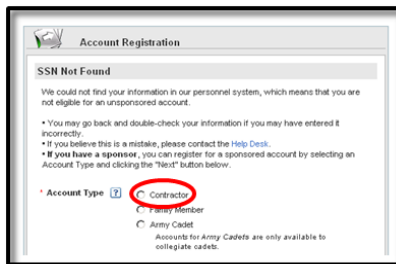
If you already have an AKO username, go to step 2.

PSLC Online Registration Instructions

NOTE: If your account has been deactivated or you do not remember your username, you do not need to go through the AKO registration process again; simply email the PSLC Support Team (psp_pslc@bah.com), and we will provide you with instructions to get it reactivated.

5. Complete the **AKO online registration form**. In the first step on the form, enter your **social security number**.

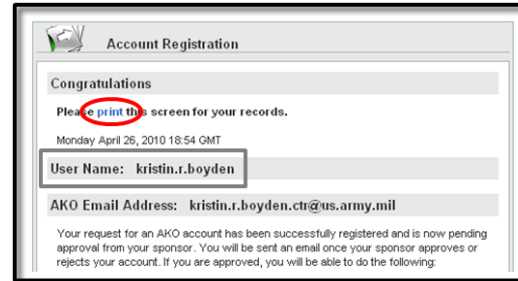
NOTE: If you get the **SSN Not Found** message, select **Contractor** as your **account type**.



AKO Registration-SSN Not Found

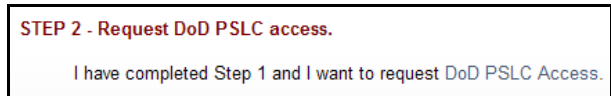
6. If asked, enter your **Sponsor** as **joint.training**.
NOTE: This is case and space sensitive, so enter it exactly as shown above.

7. Click **submit** after you complete the remaining steps. The **Registration Confirmation page** displays. **Print this page** and keep it in a safe place.



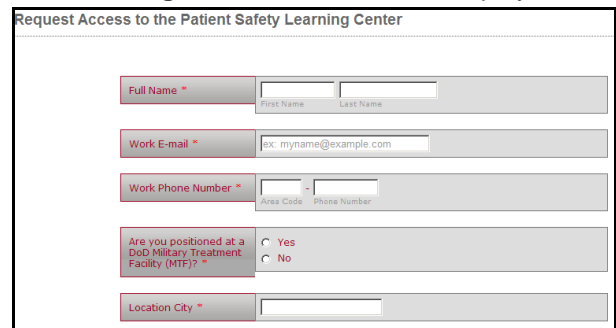
AKO Online Registration Confirmation

8. Return to the **PSLC Account Registration** window and begin Online Step 2.



PSLC Online Registration Confirmation

9. Click the **DoD PSLC Access** link. The **PSLC Account Registration form** window displays.



PSLC Account Registration Form

10. Complete **ALL FIELDS**, read and agree to the **PSLC Terms of Use**, and click **Submit Form**.
11. The PSLC Support Team will review your request and obtain approval from a government authority. You will **receive an email** from psp_pslc@bah.com confirming your access and login instructions.

I NEED HELP...

The PSLC Support Team is available to you for live support with account registration.

You can ask questions and get troubleshooting tips via email, or request to walk through the registration process with a member of the PSLC Support Team.

To contact the PSLC Support Team, email psp_pslc@bah.com.