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#### **A** REQUIRED ACCOUNT/MEMBERSHIP

Before accessing the DoD PSLC, you will need an AKO/DKO account and DoD PSLC membership.

**NOTE:** You **must** use the **DoD PSLC Accounts Quick Guide** to register for your account. This Quick Guide is available for download from the **DoD PSP Web site**, <http://health.mil/dodpatientsafety>. Click **Create an Account** in the DoD PSLC box on the right side of the screen.

#### **B** LOGGING IN AND OUT OF THE DoD PSLC

##### Logging In to the DoD PSLC

1. Navigate to the DoD PSLC from the **DoD PSP Web site**, <http://health.mil/dodpatientsafety>.
2. Click **PSLC Login** in the DoD PSLC box on the right side of the screen.



Or, you can go directly to the **DoD PSP Web site, PSLC page**, <http://health.mil/dodpatientsafety/ProductsandServices/PSLC>.

3. Log in with your **Common Access Card (CAC)** for faster, safer validation. Or enter your **username** and **password** if you do not have a CAC or have not registered it with AKO yet. Then click **Submit**, and the **DoD PSLC Home page** displays.

**NOTE:** If the DoD PSLC Home page does not display, please enter the direct **DoD PSLC web address**, <https://www.us.army.mil/suite/page/595412>.

##### Logging Out of the DoD PSLC

1. Click **Logout** (located in the upper right corner of the window). A message displays indicating you have logged out of AKO.

#### **C** REGISTERING YOUR COMMON ACCESS CARD

Before you can log in to the DoD PSLC with your CAC, you must register it with AKO.

1. Log in to the **DoD PSLC** using your **AKO username** and **password**.



2. Click **My Account**; click **Login Options**; click **CAC/Cert Registration**; then follow the **on-screen steps** to register your CAC.

#### **D** USING THE AKO FAVORITES MENU

##### Adding the DoD PSLC to Your AKO Favorites Menu

**⚠** The AKO Favorites menu is different than your internet browser favorites list; please follow the instructions carefully.

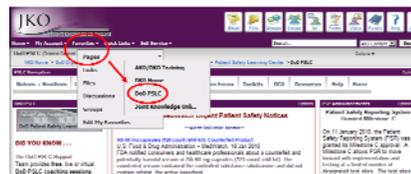
1. Click **Options** in the top navigation bar.
2. Click **Add to Favs**.



##### Accessing the DoD PSLC via Your AKO Favorites Menu

If you navigate outside the DoD PSLC to JKO, AKO, or DKO, you can return to the DoD PSLC using your **AKO Favorites menu**.

1. Click **Favorites**; click **Pages**; click **DoD PSLC**; and the **DoD PSLC Home page** displays.



**⚠** Members must contact the PSLC Support Team, [psp\\_pslc@bah.com](mailto:psp_pslc@bah.com), before adding 10 USC Sec. 1102 protected quality assurance information to the DoD PSLC.