REGISTRATION INSTRUCTIONS

**TRANSITION** ASSISTANCE PROGRAM

STEP ONE: CREATE A DS LOGON

DS LOGON WILL BE USED IN LIEU OF YOUR CAC ONCE YOU ARE OUT OF THE MILITARY BE SURE TO SAVE YOUR USERNAME AND PASSWORD!

1. Go to "Registration" bookmark in Chrome
2. Insert CAC into computer and wait 10 seconds
3. Select: **Create New Account** to create DS Logon
4. Select: **CAC I have my CAC with access to a CAC reader**

FOLLOW ALL STEPS – SKIPPING THE AUTHENTICATOR FOR NOW

5. Update contact information
6. **Create and record your Password** -- take a picture of it!
7. **Take note of your username** -- your military email **BEFORE .MIL**
   FirstName.MiddleInitial.LastName.Numbers
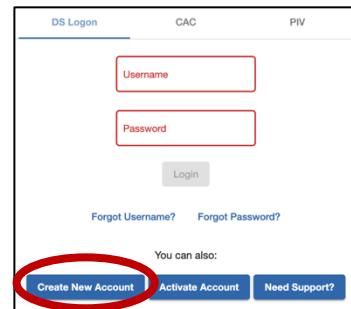
STEP TWO: CREATE TAP PORTAL ACCOUNT

1. Sign back into site: Go to "Registration" bookmark

SKIP THE SETUP MULTI-FACTOR AUTHENTICATION PORTION FOR NOW

2. Select: **Websites Accepting DS Logon**
3. Select: **Army TAP Portal** then **Accept** and **Submit**
4. Follow screen prompts: Make information is accurate
5. Complete and **Submit**

STEP THREE: COMPLETE INITIAL ASSESSMENT

1. Once registration completes, select *Complete Initial Assessment*
2. **Answer carefully**: take note of lay out of answers
3. This should take 10 to 15 minutes
4. Once completed, return to front desk for scheduling

WEBSITE TO REGISTER AND ACCESS PORTAL https://portal.armytap.army.mil