



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**

The screenshot shows the DS Logon registration interface. It has tabs for 'DS Logon', 'CAC', and 'PIV'. There are input fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, under 'You can also:', the 'Create New Account' button is circled in red, along with 'Activate Account' and 'Need Support?'.

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**

The screenshot shows the DS LOGON profile page. The 'Websites Accepting DS Logon' link is circled in red. Below the link, it says 'Welcome Your Name' and 'Last login: Aug 28, 2023, 3:30:33 PM local time'.

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

The screenshot shows the 'SOLDIER FOR LIFE' registration confirmation page. It includes a 'Registration Confirmed' section with a message about completing the initial assessment. At the bottom, the 'Complete Initial Assessment' button is circled in red.

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