Learner Log-In Instructions

DLS Help Desk Toll Free: 1-877-251-0730 Hours: 24/7

System requirements to use the ALMS include web browser (Internet Explorer (IE) 9 or 11), NIPRNET or internet connection, and an AKO account. The following are the minimum and required browser settings that will allow you to view the majority of courseware on the ALMS:

- JavaScript Status = Enabled
- Operating System = Windows Vista or Windows 7
- Internet Browser = IE9 or IE11
- Flash Player = 11.5+
- Pop-Up Blocker = Not Blocked
- Cookies Enabled = Yes
- Screen Resolution = 1024 x 768+
- Color Depth = 24 Bit

In order to use the ALMS, you must disable the pop-up blocker in the internet browser Options tab.

System performance will vary depending on quality and speed of network connection. Most courseware must have the Active X controls enabled in Internet Explorer.

Note: Courses in the ALMS should include a Letter of Instruction (LOI) which may list specific recommendations for an optimized training experience. Depending on the browser, you may need to enable or disable Compatibility Mode.

Please note that enabling Compatibility Mode in IE11 requires a series of steps:

- In the Internet Explorer toolbar at the top of the screen, select "Tools."
- Select "Compatibility View settings."

  Note: If the toolbar is not visible, right-click in the space at the top of the browser

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1 Internet Explorer 11 (IE11) reflects the browser type and version that is included in the Army Golden Master (AGM) [AGM version 11.1.1, https://www.us.army.mil/suite/page/130061] approved software for use on Army-owned personal computer workstations. Users may employ other browser types (e.g. Chrome, Firefox, etc.) to execute ALMS-hosted courseware, but this courseware was not tested to run using these browsers and technical support for problems in execution will be limited.

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window and select “Menu bar.”
- The URL base "army.mil" should appear in the text field at the top of the "Compatibility View Settings" window under “Add this website.”
- Select "Add."
- The URL will now appear in the second text field, "Websites you've added to Compatibility View."
- Select "Close."
- The page will refresh. You are now operating in Compatibility Mode.

Logging in to the ALMS
Step: 1
Making IE Browser Setting Changes (applies to most IE browser versions)

- In Internet Explorer, click Tools, then select Internet Options. The Internet Options window is shown in Figure 1 below.
- Select the Security tab and set the Security level for this zone to Medium.

Note: Some settings may not be available to you. Please consult your System Administrator for assistance, if applicable.
Figure 1: Internet Options – Security Tab

- Select the Privacy tab and under Pop-up Blocker, make sure the box is unchecked and click Apply. This tab is shown in Figure 2.
Also under the Privacy tab, click the Advanced button and check the box for "Override automatic cookie handling", leave the “First-party” and “Third-party” Cookies set on Accept and check the box for “Always allow session cookies”. This dialogue window is shown in Figure 3. Now click “OK” for the Advanced window and then “OK” for the Internet Properties window.
Figure 3: Advanced Privacy Settings

Step: 2

- Set up an **AKO** account if you don't currently have one issued.
  - Guidelines for determining AKO account eligibility can be found on the [ATHD website](http://athd website).
- After reading the US Government Information System message, click the I Accept button.
- Click the Sign up link next to “New to AKO?”

Step: 3

- Once you have successfully logged in to AKO, click the Self Service tab and then the My Education link, as shown in Figure 4.
Figure 4: AKO Home Page – Self Service Tab

You will now be in the My Education portal page and can enter the ALMS by clicking the ALMS logo or the text that says "Access the ALMS." The ALMS portlet is shown in Figure 5.
Step: 4

Windows Security Alert Notification

If you are accessing the ALMS from other than a DLS Digital Training Facility (DTF) you may experience this Security Alert window. Click yes until it disappears.

Step: 5

Upon logging in, you will be directed to a brief ALMS tutorial to help get you started.

Note: The tutorial is a one-time mandatory requirement. After that initial viewing, you will be able to access the tutorial as a resource from a link on the homepage.

Upon completion of the tutorial, you will arrive at the ALMS homepage (as shown in Figure 6) and will be able to find/register/complete training.
Please note that you cannot register for Army Training Resources and Requirements System/Civilian Human Resource Training Application System (ATRRS/CHRTAS) managed courses from the ALMS. For those courses, you must either request enrollment from your supporting unit training specialist, e.g. Structured Self-Development enrollments) or you may self-enroll in ATRRS for courses where permissible. You may registered for non-ATRRS-managed courses directly in the ALMS using the “Search” link on the ALMS homepage.

Figure 6: ALMS homepage