

# DHA Learning Management System (LMS) hosted by JKO

## Sponsored User Account Request

### **INSTRUCTIONS:**

1. This form is for use by those requiring access to the DHA LMS hosted by JKO that do not have a Common Access Card (CAC). Please fill out the required information and submit this form to your government sponsor's email address.
2. Please note that the email address provided in this form will be the only one associated with your new account.
3. Handwritten forms will not be accepted.
4. The Government sponsor is responsible to forward this completed request via a .GOV or .MIL email account to: [dhagsc@mail.mil](mailto:dhagsc@mail.mil). Only one request per email, please.

By submitting this form, both the individual requesting sponsorship and the Government sponsor are indicating that the information contained therein is true and accurate. This request is submitted to the Sponsor for verification and then to the DHA Global Service Center for account creation. Accounts take approximately 24 hours to process after receipt from the Sponsor. Once created, the individual requesting a sponsored account will receive email notification with account information and login instructions. The Government sponsor should contact the DHA Global Service Center at 1-800-600-9332 with any questions.

To Be Completed by Individual Requesting Sponsored Account			
Full Name (Last, First, MI)			
Email Address			
US Work Phone Number			
DSN/International Work Phone Number			
Country of Citizenship			
Government Organization			
Category <i>Please place an X in the most appropriate box.</i>	Contractor:	Volunteer:	Civilian Student:
	Foreign National:	DoD Family Member:	Other (describe):
Organization UIC (if known)			
Reason Account is Needed			

To Be Completed by Government Sponsor	
Full Name (Last, First, MI)	
Title	
Rank/Grade	
US Work Phone Number	
DSN/International Work Phone Number	
Email Address	
Organization Name	
Organization UIC	