

## **IMO recommendation for every course welcome letter.**

Every student requires an A365 license to use computer resources during the course. A F5 license will suffice but the student will only be able to access office products via a web browser. Students should request from their state or unit a G5 license via AESMP (<https://www.aesmp.army.mil>), which will enable them to use desktop apps. Students who arrive without an office license may have their ability to access resources delayed.

As of 30 September 2025, every student must have an approved record in the Account Verification System (AVS) prior to arriving at the 166<sup>th</sup> RTI for training. This replaces the ATCTS system for validating Cyber Awareness training and User agreements, which must be completed annually to access Information Systems (IS). If you already have a verified AVS profile you do not have to do another one.

This is a multistep process that can take up to 30 days to complete and should be initiated as soon as possible. Your State or unit G6 should be able to help with the process.

The first step is to go to <https://cs.signal.army.mil>, log in, and ensure your Cyber Awareness and IT User Agreement are valid through the end date of your course. Record those dates for the next step.

The second step is to go to <https://iga.army.mil/> and click on “Submit (2875) baseline SAAR Request” and complete that process.

Once your AVS (2875) is returned to you completed, you can move onto step three, the New System Access Request at [https://www.aesmp.army.mil/csm?id=sc\\_cat\\_item\\_guide&sys\\_id=385352a397989ed040c7b8021153af6e](https://www.aesmp.army.mil/csm?id=sc_cat_item_guide&sys_id=385352a397989ed040c7b8021153af6e). It is recommended to save the email notification you get from AESMP with your ticket number so your NSAR request can be followed up on, should there be any delays.

Once the NSAR is approved you will get a confirmation email, print that email to PDF and submit it to the course manager with your other documents. Students who arrive without a completed NSAR may not be able to access IS and may be dismissed from the course.

