

- 1) All MIDN must create sponsored account (Power-point provided says to create a Joint account, this works for the sponsor, not the MIDN); therefore, the NROTC Unit must have a sponsor to verify each account individually. The sponsor has to be able to log on to AKO using CAC access otherwise the sponsor cannot access the Sponsor Control Panel.
- 2) MIDN used an "Army Cadet" rank in their access request as it was the closest Navy equivalent.
- 3) From the time the sponsor verifies the MIDN account to the time the MIDN can access the system has roughly a 12hr turnaround.
- 4) Each MIDN must have a front view (1) and side view (1) photo, no more than 200Kb and no more 200x200 pixels, that are taken from the shoulders up prior to completing the form.
- 5) MIDN must know blood type and student UIC prior to completing the form.
- 6) Need parents address and home of record address.
- 7) Recommend to each person using the Army's Pro-File (ISOPREP) form to print out the entire form prior to submitting as if there is a query error or a system time-out all data will be lost even if the back button is used. This caused significant delays in submission as the entire form had to be recreated.