

## How to Create CJMTK Account

1. Navigate to [www.cjmtk.com](http://www.cjmtk.com)
2. Click on Apply for CJMTK in the upper right corner



The screenshot shows the CJMTK website's home page. At the top left is the CJMTK logo, which consists of a stylized globe icon and the text "CJMTK". Below the logo is a dark blue navigation bar with white text for "Home", "FAQs", "Support", "Events", "MCG&I ESG", "Contacts", and "About Us". The main content area has a white background with a heading "How does a program apply to become approved to use the CJMTK Software?". Below the heading is a paragraph of text and a bulleted list of requirements. The requirements are: "Must have an approved website access account (Create Account)", "Must have an e-mail address with a .mil or .gov extension", and "Must be a designated government sponsor". Below the list is another paragraph of text explaining the application process.

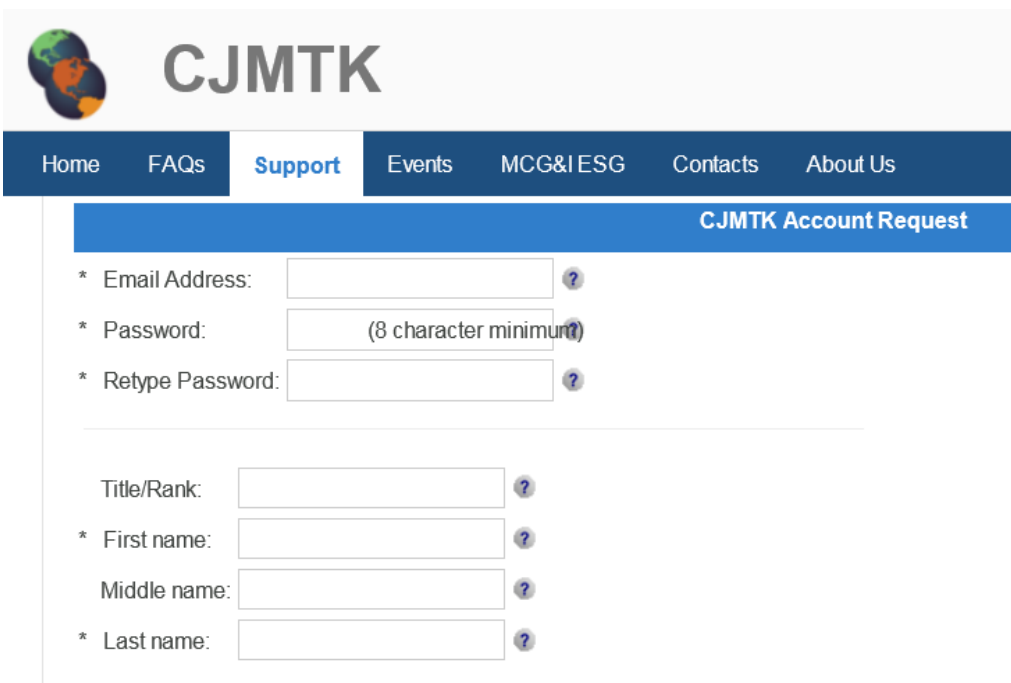
### How does a program apply to become approved to use the CJMTK Software?

Programs may request approval for CJMTK software for their system. In order to apply for CJMTK software, the individual making the request:

- Must have an approved website access account ([Create Account](#))
- Must have an e-mail address with a .mil or .gov extension
- Must be a designated government sponsor

Once you have received an approved CJMTK website account, sign in to the website using your newly approved account, navigate to the Support tab, then click on the "Application" link located under the "Apply to Become Approved CJMTK Program" heading to fill out the application. Submitting an application does not guarantee that a system will be approved for the CJMTK software.

3. Click the Create Account hyperlink
4. Below fill out the necessary information. (Use your work email)



The screenshot shows the "CJMTK Account Request" form. At the top left is the CJMTK logo. Below it is a dark blue navigation bar with white text for "Home", "FAQs", "Support", "Events", "MCG&I ESG", "Contacts", and "About Us". The "Support" tab is highlighted. Below the navigation bar is a blue header for the form titled "CJMTK Account Request". The form contains several input fields with asterisks indicating they are required. Each field has a small question mark icon to its right. The fields are: "Email Address:", "Password:" (with a note "(8 character minimum)"), "Retype Password:", "Title/Rank:", "First name:", "Middle name:", and "Last name:".

### CJMTK Account Request

\* Email Address:  ?

\* Password:  (8 character minimum) ?

\* Retype Password:  ?

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Title/Rank:  ?

\* First name:  ?

Middle name:  ?

\* Last name:  ?


**5. For Sponsor click Add selection to the list button**

\* Sponsor:     

Self Sponsoring  (Government personnel only) 

**6. Add the POC Contact information for your specified program and click Add to POC List**

**New POC Information**

\* Sponsor: 

\* Email:


Title/Rank:


\* First Name:

\* Last Name:





\* Organization:


\* Phone:


Self Sponsoring  (Government personnel only)

Request Download Access 

**8. Check the Request Download access checkbox and click Verify Request.**

\* Sponsor:     

Self Sponsoring  (Government personnel only)

Request Download Access 

**9. On the next page click on Submit Request. Once Approver approves the request, the account will have access to CJMTK Website.**