-Requesting access to a new Program Office (PO)
-Setting Your Default PO.

**Click “My Profile”**

**Scroll to the bottom of your profile**

**Click “Request Access to New Program Office”** then see page 2.

**Note:** You can set a Default PO from your Profile as well. It will take effect on the next login, but not immediately.
Service Branch = Army (always true for Army assets);
Program Office = PO
- If deployed or about to deploy: PO = “DoD Deployment Surveillance; Do not select your CONUS/OCNUS Installations if you’re deploying.
- If in an Army MTF (i.e. Hospital PM Team): PO = the installation where you’re working (e.g. "(EH)-US-VA-Fort Belvoir (51062)”; Do not select the Legacy-Data option or PO with an (IH) Prefix.
- If part of the Veterinary Service Corp: PO = “Veterinary Services – PHCD – XXXX” (XXXX= District)

General Information:
- Different roles/permissions for different users will be determined at the local level.
- Roles can be adjusted when the account request is reviewed/approved.

- Add a professional justification (30 characters are needed) that explains what and where your mission will be.
- Click Submit.