



The Army Suggestion Program

Save lives. Save money. Save time.



JOB AID

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How to access the ASP Web site

and what to do when you get there

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There are several ways to access the ASP Web site. The ASP home page URL is https://secureapp2ako.hqda.pentagon.mil/ako/asp/http/services/Asp/asp_home.cfm. If your DOIM permits access, you can access it via <http://tinyurl.com/6r2nn9>.

You may also connect to <http://asp.hqda.pentagon.mil/public/default.htm>. This portal site will give you the option of choosing either a CAC or AKO login.

You can also type or paste "armysuggestions.army.mil" into the address field of your Web browser and hit the "enter" key on your keyboard. You will need to login using your AKO name and password (not your CAC PIN).

If you do not know your AKO name or password, the following workaround should work for most users: Login to AKO using your CAC. Then In the browser window in which you are logged in to AKO, type or paste "armysuggestions.army.mil" into the address field.

What to do when you get to the ASP Web site

Evaluators should click on the "Suggestion Evaluators" link on the left side of the screen to see the suggestions that have been assigned to them.

Functional Proponents should click on the "Functional Proponents" link on the left side of the screen to see the suggestions that have been assigned to them.

UPDATE effective 30 March 2009, users can now log in to AKO using a Common Access Card and CAC PIN rather than an AKO User name and Password. If you are using an old bookmark, you may not be provided this option until you refresh your bookmark with a new one. Go to the site using one of the methods outlined on this document. After following the instructions and logging in with your CAC, go to the **Favorites** menu on your Web browser, select **Bookmark** and save it in the same folder as your previous bookmark.

Suggestion Submitters submitting a new suggestion should click on the "Submit a Suggestion" link on the left side of the screen – or on the link above the mission statement -- and proceed from there.

Suggestion Submitters checking on the status of a previously-submitted suggestion should click on the "Suggestion Submitters" link on the left side of the screen to see the status of their suggestions.

To send a message **requesting technical assistance** to the Help Desk, click on the "Site Problems?" link on the left side of the screen.

To **find the name of your local ASP coordinator** to request non-technical information about the status of a suggestion or to ask about ASP policies, click on the "ASP POC Listings" link near the bottom of the home page.



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Remember that... *Suggestions Save Lives, Money & Time.*

Product of the Army Suggestion Program Lean Six Sigma Project.

