

Quick Start Guide: Creating a DS Logon Account



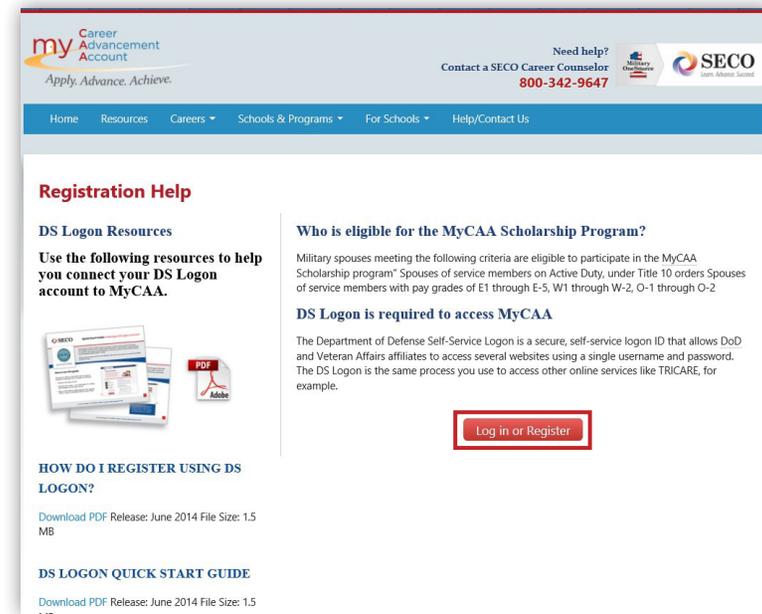
The Department of Defense Self-Service Logon, or DS Logon, is a secure, self-service logon ID that allows service members, veterans or family members affiliated with the Department of Defense or Veterans Affairs to access several DoD or VA websites using a single username and password. All DS Logon accounts are verified through the Defense Enrollment Eligibility Reporting System, or DEERS.

The My Career Advancement Account Scholarship website uses the DS Logon service to access tools offered exclusively to military spouses.

How to use this guide

This guide can help you get started with DS Logon by assisting you in understanding how to complete the following:

- ▶ Request a DS Logon account
- ▶ Use My Access Center — your online option for creating and managing your DS Logon account
- ▶ Return to the scholarship login page and click 'Log in or Register' to get started with My Access Center



DS Logon Account Paths

The table below describes the different paths for requesting and activating a DS Logon account.

	Request an account	Who can request	Where to request	How requests are confirmed	Timeline for account activation	Type of account established
1	I have a Common Access Card, or CAC, with accessible care reader.	Military sponsor only	My Access Center	Activation letter sent by U.S. mail.	7–12 Business days	Premium
2 Recommended	I have an active DoD ID card and an email on file in the Defense Enrollment Eligibility Reporting System, or DEERS.	Military spouse	My Access Center	Activation information sent by email.	Immediate	*Premium
3	I have a Defense Finance and Accounting Service myPay account.	Military sponsor only	My Access Center	Activation letter sent by U.S. mail.	7–12 business days	Premium
4 Recommended	I have none of the above, but I am registered in DEERS.	Military spouse	My Access Center	Activation occurs online during request process.	Real time/ immediate	*Basic to Premium Basic account can be upgraded to Premium during registration process.
5	Visit a Real-Time Automated Personnel Identification System, or RAPIDS, office.	Military spouse or sponsor	In person	Activation letter sent by U.S. mail.	7–12 business days	Premium

Choosing the Best Path

The quickest and easiest way to create a Premium DS Logon account is by using the recommended options above. Obtaining a Premium account will help populate your information in MyCAA and will automatically sync with DEERS each time you log in.

Several other popular websites accept the DS Logon including eBenefits, TRICARE Online, milConnect, RAPIDS Self-Service, Transition GPS, MySECO and more.

Premium account holders also have the added benefit of viewing and updating personal DEERS data, applying for benefits online and checking the status of claims.



Using My Access Center

My Access Center assists you in setting up your account and offers access to other DS Logon services.

my Career Advancement Account
Apply. Advance. Achieve.

Need help?
Contact a SECO Career Counselor
800-342-9647

Military OneSource SECO
Learn. Advance. Succeed.

? Help Center

DS LOGON ?
Department of Defense
Self-Service

DS Logon Username
DS Logon Password
[Forgot DS Logon Username?](#)
[Forgot DS Logon Password?](#)

Login

Need a DS LOGON? **Register** ?
Have a DS LOGON activation letter? **Activate** ?
Need to upgrade your DS LOGON? **Upgrade** ?
Need to manage your logon profile settings? **Manage** ?

← **Register** — Click 'Register' to begin the DS Logon account process. From the next screen, you will choose from four online methods for creating your DS Logon account.

Activate — Click 'Activate' and follow the prompts to complete the activation process.

Upgrade — Click 'Upgrade' to convert your Basic account into a Premium account.

Manage — Click 'Manage' to change your DS Logon profile settings.

Need Help?

You can get assistance with your DS Logon account in the following ways.

 Visit the My Access Center.

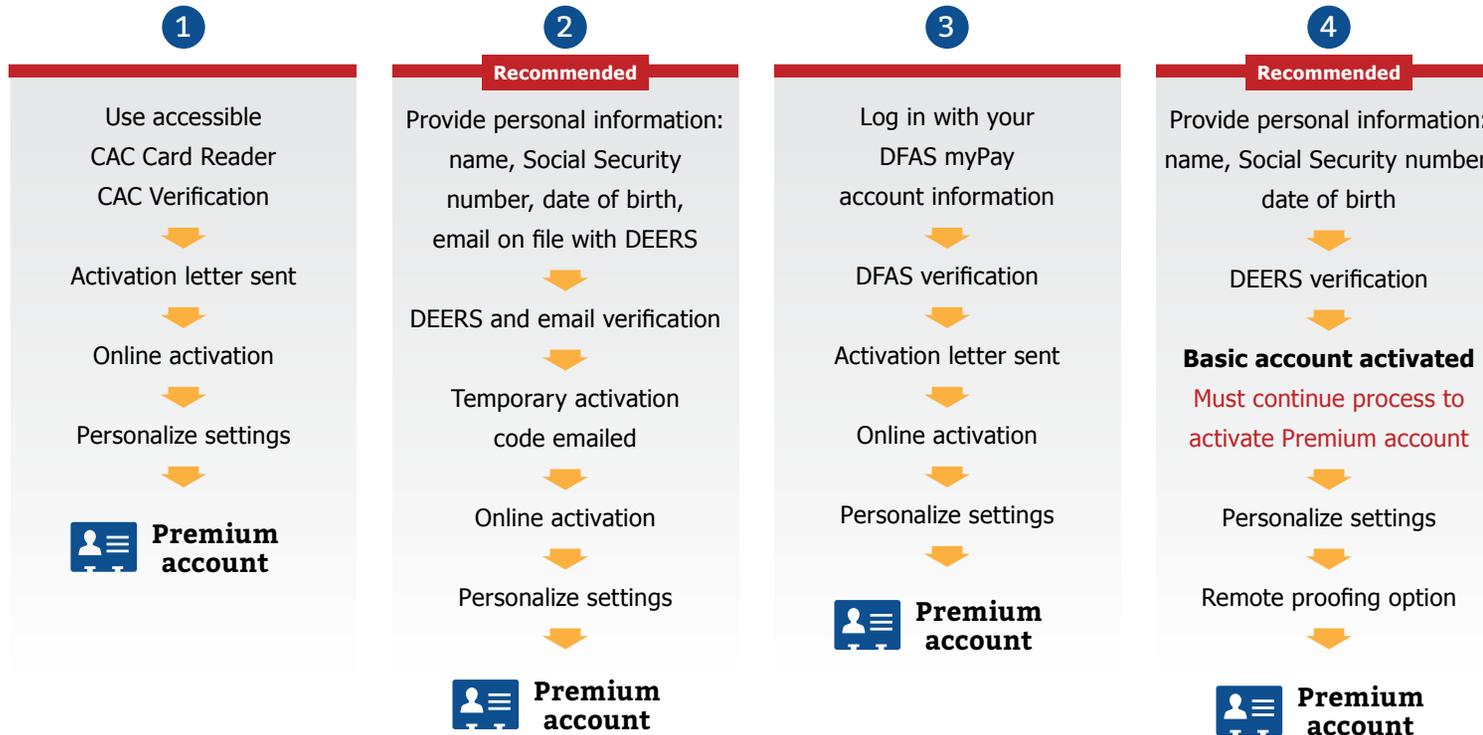
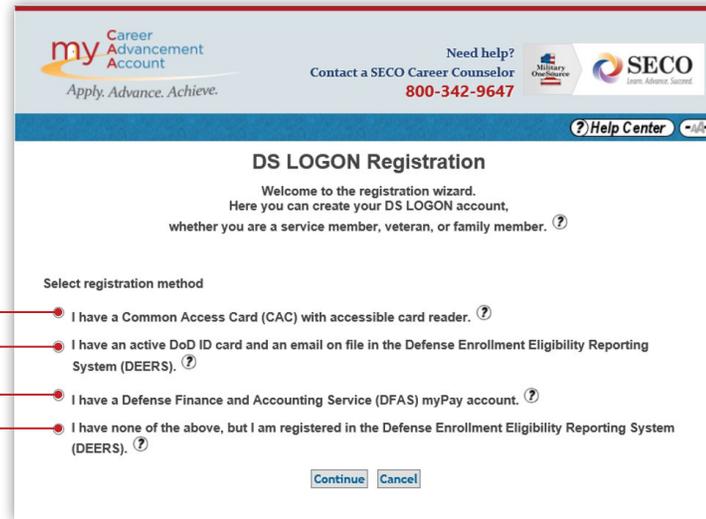
 Call the DMDC/DEERS Support Office at **800-538-9552**.

 Contact a certified Career Counselor at **800-342-9647**.



Register your account

From this screen, choose from the four methods to register for a DS Logon account. The table below can assist you in making your choice. Click 'Continue' and complete the registration and activation process. Then, return to the scholarship login page and click 'Log in or Register' to access MyCAA!



Need Help?

You can get assistance with your DS Logon account in the following ways.

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Contact a certified Career Counselor at **800-342-9647**.



The My Career Advancement Account Scholarship, a workforce development program, provides tuition assistance to eligible military spouses. For more information, visit MyCAA at <https://aiportal.acc.af.mil/mycaa/> or call 800-342-9647.