

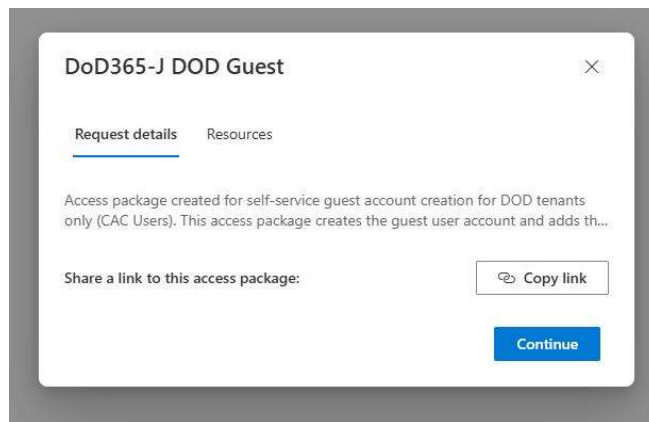
REGISTRATION INSTRUCTIONS

All @army.mil and @health.mil users – must complete the two step process below to register for the workshop.

Please pay close attention to which path you follow using the registration instructions attached depending on whether you are Army, DFAS, Health, or other. The SPO test page Step1g must work before moving to Step 2. Wait and revisit every half hour to hour after completing Step 1a-e.

STEP 1 – GETTING ACCESS TO DoD365-J Guest Account:

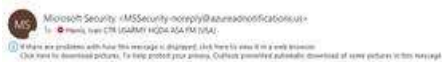
- Navigate to Access Package: <https://myaccess.microsoft.us/@dod365.onmicrosoft.us#/access-packages/767a6faf-3bfc-4f2a-b1c7-f86fa9309883>
- Input your @army.mil or @health.mil e-mail address to authenticate.
- DoD365-J DoD Guest Access Package will pop up. Click 'Continue.'



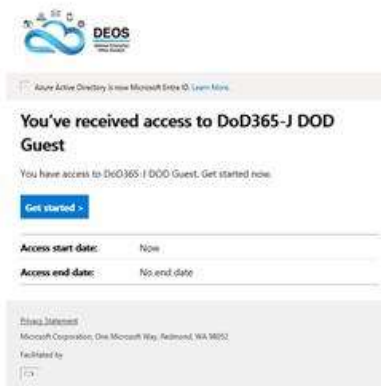
Note: If you already have access to DoD365-J DOD Guest, please skip to step 2

- No need to provide justification or end date. Click 'Submit Request.'
- Your request is being processed. Your access should auto-approved by a BOT but the timing varies.
- You should get an e-mail stating access to DoD365-J Guest granted. It might be in your junk mail. **Please note, the e-mail comes almost immediately for most, but the BOT is still working on your access after. In most cases it takes a few hours, in several cases it took a full 24 hours for item 'g' to work.**

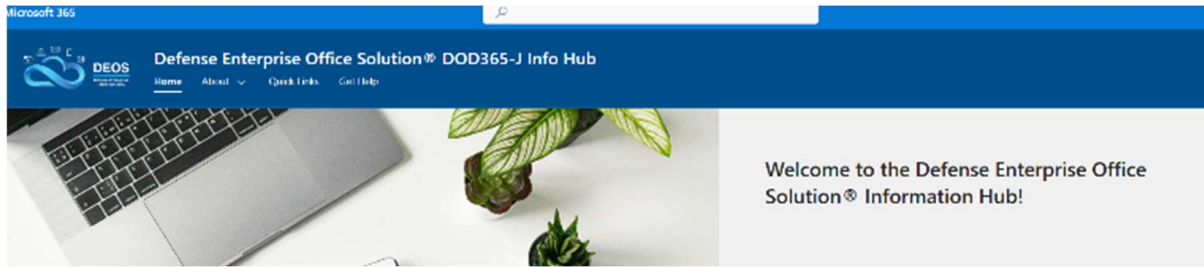
You now have access to DoD365-J DOD Guest



You don't often get email from mssecurity-microsoft@azureadonmicrosoft.com. [Learn why this is important](#)



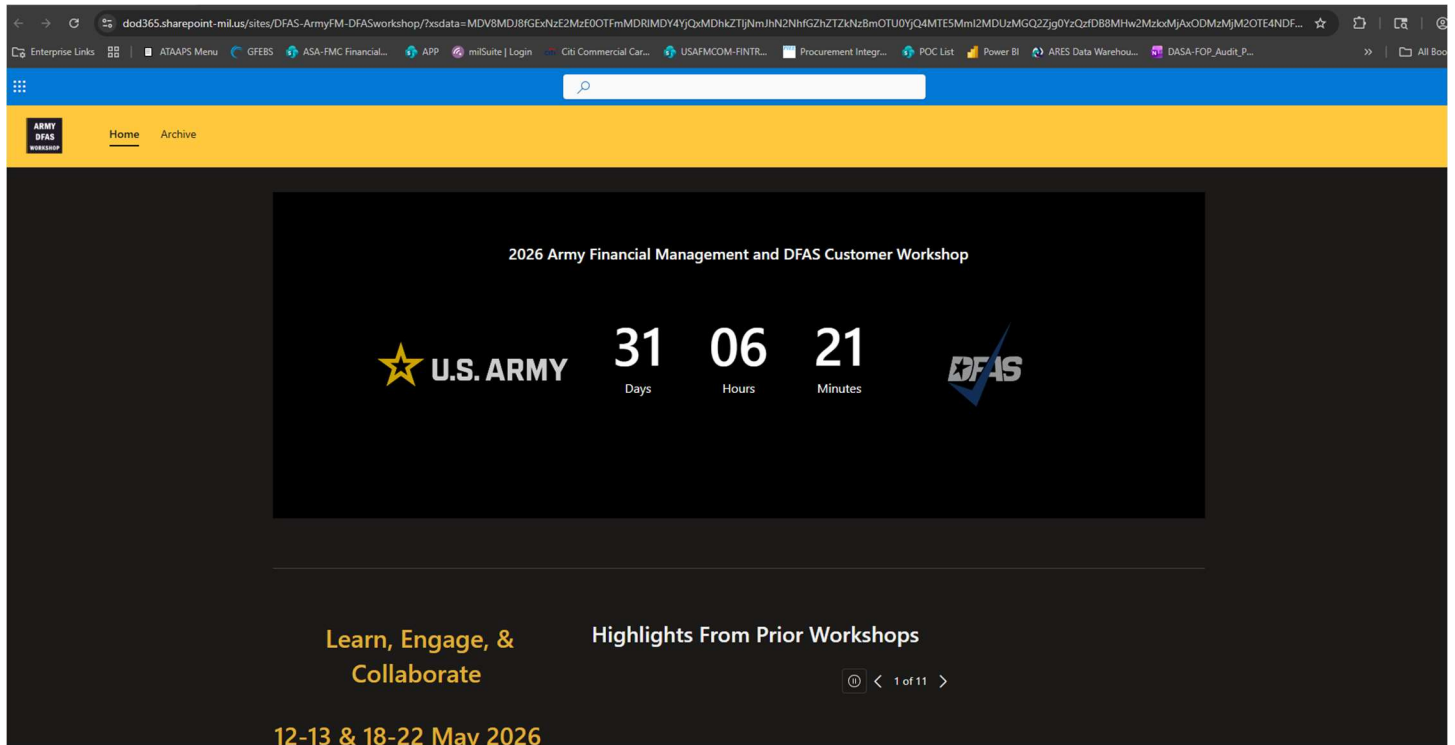
- g. Try the SPO link to test access: <https://dod365.sharepoint-mil.us/>
- h. Click Accept/Allow when prompted for permission request
- i. You should now have access to the DEOS DoD365 Hub.



- j. **WAIT UNTIL THE SPO LINK WORKS WITH NO MIRCOSFT AUTHETICATOR PROMPTS BEFORE GOING TO STEP 2!!!**
 - i. If you do not get to the page pictured above, **WAIT** and try again later. In testing and after registration launch it took some only a few minutes, most people several hours, and others up to a full 24 hours for the BOT to grant complete access.

STEP 2 – REVIEW CONTENTS, REGISTER, CREATE PERSONAL CALENDER FROM SESSION SELECTION PAGE

a. FM Workshop Webpage: <https://dod365.sharepoint-mil.us/sites/DFAS-ArmyFM-DFASworkshop/>



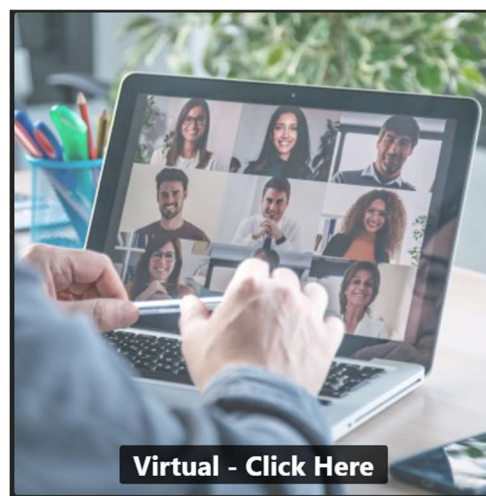
2026 Army Financial Management and DFAS Customer Workshop

U.S. ARMY 31 Days 06 Hours 21 Minutes DFAS

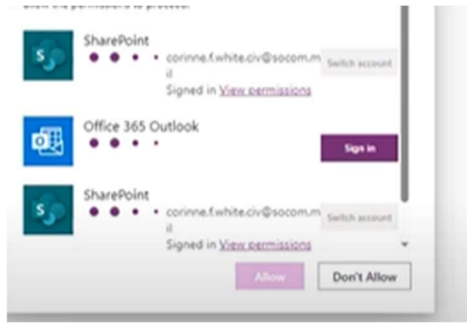
Learn, Engage, & Collaborate Highlights From Prior Workshops

12-13 & 18-22 May 2026

- b. Review page and information
- c. Register for the workshop by clicking on the image below:



- i. Microsoft will ask for authentication again. Click the purple “Allow” button at the bottom.
- ii. If requested the Outlook may ask you to sign-in too before you can “Allow” all. Some users may need to provide their other identity of @mail.mil or @army.mil if citing other location specific e-mails. (ex. @socom.mil)



iii. If needed close page entirely and return to 're-set' the page.

Note: If you previously attended the workshop, the registration will prepopulate your prior submission, please validate the information is still accurate

- d. After successful registration, user should immediately get an e-mail confirmation with the session selection link.
- e. The screen should also refresh to show the session selection tab. If not, simply refresh the page using the circular arrow by the web address.
- f. Attendees should select sessions they are interested in and click the add to calendar.
- g. This prompts an ics calendar file to download and may show at the top of your webpage or save to your downloads folder.
- h. Open the file to see the calendar invite then click save/accept to save to your calendar. It will automatically reflect your time zone on your computer.