Instructions for using the [www.vios.army.mil](http://www.vios.army.mil) website for entering work request (DA or any studio photo)

1. Go to [http://www.vios.army.mil](http://www.vios.army.mil) and click on AKO EAST.
2. Enter CAC card PIN # when prompted.
3. Select an option.
4. Select installation Minnesota ARNG regardless of your state or branch.
   - Existing Non-Minnesota users may need to select New User in order to find Minnesota photo studios.
   - Click Continue.
5. Click on Work Request.
6. Enter your information. Ignore Pickup / Ship buttons, but check the box Shipping Address same as above. Click Next.
7. Select Photography and enter a justification. What is the photo for?

- Click Next.
8. Select DA Photo for any type of studio photo. This includes command photos, GOMO photos, passport photos, etc.
- We do not print photos or other materials for non-Minnesota National Guard members.
- We have most common flags. We do not have unit guidons.
- Click Next.
9. Fill in each field and select appropriate boxes.
10. Next to the Appointment Date field, click on the calendar.
   The calendar opens in a new window. You may need to disable your browser’s pop up blocker.
11. A calendar box will open. Select the date and time to schedule an appointment. Slots are opened during normal business hours. If you need a different time, you will need to call to make special arrangements.
12. When returned to previous screen, click Next.
13. Enter any additional comments. Do not request a Cost Estimate. Click Next.

If your last name does not match your email, please note that.

To cancel or reschedule your appointment contact the VIOS Manager.