

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

The screenshot shows the VIOS (Visual Information Ordering Site) homepage. At the top left is the EMC logo (Enterprise Multimedia Center). The main header features the VIOS logo and the tagline 'VISUAL INFORMATION ORDERING SITE'. A 'Certificate Issues?' box in the top right corner advises users to right-click 'HERE' to resolve issues. The central focus is the 'CAC LOGIN' section, which includes a CAC card icon and the instruction 'Please click on your location for CAC Login.' Below this is a map of the United States divided into 'US west' and 'US east' regions, with corresponding maps for 'Europe' and 'Asia'. On the left side, there is a sidebar for 'EMC PRODUCTS' listing services like Logo Design, LED Etching, 3D Printing, and Custom Installations, along with contact information for three locations: (East) Joint Base Langley-Eustis, (West) Joint Base Lewis-McChord, and (Europe) Kaiserslautern. At the bottom, there are four main navigation categories: 'VIOS' (with links for Training, Privacy & Security, Contact, and FAQ), 'EMC WEBSITES' (with links for Joint Base Langley-Eustis, Joint Base Lewis-McChord, and Kaiserslautern), 'NETWORKING SERVICES' (with links for Streaming and Conferences), and 'AKO LOGIN' (with buttons for AKO west, AKO east, and AKO europe).

1. Go to <http://www.vios.army.mil> and click on AKO EAST.
2. Enter CAC card PIN # when prompted.

Minnesota National Guard
Public Affairs

updated July 2015

SCREEN 2

The screenshot shows a web browser window displaying the Army VI Website. The page title is "Army VI Website Ver 6.08 | Copyright © 2010. All rights reserved." and the URL is "https://www.vios-east.army.mil/(S[24pwb155y2ff145bfelci55])/Login/Login.aspx". The page features a header with the "EAST V.I.O.S. VISUAL INFORMATION ORDERING SITE" logo. The main content area is titled "Common Access Card [CAC] Authentication" and contains three sections: "New User", "Existing VIOS User WITH AKO", and "Existing VIOS User WITHOUT AKO". A "NOTE" section states: "This is a onetime process for those users that have never been logged into VIOS using CAC Card." To the right of these sections is a form titled "Are you" with three radio button options: "a new VIOS user?", "an existing VIOS user With AKO?", and "an existing VIOS user Without AKO?". The footer includes links for "Privacy and Security" and "Frequently Asked Questions", and mentions "Powered by Innovative Technologies Inc.™" and "Ver 6.08 | Copyright © 2010. All rights reserved. Timezone Offset: UTC+0". The browser's status bar shows "Done", "Trusted sites | Protected Mode: Off", and "100%". The Windows taskbar at the bottom shows the time as 9:59 AM.

Army VI Website Ver 6.08 | Copyright © 2010. All rights reserved. - Windows Internet Explorer
https://www.vios-east.army.mil/(S[24pwb155y2ff145bfelci55])/Login/Login.aspx

Army VI Website Ver 6.08 | Copyright © 2010. All ...

EAST V.I.O.S.
VISUAL INFORMATION ORDERING SITE

Common Access Card [CAC] Authentication

New User
Users that have never been registered with VIOS before. Such users should select "a new VIOS user?" option on the right.

Existing VIOS User WITH AKO
Users that have been registered with VIOS using their AKO login / password but never logged into VIOS using their CAC card. Such users should select "an existing VIOS user With AKO?" option on the right and enter AKO Login/Password.

Existing VIOS User WITHOUT AKO
Users that have been registered with VIOS by the Installation Administrator and have been provided a login / password and never logged into VIOS using their CAC card. Such users should select "an existing VIOS user Without AKO?" option on the right and enter Login/Password provided by the Installation Administrator.

NOTE:
This is a onetime process for those users that have never been logged into VIOS using CAC Card.

Are you

- a new VIOS user?
- an existing VIOS user With AKO?
- an existing VIOS user Without AKO?

[Privacy and Security](#) | [Frequently Asked Questions](#)
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Done Trusted sites | Protected Mode: Off 100% 9:59 AM

3. Select an option.

SCREEN 3

The screenshot shows a web browser window displaying the Army VI Website. The page title is "Army VI Website Ver 6.08 | Copyright © 2010. All rights reserved." and the URL is "https://www.vios-east.army.mil/(S(z4pwb155y2ff145bfc155))/Login/Login.aspx". The page features a green header with the "EAST V VISUAL INFORMATION" logo. A central box titled "Common Access Card [CAC] Authentication" provides instructions for users. To the right, a dropdown menu lists various ARNG units, with "Minnesota ARNG" selected. A "Continue" button is visible below the dropdown.

Common Access Card [CAC] Authentication

New User
Users that have never been registered with VIOS before. Such users should select "a new VIOS user?" option on the right.

Existing VIOS User WITH AKO
Users that have been registered with VIOS using their AKO login / password but never logged into VIOS using their CAC card. Such users should select "an existing VIOS user With AKO?" option on the right and enter AKO Login/Password.

Existing VIOS User WITHOUT AKO
Users that have been registered with VIOS by the Installation Administrator and have been provided a login / password and never logged into VIOS using their CAC card. Such users should select "an existing VIOS user Without AKO?" option on the right and enter Login/Password provided by the Installation Administrator.

NOTE:
This is a onetime process for those users that have never been logged into VIOS using CAC Card.

Dropdown Menu:
Illinois ARNG
Indiana ARNG
Iowa ARNG
JMTC TSAE TSC Ansbach
JMTC TSAE TSC Bamberg
JMTC TSAE TSC BAUMHOLDER
JMTC TSAE TSC Benelux
JMTC TSAE TSC Livorno - Camp Darby
JMTC TSAE TSC Mannheim
JMTC TSAE TSC Schwemfurt
JMTC TSAE TSC Stuttgart
JMTC TSAE TSC Vicenza
JMTC TSAE TSC Vilseck-Hohenfels-Graf-Garr
JMTC TSC-Wiesbaden
Judge Advocate Generals Legal Center and Sc
Kentucky ARNG
Letterkenny Army Depot
Louisiana ARNG
Maine ARNG
Maryland ARNG
Massachusetts ARNG
Michigan ARNG
Minnesota ARNG
Mississippi ARNG
Missouri ARNG
Nebraska ARNG
New Hampshire ARNG
New Jersey ARNG
New York ARNG
North Carolina ARNG
Minnesota ARNG

[Privacy and Security](#) | [Frequently Asked Questions](#)
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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.

SCREEN 4

The screenshot shows a web browser window titled "Offered Services - Windows Internet Explorer". The address bar displays the URL: <https://www.vios-east.army.mil/1515313Phuq51af0eqajpd8u1/Services/OfferServices.aspx>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Favorites, Offered Services, and Live Search.

The website header features the Minnesota National Guard logo with the text "MINNESOTA NATIONAL GUARD ESTABLISHED 1856" and the motto "DUTY RESPECT INTEGRITY EXCELLENCE". The main heading is "VISUAL INFORMATION ORDERING SITE".

Below the header, there is a navigation bar with "Other Related Links: Army Knowledge Online" and a user login area showing "Logged in as: thomas.j.keeler | Home | My Profile | Logout".

The main content area displays a "Welcome To Minnesota ARIG Visual Information Website" message. A central graphic shows a "Work Request" form with the number "3903" and the word "COMPLETED" in a green box.

At the bottom of the page, there is a footer with contact information: "Contact us for help: Ph: 651-268-0081 Email: amie.chen@us.army.mil". It also includes links for "Privacy and Security" and "Frequently Asked Questions", and a copyright notice: "Powered by Innovative Technologies, Inc. All rights reserved. © 2014. All rights reserved. Times to come - 0704".

5. Click on Work Request.

SCREEN 5

The screenshot shows a web browser window displaying the 'Visual Information Ordering Site' for the Minnesota National Guard. The page header includes the organization's name and the slogan 'RESPECT INTEGRITY EXCELLENCE'. The main content area is a form titled 'Customer Contact Information' with a yellow background. The form contains several fields for user information, including name, organization, grade, telephone, and address. There are also radio buttons for 'Pickup' and 'Ship' shipping options, and a checkbox for 'Shipping Address same as above'. The form is partially filled out with the name 'Thomas J. Keeler' and organization 'Visual Information (VI)'. The 'Pickup' option is selected. At the bottom of the form are 'Next' and 'Cancel' buttons. The browser's address bar shows the URL 'https://www.vio-mn.nm.army.mil/.../3903form.aspx'. The status bar at the bottom of the browser shows 'Done' and 'Internet'.

DA-3903 Form - Windows Internet Explorer
https://www.vio-mn.nm.army.mil/.../3903form.aspx

MINNESOTA NATIONAL GUARD
ESTABLISHED 1856
RESPECT INTEGRITY EXCELLENCE
VISUAL INFORMATION ORDERING SITE

Session Times out in 60 Min
Other Related Links: Army Knowledge Online
Logged in: Thomas J. Keeler | Home | My Profile | Logout

Customer Contact Information

If request for Other, Enter User Name: _____
Select Request For: ...Self...
First Name: Thomas
M. Initial: J
Last Name: Keeler
Current Organization: Visual Information (VI)
Change Organization: Select...
Grade: SPC
Your Telephone: 251-292-4417
DSN: 925-4417
Your DoD E-Mail Address: Thomas.j.keeler@us.army.mil
Address: _____
City: _____
State: MN
Zip: 55155
Alternate POC Name: _____
Alternate POC Grade: _____
Alternate POC Telephone: _____
Alternate POC E-Mail: _____

Pickup Ship **Note: Ship option is restricted to off-site customers**

Shipping Address same as above:
Address: _____
City: _____
State: AK
Zip: _____

Next Cancel

Contact us for help: Ph: 851-298-0891 Email: vioa-021@da.mn.army.mil
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6. Enter your information.

Ignore Pickup / Ship buttons, but check the box Shipping Address same as above.

Click Next.

SCREEN 6

The screenshot shows a web browser window titled "DA-3903 Form - Windows Internet Explorer". The address bar displays the URL: <https://www.viss-east.army.mil/51x7c3PhuJd51afcequjcdhu3/3903/3903Form.aspx>. The browser interface includes standard menu items (File, Edit, View, Favorites, Tools, Help) and a search bar. The page header features the Minnesota National Guard logo with the text "DUTY HONOR SERVICE", "RESPECT INTEGRITY EXCELLENCE", and "VISUAL INFORMATION ORDERING SITE". Below the header, there is a session timer "Session Times out in 60 Min" and a "Logged Thomas J Keeler" status. The main content area is a yellow box titled "Type of Product & Service". It contains a "Justification" field with a dropdown menu set to "Unclassified". Below this is a list of radio button options: "Photography", "Prints, Photos, Signs and Charts", "Design/Graphic Services", "Video / Audio", "Audiovisual Events (Presentation Support)", and "Training, Audiovisual Equipment & Loan Media Item Support". A "Jump to Comments" link is positioned to the right of the last option. At the bottom of the yellow box are "Previous", "Next", and "Cancel" buttons. The footer of the page includes contact information for help, a "Privacy and Security" link, and a "Frequently Asked Questions" link. The browser status bar at the bottom shows "Done" and "Internet".

7. Select Photography and enter a justification. What is the photo for?
- Click Next.

SCREEN 7

The screenshot shows a web browser window displaying the Minnesota National Guard Visual Information Ordering Site. The page header includes the Minnesota National Guard logo and the text 'VISUAL INFORMATION ORDERING SITE'. The user is logged in as Thomas J. Keeler. The main content area is a yellow box titled 'Photography' with a warning: 'File containing Sensitive Information SHOULD NOT be attached.' Below this is a dropdown menu for 'Type of Photography' with the following options: DA Photo, Head & Shoulders Portrait, Photography of Special Event, and Scanning. At the bottom of the form are 'Previous', 'Next', and 'Cancel' buttons. The footer contains contact information and a copyright notice for Innovative Technologies Inc.

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.

SCREEN 8

The screenshot shows a web browser window titled "DA-3903 Form - Windows Internet Explorer". The address bar shows the URL: [https://www.vios-east.army.mil/CS\(x3c3fhulg51afcequjcdiu\)/3903/3903form.aspx](https://www.vios-east.army.mil/CS(x3c3fhulg51afcequjcdiu)/3903/3903form.aspx). The page header features the Minnesota National Guard logo with the text "DUTY HONOR SERVICE", "RESPECT INTEGRITY EXCELLENCE", and "MINNESOTA NATIONAL GUARD ESTABLISHED 1856". The main heading is "VISUAL INFORMATION ORDERING SITE". Below the header, there is a navigation bar with "Session Times out in 59 Min", "Other Related Links: Army Knowledge Online", and user information "Logged thomas.j.keeler | Home | My Profile | Logout".

The main content area is a yellow box titled "Photography" with a warning: "File containing Sensitive Information SHOULD NOT be attached." Below this, there is a form with the following fields and options:

- Type of Photography: DA Photo (dropdown menu)
- Promotion Board
- School Requirements
- Special Requirements
- Warrant Officer Package
- Last Name: keeler
- First Name: Thomas
- Middle Initial: J
- Enlisted
- Officers
- Studio: ...Select... (dropdown menu)
- Appointment Date: [calendar icon]
- Quantity: 1

At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

At the bottom of the page, there is a footer with contact information: "Contact us for help: Ph: 651-268-8881 E-mail: viios_dahhd@us.army.mil" and a privacy policy link: "Privacy and Security | Escrow and Order Questions". It also mentions "Powered by Innovative Technologies, Inc. Inc" and "Ver 6.0 | Copyright © 2010. All rights reserved. Timespan O'Reil - UTC 6".

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.

SCREEN 9

The screenshot shows a web browser window displaying an appointment calendar. The calendar is for February 2011, with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. A pop-up window is open over the calendar, showing a list of available appointment times for each day. The times are listed in a column on the right side of the pop-up, ranging from 0900 to 1045. A 'Cancel' button is visible at the bottom of the pop-up. The background shows a website header with 'MINNESOTA NATIONAL GUARD' and 'OFFICER INFORMATION RING SITE'. The browser window title is 'Appointment Calendar - DA Photos For Studio: Cedar Street DA Photo Studio - Windows Internet Explorer'.

Day	Available Times
Tue 1	1000 AVAILABLE
Tue 2	1030 RESERVED
Tue 8	0900 AVAILABLE 0915 AVAILABLE 0930 AVAILABLE 0945 AVAILABLE 1000 AVAILABLE 1015 AVAILABLE 1030 AVAILABLE 1045 AVAILABLE
Tue 15	0900 RESERVED 0915 AVAILABLE 0930 AVAILABLE 0945 AVAILABLE 1000 AVAILABLE 1015 AVAILABLE 1030 AVAILABLE 1045 AVAILABLE
Tue 22	0900 AVAILABLE 0915 AVAILABLE 0930 AVAILABLE 0945 AVAILABLE 1000 AVAILABLE 1015 AVAILABLE 1030 AVAILABLE 1045 AVAILABLE

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.

SCREEN 10

DA-3903 Form - Windows Internet Explorer
https://www.vios-east.army.mil/1316312/hu1q51af0e0jpdh0a/3903/3903Form.aspx

MINNESOTA NATIONAL GUARD ESTABLISHED 1856
DUTY HONOR SERVICE
RESPECT INTEGRITY EXCELLENCE
VISUAL INFORMATION ORDERING SITE

Session Times out in 90 Min
Other Related Links: [Army Knowledge Online](#)
Logged: Thomas J Keeler | Home | My Profile | Logout

Special Instructions

Additional Comments: [MAX 1024 Characters]

Would you like a Cost Estimate? No Yes

[Previous](#) [Next](#) [Cancel](#)

Contact us for Help
Ph: 651-268-8881 Email: anos.dahd@us.army.mil

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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.

SCREEN 11

The screenshot shows a web browser window displaying the Minnesota National Guard Visual Information Ordering Site. The page header includes the Minnesota National Guard logo and the text "VISUAL INFORMATION ORDERING SITE". The user is logged in as Thomas J. Keeler. The main content area displays a "Summary" form with the following information:

Customer Contact Information			
Name: Thomas Keeler	Organization: MN National Guard	Alt. POC Name: Lynette Hake	Pickup Address: 20 West 12th Street
Grade: SFC	Address: 20 West 12th Street	Grade: 40	City: Saint Paul
Phone: 651-292-4417	City: Saint Paul	Phone: 4040	State: MN
DSN: 825-4417	State: MN	Zip Code: 55155	Delivery Type: Pickup
Email: thomas.keeler@us.army.mil	Zip Code: 55155	Email: lynette.hake@us.army.mil	Charge: 000000

Justification: 1BCT event
Security Classification: Unclassified

Service - DA Photo		
First Name: Thomas	Last Name: Keeler	Middle Initial: J
MOS: 404	Appointment Date: 01/26/2011 1030	Quantity: 1

Buttons: Previous, Submit, Cancel

Contact us for help: PH: 651-264-8881 Email: viios@dnr.mn.nmci
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14. Review and submit.

To cancel or reschedule your appointment contact the VIOS Manager.