AGILE New User Guide

As a new user on the AGILE Learning Environment, you will be required to create a new user account. Once you have created this account you will be able to search and enroll on the course offerings within the AGILE LMS.

To create a New User account, follow the instructions below:

Launch the AGILE web site.

<table>
<thead>
<tr>
<th>JWICS</th>
<th><a href="http://agile.dodiis.ic.gov">http://agile.dodiis.ic.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIPRNet</td>
<td><a href="http://agile.dse.dia.smil.mil">http://agile.dse.dia.smil.mil</a></td>
</tr>
<tr>
<td>NIPRNet</td>
<td><a href="http://www.agile.mil">http://www.agile.mil</a></td>
</tr>
</tbody>
</table>

Note: Depending on your local browser setting you may get the following certificate error message, please continue. This is a safe and secure website. Below is an example from Internet Explorer. **We strongly recommend you use IE for your web browser.** Firefox will give you other buttons to hit to accept the certificate and may cause problems with drop down menus.
On the following screen select the “Select the NEW USERS link (Highlighted).
A new screen will appear that will provide with the option to select your mission criteria. Select the best option that fits your mission and select the “Continue” button at the bottom of the screen.
1. The next screen is the “PRIVACY & SECURITY NOTICE” screen. Read the information and scroll down to the bottom of the page. Select the “Acknowledge and Continue” button.

2. On the “Create New Account” screen, enter the following required information (Required information is indicated by *).  
   a. Name  
   b. Password – Ensure your password meet the specification listed on the screen.  
   c. Re-Enter your password  
   d. First Name  
   e. Last Name  
   f. Your Primary JWICS Email address  
   g. SSAN (for cover personnel, you may enter XXX-XX-XXX)
h. Select your Organization from the dropdown list. This will allow your Domain Administrator to reset your password and enroll you in courses as needed. If your organization is not listed, select ONCIX.

i. Select Dept/Directorate from the dropdown list. If you had to select ONCIX from the previous option, select “Other” from the drop down option.

j. Select your Affiliation from the dropdown list

k. Select your Job Position from the dropdown list. Select the closest position your current position.
3. Continue entering the required information listed below:
   l. Enter your work street address
   m. Enter your city
   n. Enter your State
   o. Enter your zip code
   p. Select “United States” from the dropdown list
   q. Type in a security question of your choice
   r. Enter your security question answer
   s. Re-enter your security question answer
   t. Check your information then select the “Submit” button at the bottom of the screen.
4. Now wait for an activation email. Once received, following instructions and link in the email (Activate)

5. Once you have logged onto AGILE and you selected ONCIX as your organization, you will be in the ONCIX domain. If you are not in the ONCIX domain, select the “User Profile” link on the Easy Links menu and change your domain to ONCIX.

6. Select the “Catalog” link to search the catalog. This will open up the search feature of the catalog.