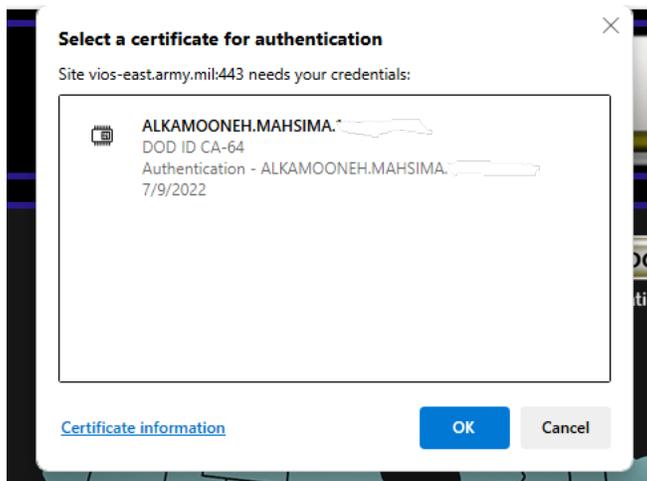


VIOS: how-to request website updates

1. Navigate to <https://vios.army.mil>



2. Select 'US East' and log in using your CAC for authentication and type in your pin



3. Select 'OK' USG warning and Consent Banner

USG Warning and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

4. Select 'Continue'

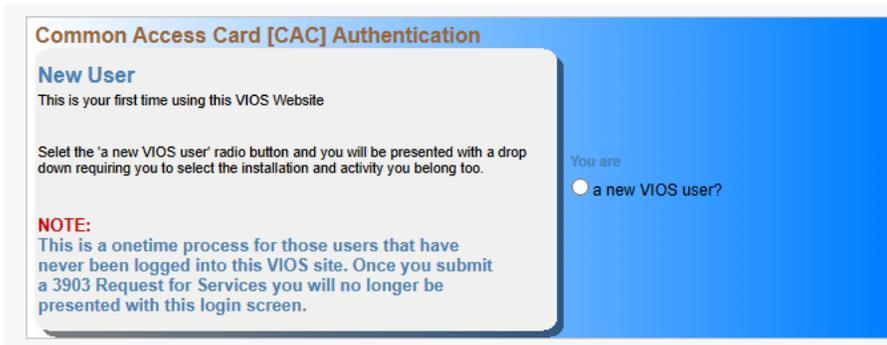
VIOS Privacy Act Notice

As directed by the Visual Information Ordering Site (VIOS) Directive, dtd Jan 14, 2009. The information collected by this system is used solely for identification and tracking of work request/orders. This is necessary in order to provide you with services.

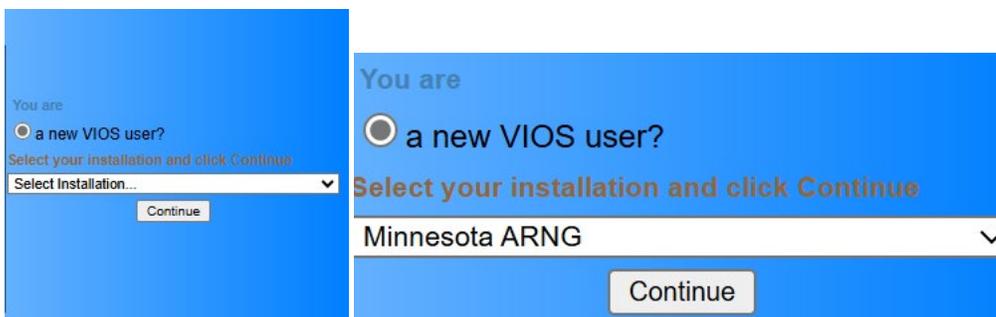
- This information is voluntary, however failure to provide this information will result in a denial of services.
- The PII information that is collected is your EDIPI, Name, Organization, Grade/Rank, Telephone Number(s).
- All but your EDIPI is voluntarily collected. Your EDIPI is recorded only upon submission of a 3903 and that information is obtained from your CAC card.

or

5. New users will need to register, select the “a new VIOS user?” bullet on the right.



6. Choose your installation (Minnesota ARNG) and select ‘Continue’



7. New users will sign up
8. On the welcome page select “Work Request” to create a new request using the 3903 form



9. Complete the form and select next at the bottom of the page

Customer Contact Information

First Name:
 M. Initial:
 Last Name:
 Organization Level#1:
 Organization Level#2:
 Organization Level#3:
 Grade:
 Your Telephone:
 DSN:
 Army Component: Active National Guard Reserve
 Your DoD E-Mail Address:
 Address:
 City:
 State:
 Zip:
 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:
 Zip:

10. Provide justification and select what type of product you need, select next

Type of Product & Service

Unclassified Classified

Justification:

[Please click on Service for Description](#)

Photography
 Prints, Photos, Signs and Charts
 Design/Graphic Services
 Video / Audio
 Audiovisual Events (Presentation Support)

11. Describe what you need done and click “add products” then click “next” (You can attach a word document also, you do not need to do multiple requests if you have more than one asset/document – just attach all items)

Design/Graphic Services

File containing Sensitive Information SHOULD NOT be attached.

Poster
 Collage
 Display
 Publication
 3D Design

Publication Product:
Use: Indoor Outdoor
Quantity:
Cost:

Other:

ComputerFile: Max Size:100MB

Note: If attaching a file, wait for file upload before clicking Add Product(s)

Type	Product	Location	Quantity	Cost	File
Publication	Website update [Special Req.]	Indoor	1	\$0.00	Est. Total: \$0.00

Required Date:

12. Provide the URL, old text and what the new text should read or any other instructions

Special Instructions

Additional Comments: [MAX 1024 Characters]

Enter URL

Old text:

New text:

Current Length: 35

Would you like a Cost Estimate ? No Yes

13. Review your submission and click “submit”

Summary				
Customer Contact Information				
Name: John Doe	Organization: JFHQ (-) Personnel / Admin Section	Alt. POC Name:	Ship Address: xxx street	
Grade: E6	Address: xxx street	Grade:	City: St. Paul	
Phone: 555-555-5555	City: St. Paul	Phone:	State: MN	
DSN:	State: MN	Email:	Zip Code: 55104	
Email: [REDACTED]	Zip Code: 55104		Delivery Type: Shipped	
	Charge#: 9			
Justification				
Justification: Website update			Security Classification: Unclassified	
Service - Design Services - Publication				
Type	Product	Use	Quantity	Cost
Publication	Website update [Special Req.]	Indoor	1	\$0.00
	Required: 04/17/2025		Est. Cost: \$0.00	File Name {No Attachment}
Additional Comments				
Enter URL Old text: New text:				
<input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

14. Save the work request number

Your Work Request has been submitted Successfully

Work Request # 2025000046

You have been registered successfully !!!