

## VIOS DA Photo/Passport Request System

### Connect to site

<http://www.vios.army.mil>

### LOGON PAGE

Enter AKO logon and password

### MENU PAGE

Select 3903 Work Request

### CUSTOMER CONTACT INFORMATION PAGE

When Customer Contact Information screen appears

Go to fourth input line from top titled *Current Organization*, Click on drop down arrow, select *Utah Army National Guard Visual Information Center*.

Fill in all areas that then appear in Salmon color, white areas are optional.

When completed, select Next at bottom of page

### TYPE OF PRODUCT & SERVICE PAGE

Unclassified button is selected by default

Enter Justification on entry line, type in DA Photo or Passport

Select button for Photography from list

Select Next at bottom of page

### PHOTOGRAPHY PAGE

Select drop down box arrow,

Select choice from available list depending on selecting either DA Photo or Passport

Make selections from any new drop down boxes that appear

Select Calendar Icon to schedule photo appointment

If you cannot select an individual date from the calendar that means no appointments are available for that day

Select Next at bottom of page

### SPECIAL INSTRUCTIONS PAGE

Normally left empty

Select No for request quotation

Select Baseline button

Select Next at bottom of page

### SUMMARY PAGE

You should now see a review of your request and contact information

Verify date, time, and type of service requested

Select Previous to correct any errors

Select Submit at bottom of page to send your request or select cancel

Final page screen will show your request number

Select Close to exit 3903 Request system