

ARS-SMART

(Army Referral System-Sergeant Major of the Army Recruiting Team)

User Profile/Entering Referral Process

You must have an AKO account in order to participate in the Referral Program. All referrals for the Referral Program must be entered into the SMART website in order for you to receive credit for your referral. Future Soldiers who wish to provide referrals must enter their referrals information into the SMART website at www.usarec.army.mil/support/smart , <https://smart.goarmy.com> or through the USAREC 1-800 line (1-800-223-3735 ext 6-0473) dedicated to this program.

User Profile:

To establish a user account, you must answer the Profile questions on the SMART website in the following manner:

- a. The website will require one of the following accounts in order to log in.
Select (Army Knowledge Online (AKO)). By choosing AKO, the site will automatically retrieve all personal information from the AKO database. This will speed up the registration process and virtually eliminate erroneous data.
- b. Enter User Name: (Enter AKO Username i.e. first name.last name only)
- c. Enter Password: (Enter AKO Password)
***note* you can't be logged into AKO at this time.**
- d. Accept or Decline next page, to continue must accept page.
- e. Click User Profile hyperlink on left hand side of page.
- f. Verify all personal and contact information. Any data that is not correct, input correct data into data fields.
- g. Select box on bottom of screen to certify that information is correct.
- h. Click "Save"
- i. Verify personal address and shipping address information. If information is incorrect, type correct information into data fields. Once all information is correct, click "SAVE"
- j. If your sponsor type from AKO is "FS", then only Organization/Employer Address will populate:

Complete information in this following manner:

- (1) Organization/Employer Name with Recruiter/Recruiter Station Name
 - (2) Address 1: address of Recruiter Station
 - (3) City
 - (4) State
 - (5) Zip
 - (6) Country
- k. If your sponsor type is Active/Reserve/National Guard, then Military Information will populate:

Complete information in this following manner:

- (1) Service: "Army"
- (2) Military Installation: "U.S. Army Recruiting Command, KY"
- (3) Branch: Leave Blank
- (4) Component: "Active" or "Reserve", whichever applies
- (5) Grade: Enter E Grade e.g. E01 for E-1, E02 for E-2, etc...
- (6) Rank: Enter Rank commensurate to E Grade e.g. Private-1, Private-2, Private First Class, Specialist.
- (7) MACOM: "U.S. Army Training and Doctrine Command"
- (8) UIC: "W06QAA" By inputting the UIC, the database automatically will populate the next block, UIC Information, with USAREC data.
- (9) The next 3 blocks, "ROTC School", "Recruiting Involvement", and "I am currently participating in or have participated in", should be left blank
- (10) Click save

The next page will be **Help The Army And Reward Yourself With ARS SMART Referrals**

Referral Process:

- a. Click on Hyperlink on top of page/or click on New Referral in the center of the next page
- b. Enter all the data of your referral *note* **all data fields with asterisk must be filled out.**
- c. Enter Education/Military data
- d. Enter any comments that you might need us to know.
- e. Verify all information on new referral is correct
- f. Answer all 3 questions at the bottom of the page
- g. You will receive a Confirmation ID for your referral. This should be 11A and 6+ numbers. Keep for your records.