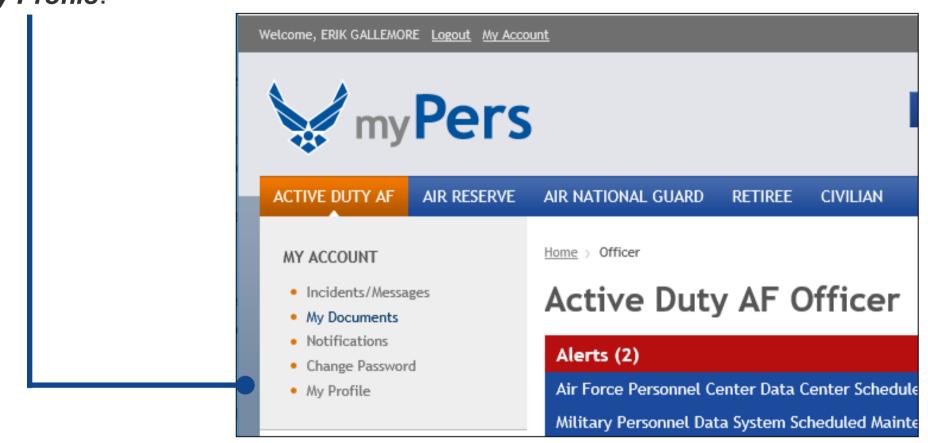


Before taking advantage of the myPers site on your mobile device, you'll want to register a personal email address with your myPers account since you most likely will not have access to your **@us.af.mil** email address while utilizing your mobile device. When using your username and password, your second factor of authentication will be a pin sent to the email you choose. To register additional email addresses to your myPers account, log in to myPers and select **My Profile**.



| Home > My Profile | | |
|-------------------------|-------------------------------|---|
| User Info | | |
| Required First Name | ERIK | |
| Last Name | GALLEMORE | On the My Profile settings page, you |
| Primary E-mail Address | erik.gallemore@hotmail.con | can register up to three email |
| E-mail Address 2 | | addresses, change your default |
| E-mail Address 3 | | homepage, and change your User ID. After the desired changes are made, |
| Change Default Homepage | Active Duty AF V Officer V | select Save Changes. |
| Login Info | | |
| Required | | |
| User ID | johnsmithaf | |
| SAVE CHANGES | | |

Android Standard Log In

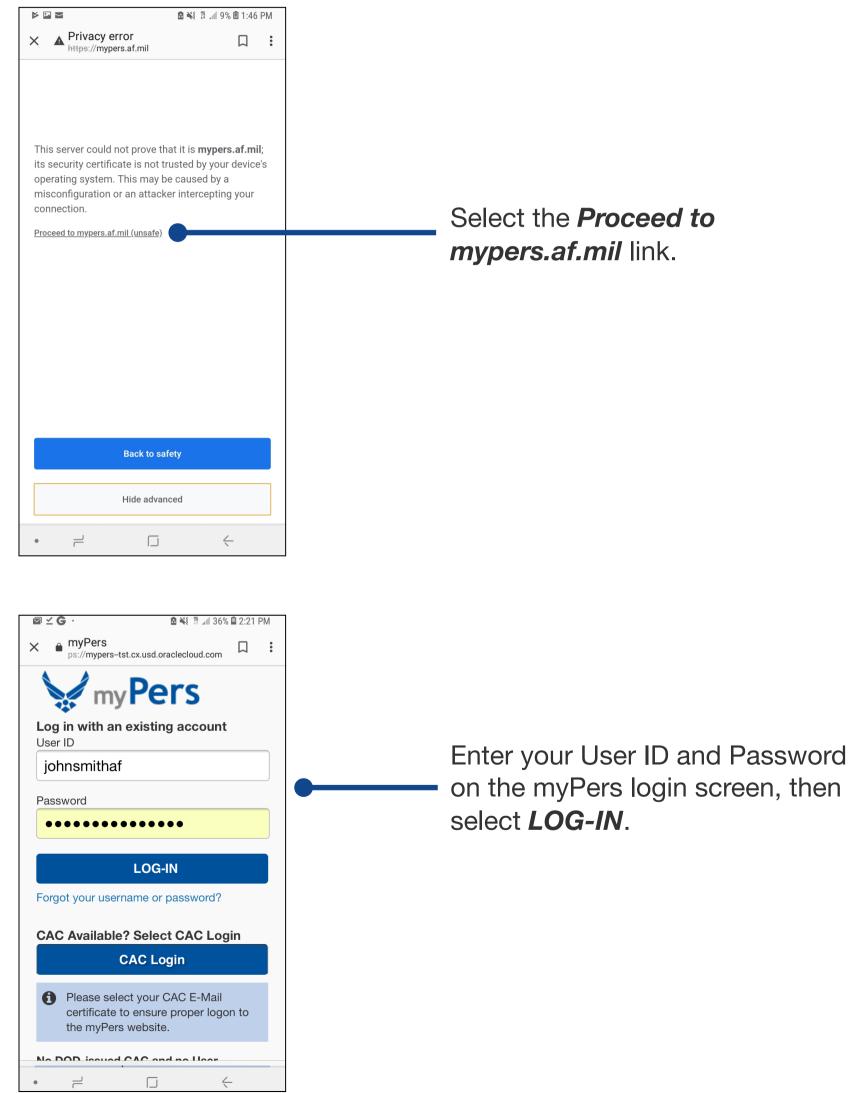
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If this is the first time accessing myPers from your Android device, open your web browser and enter *mypers.af.mil* in the address field, then select **Search**.

The first time that you navigate to myPers, you may receive a connection warning. Don't worry, your data is secure while using myPers. To bypass the connection warning, select *Advanced*.



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Android Standard Log In (cont)

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| | myPers |
| | An email with your Temporary Code has been sent to your |
| | selected email address. |
| | If you do not receive your code, |
| | please check your Junk or Spam folder or return to the Login page and re-try. |
| | This code will expire in 15 minutes. |
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| | Submit |
| | are accessing a U.S. Government (USG) |

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Select an email address for where your temporary code will be sent, then select **Submit**. It is recommended that you use your secondary or tertiary email address for the code to be sent to, as there can be a delay when it's sent to your **@us.af.mil** address. In addition, you will have to be logged in to an Air Force computer on a secure network to receive the code at your **@us.af.mil** address. You can register additional email addresses (up to three) in the **My Profile** settings page.

Enter the six-digit numeric code that was sent to your selected email address, then select **Submit**.

Android Standard Log In (cont)

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Air National Guard Officer

john.smith@hotmail.com

Change Default Homepage

john.smith1980@hotmail.com

Save Changes

E-mail Address 2

E-mail Address 3

Air National Guard

Login Info

johnsmithaf

Required
 User ID

Officer

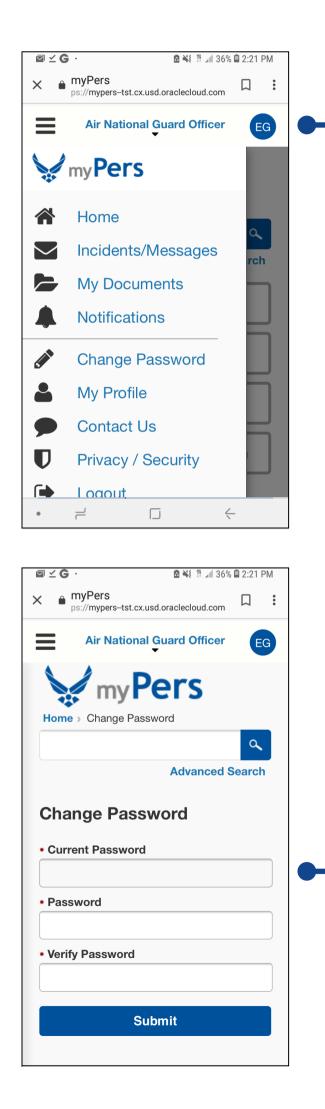
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You have now arrived at the myPers homepage. You can navigate to the *My Profile* settings page by selecting your initial badge on the right side of the screen, or by selecting *My Profile* within the menu. To open the menu, select the three-line menu icon on the left side of the screen.

On the *My Profile* settings page, you can register up to three email addresses, change your default homepage, and change your User ID. After the desired changes are made, select *Save Changes*.



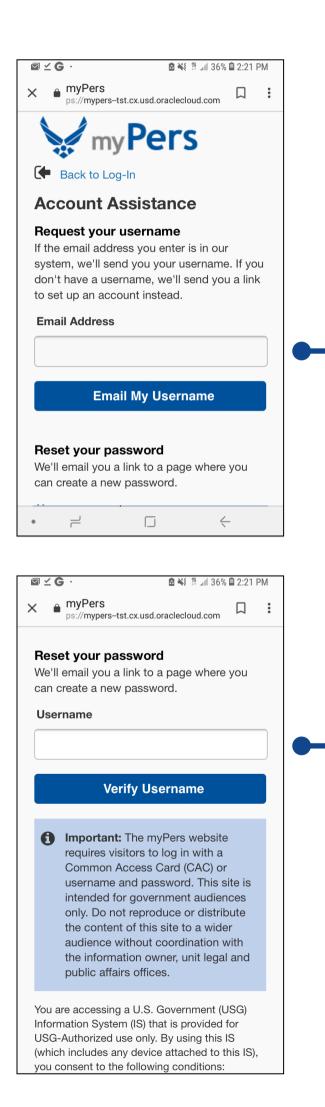
Android Standard Log In (cont)



To change your password, select the three-line menu icon on the left side of the screen, then select *Change Password*.

Enter your current password, new password, and verify the new password. Afterwards, select *Submit*.

Android Standard Log In (cont)



To recover your User ID, select the *Forgot your username or password?* link on the myPers login screen. On the Account Assistance screen, enter a myPers registered email address, then select *Email My Username*. It is recommended that you use your secondary or tertiary email address for your User ID to be sent to, as there can be a delay when it's sent to your @*us.af.mil* address.

To reset your password, select the *Forgot your username or password?* link on the myPers login screen. On the Account Assistance screen, enter your myPers User ID, then select *Verify Username*.

Android Standard Log In (cont)

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| Must contain character | at least 1 upper-c | ase | |
| Must contain | at least 1 number | | |
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Select an email address for where the password reset link will be sent to, then select **Reset My Password**. It is recommended that you use your secondary or tertiary email address for your password reset link to be sent to, as there can be a delay when it's sent to your **@us.af.mil** address.

Retrieve the email with the Support Account Password Assistance subject line and select the **Reset my password** link. This selection will navigate to the Reset Password screen. Enter your new password, verify the new password, then select **Submit**.

Android Pro Tips

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| Please select your CAC E-Mail certificate to ensure proper logon to the myPers website. No DOD-issued CAC and no User ID/Password available? Use this link: Create Account. | |
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| Image: Property of the second state Image: Property of | Now, select the star icon. |
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| No DOD-issued ID/Password av Use this link: Create Account. General Information: Airmen accessing the information from some personal use web | |



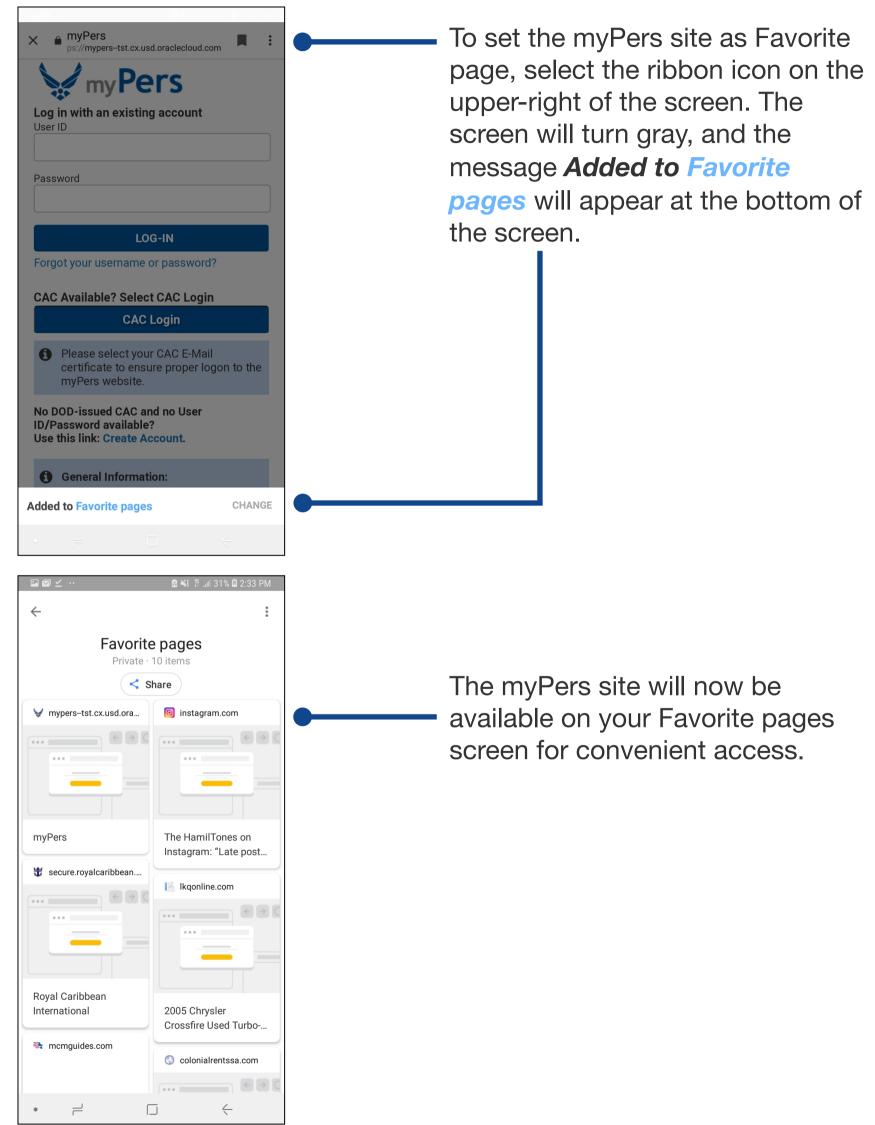
Android Pro Tips (cont)

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The message **Bookmarked** will appear at the bottom of the screen.

The myPers site will now be available as as a bookmark. To access bookmarks, select the three-dot menu icon on the upperright of the screen, then select **Bookmarks**.

Android Pro Tips (cont)





Android Pro Tips (cont)

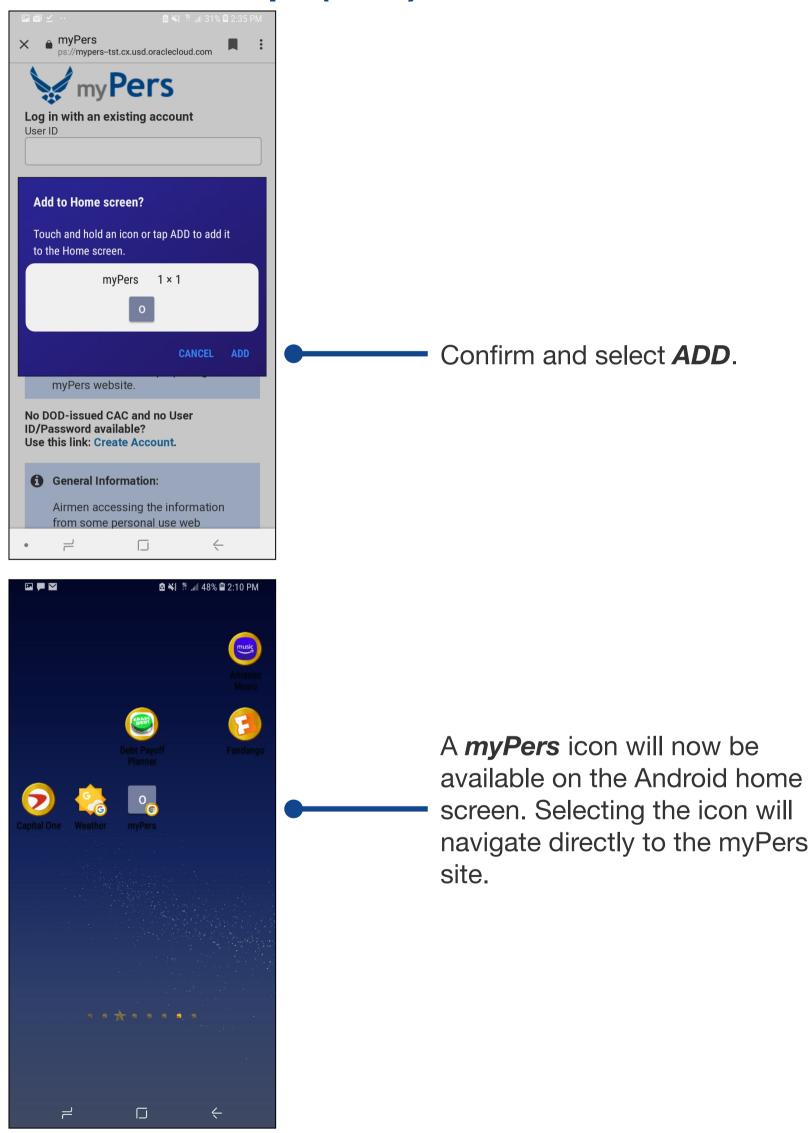
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For convenient navigation to myPers from the Android home screen, you can set the site as a virtual app. First, navigate to the myPers login screen, then select the three-dot menu icon on the upper-right of the screen. Next, select **Add to Home Screen**.

- Select ADD.



Android Pro Tips (cont)



Android Pro Tips (cont)

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Launching myPers from the Android home screen will run the application in full screen mode.

Enter your User ID and Password, select *LOG-IN* and follow through with rest of the log in steps.