Purpose

To provide guidance on the process to be used by Cadet Command Senior and Junior ROTC staff to activate the Windows operating system on government owned computers with the Army Golden Master (AGM) installed. The activation process helps verify the Windows operating system on the computer is genuine and hasn't been installed on more computers than the Microsoft Software License Terms allow.

Requirements

- Individual completing the activation process possesses a Common Access Card (CAC) or an Alternate Smart Card Login (ASCL) token card. You can use any CAC or ASCL Token Card to active Windows. If you do not have a valid CAC or ASCL Token Card, contact your brigade IMO.
- Account Username and Password.
- An active broadband or wireless Internet connection.
- AGM image must be activated within 30 days of turning on the computer.

Prerequisites

- Record the laptop Service Tag number or the desktop computer Serial Number (S/N) on a piece of paper prior to starting the activation process. This number must be used in the activation process and may be difficult to obtain once the process has started.

Activation Steps start on the next page

ENSURE YOU HAVE AN ACTIVE INTERNET CONNECTION TO YOUR COMPUTER IN ORDER TO COMPLETE THE ACTIVATION PROCESS

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1
Windows Activation Process Instructions

NOTE: When you first turn on your computer, you may see a few items displayed prior to the steps below. Click the OK or Next buttons for any windows asking for confirmation and in the step requesting your time zone, choose the appropriate entry and click the Next button. Your computer may appear to install a few additional items and restart prior to you seeing the first steps below. This is normal operation for the computer when is first turned on.

1. Insert your CAC or ASCL Token Card

2. Press and hold the Ctrl, Alt, and Delete buttons on the keyboard and then click OK when the DoD warning banner appears

3. Enter the Username and Password that was provided with the computer

4. Click the arrow to logon or press Enter on the keyboard
5. When the Set Network Location window appears, click **Public network** then click **Close** when the network location is established (this is complete when the **Cancel** button in the Set Network Location window changes to a **Close** button). NOTE: You may not see the window below if you’re computer is connected to a network cable or for some other reason. As long as your computer is connected to the Internet, you will be able to activate your computer and you can skip to step 6.

![Set Network Location Window](image)

6. When the Windows Activation window appears, click the **Activate Now** button. If the window pops up again, click the **Activate Now** button again (if you do not see this activation window, skip to step 13)

![Windows Activation Window](image)
7. Wait while the system searches for authorized digital certificates to activate windows

8. Click on the **DOD EMAIL** certificate then click **OK** (if you do not see this window, skip to step 9)
9. When prompted, enter the **PIN** associated with your **CAC** or **ASCL Token Card** then click **OK**

![ActivClient Login](image)

10. Wait while Windows is activating, this may take several minutes

![Windows Activation](image)

11. When the activation process is complete, click the **Close** button in the pop-up screen

![Windows Activation](image)

12. Skip to step to step **14**
13. If the Windows Activation process fails or an error occurs and the process does not finish, conduct the following

a. Right click the **Computer** icon on your desktop screen

![Computer icon on desktop](image1)

b. Right click the **Computer** icon then click the **Properties** selection from the drop down menu

![Properties selection](image2)
c. In the control panel window, click the icon (the text next to this icon represents the number of days before the system will prompt you for Windows activation) shown in the callout below (you may have to scroll down in the Control Panel window)

![30 days to activate. Activate Windows now](image)

d. In the pop-up window, click **Activate now** and repeat steps 6 thru 12

![Activate now](image)

14. Double-click the icon to open Microsoft Office 2013

**NOTE:** Microsoft Word may not require activation at this time. If prompted to activate the application, proceed to step 15. If you are not prompted to activate, skip steps 15-19 and proceed to the CM setup instructions that follow.

**NOTE:** Retain this activation process. Windows may prompt you to activate Word periodically. If this occurs, complete the following steps.
15. When the Activate Office Wizard window appears, click the **Next** button.

16. Wait for the Word 2013 activation process to connect and search for user certificates…
17. In the Windows Security window, select your DOD EMAIL certificate then click **OK**

![Windows Security Window]

18. When the Word 2013 activation process is finished, click the **Close** button

![Microsoft Office Activation Wizard]

19. Microsoft Windows and Office are now installed and active on your computer, exit out of MS Word

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Curriculum Manager Set-up

1. Double click on the Curriculum Manager Icon

2. If you receive the caution message pictured below, click OK and proceed to the next step

![Caution Message]

Please remember to always connect the drive to the same USB port on your computer.
If your computer assigns the drive a new letter, you'll need to create a new shortcut.

OK
3. Click on **CM Updater**

![CM Updater](image1)

4. Click **Yes**

![Yes](image2)

5. Click **Yes** on the **Updates found** window indicating you want to download the available updates. If you don’t see the popup menu below, proceed to step 6.

![Yes](image3)
6. Click the **Check for Updates** button. The Curriculum Manager must be updated with the most current patch to function properly with MS Office 2013.

7. Wait for the update to download (this could take several minutes)

    **NOTE:** If you are unable to check for updates, it is most likely due to local firewall settings. Contact your IT department to facilitate allowing this computer access to the internet.
8. Click **Next** to install the update

9. Click **Next** to accept the default file location
10. Click the **Start** button to confirm installation of the update

![Confirmation](image1)

11. Wait for the installation to complete (this may take several minutes)

![End](image2)
12. Click the **OK** button in the ‘Pre-Login task found’ window (if you do not see this window, skip to step 13)

![Pre-Login task found window]

13. Click **OK** in the ‘Task Complete’ window

![Task Complete window]

14. Click **Yes** in the ‘Update Done’ window

![Update Done window]

15. Repeat steps 7-14 until all updates are complete then proceed.
16. Click OK on the ‘Updates Done!!!’ pop-up window

![Updates done!!!](image)

17. Once updates are complete, click No when asked if you want to launch ‘Curriculum Manager’ then click the Exit Updater button

![Exit Updater](image)

18. Double-click the CM icon to reopen Curriculum Manager

![CM icon](image)
19. Click the **File Fix** button

![Image of the File Fix button in the interface]

20. Click the **Try to fix** button to fix file type issues (If you do not see this screen and there are no errors, skip to step 21)

![Image of the Try to fix button in the interface]
21. If no errors are found, click the **Exit Utility** button

![Exit Utility button](image)

22. Click the **Launch CM** button

![Launch CM button](image)

23. When the error message window pops up, click **OK**

![Error message window](image)
24. When the Look for receiver window pops up, click the No button

25. Type in jrotc in the username text box and jrotc in the password text box and click the Login button (be sure to use lowercase letters)

26. If applicable, click Yes for new user
27. On the initial startup screen, click **Planning**

![Planning Screen](image)

28. At the top right of the Planning screen, click on the **Menu** button

![Menu Button](image)

29. Click the **User Info** selection from the drop down menu

![User Info Menu](image)
30. Fill in your User Information in the available fields

![User Information Form](image)

The **Drive Number** will be the service tag (serial number) for your computer which is located under the barcode on the bottom of the laptop or on the rear panel of the CPU tower.

![Service Tag](image)

31. Click the **Save Info** button

32. In the User data updated window, click **OK**

33. Click the **Menu** button at the top right side of the screen again and click the **Lessons** selection from the drop down menu to return to the main CM screen

34. From the main CM screen, navigate to a course video

35. Double-click the video to open it
36. In the Windows Media Player window, select the **Recommended settings** button and click the **Finish** button

![Windows Media Player settings](image)

37. You have completed the setup of your computer and Curriculum Manager