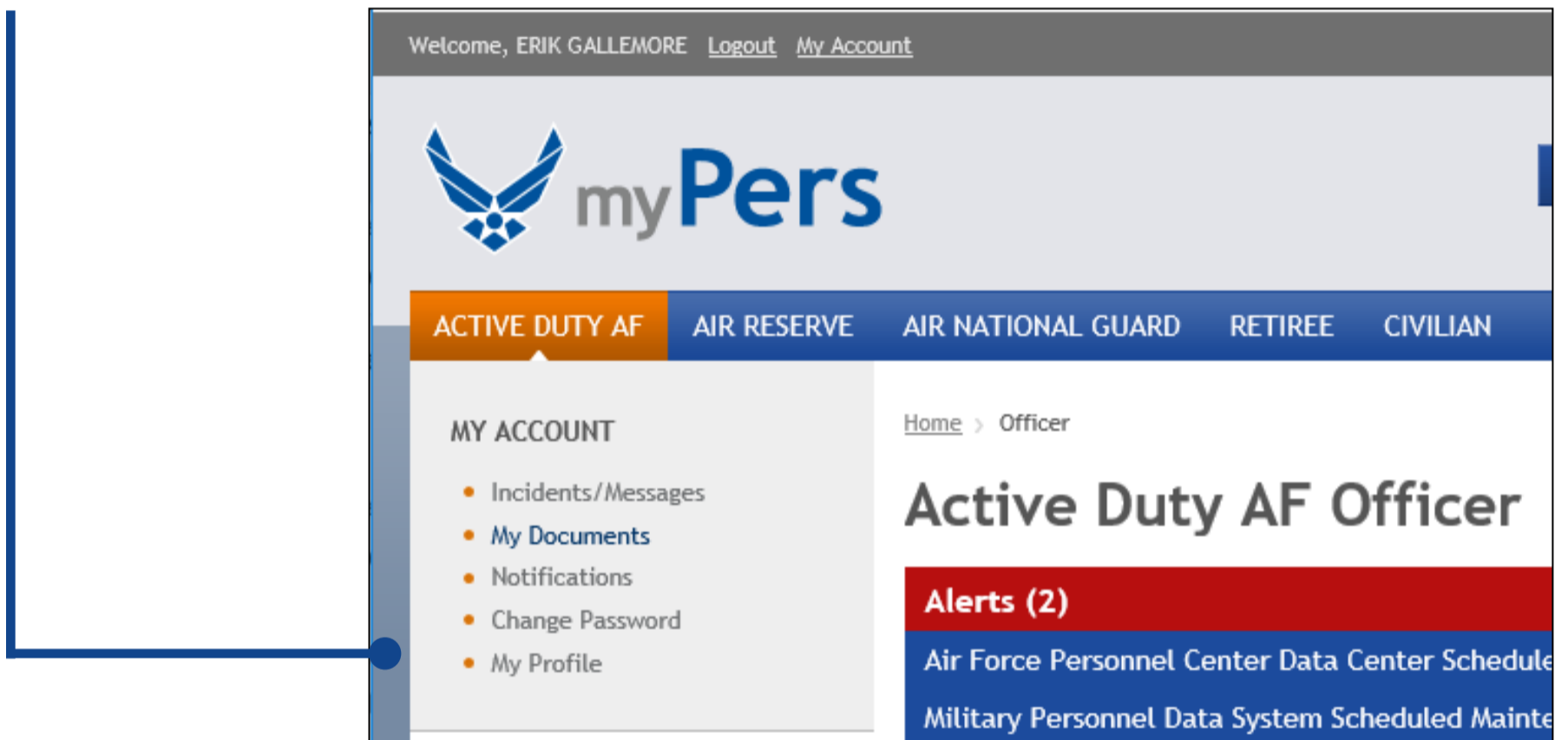




myPers

Mobile Log In Guide

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

Last Name

Primary E-mail Address

E-mail Address 2

E-mail Address 3

• Change Default Homepage

Login Info

• Required

User ID

SAVE CHANGES

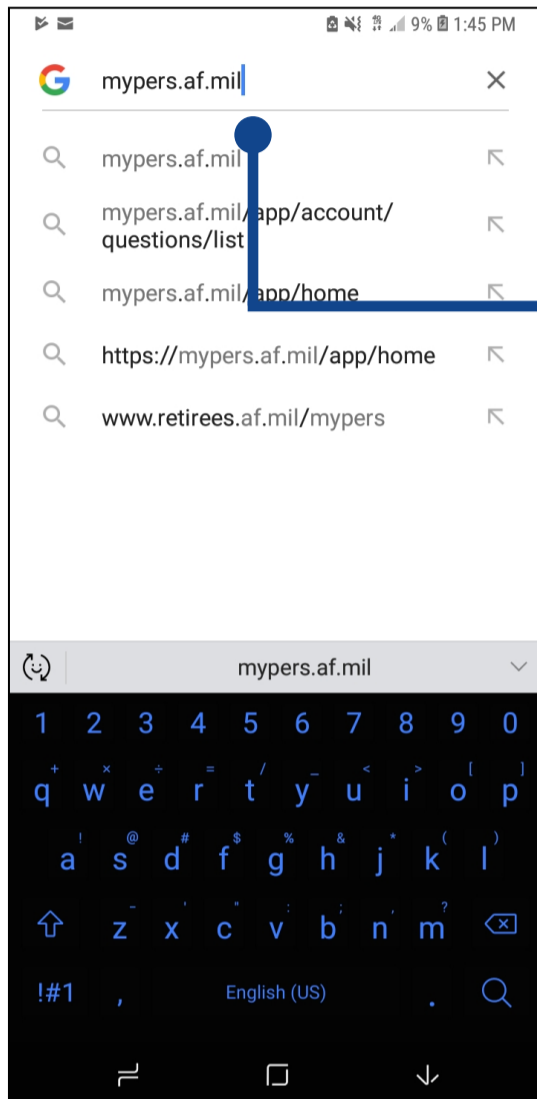
On the **My Profile** settings page, you can register up to three email addresses, change your default homepage, and change your User ID. After the desired changes are made, select **Save Changes**.



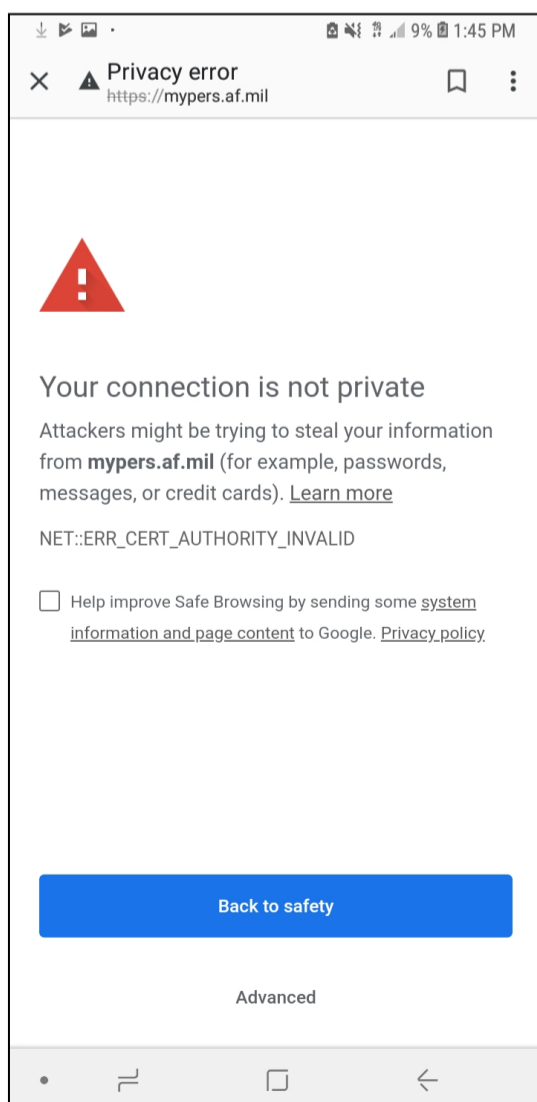
myPers

Mobile Log In Guide

Android Standard Log In



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***.



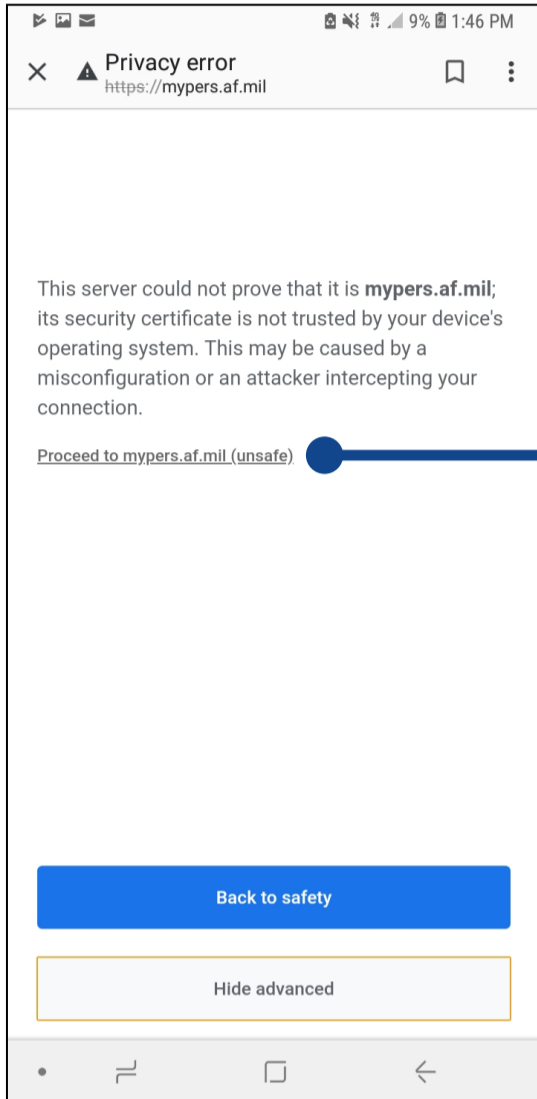
The first time that you navigate to myPers, you may receive a connection warning. Don't worry, your data is secure while using myPers. To bypass the connection warning, select ***Advanced***.



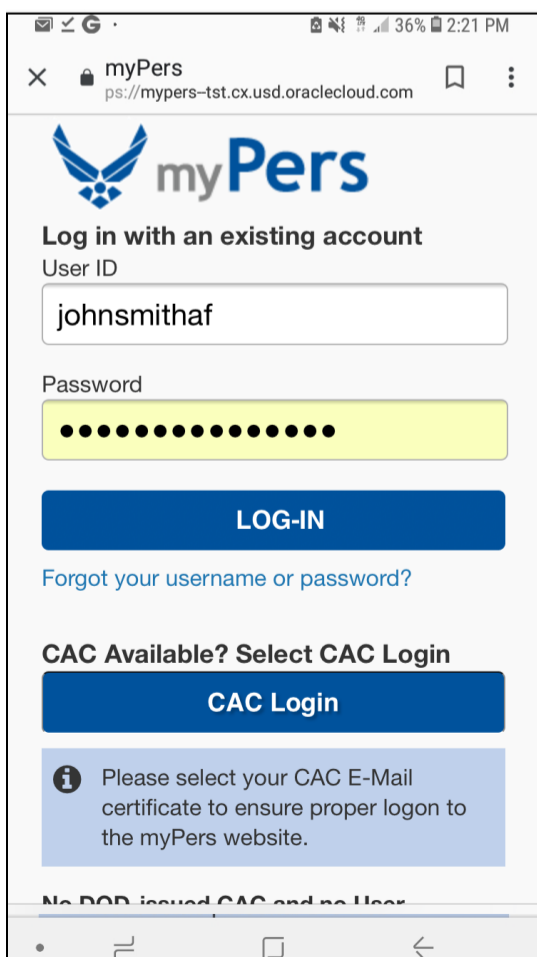
myPers

Mobile Log In Guide

Android Standard Log In (*cont*)



Select the ***Proceed to mypers.af.mil*** link.



Enter your User ID and Password on the myPers login screen, then select **LOG-IN**.



myPers

Mobile Log In Guide

Android Standard Log In (cont)

The screenshot shows the myPers mobile application interface. At the top, there's a status bar with signal, battery (36%), and time (2:21 PM). Below the browser address bar (ps://mypers-tst.cx.usd.oraclecloud.com), the myPers logo is displayed. A red notification box contains the text: "An email with your Temporary Code will be sent to the address you select." Below this, the prompt "Please Select an Email Address" is shown. Two radio button options are listed: "e*****@us.af.mil" (unselected) and "e*****@hotmail.com" (selected). A blue "Submit" button is at the bottom. A disclaimer at the very bottom states: "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:"

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.

The screenshot shows the myPers mobile application interface at the code entry stage. The notification box now says: "An email with your Temporary Code has been sent to your selected email address." It also includes instructions: "If you do not receive your code, please check your Junk or Spam folder or return to the Login page and re-try." and "This code will expire in 15 minutes." Below the notification, the prompt "Please Enter Code" is followed by a bullet point "• Temporary Code" and an empty text input field. A blue "Submit" button is at the bottom. The same disclaimer is visible at the bottom of the screen.

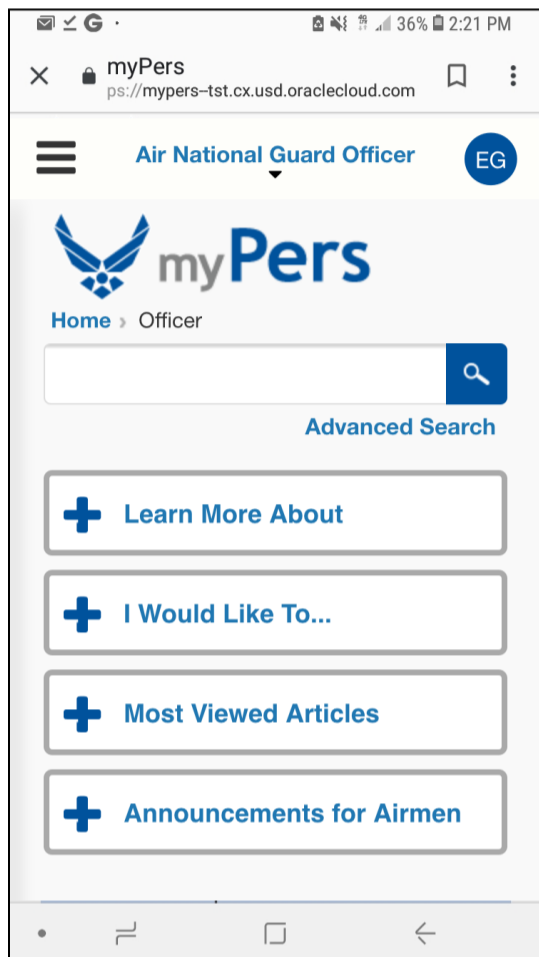
Enter the six-digit numeric code that was sent to your selected email address, then select **Submit**.



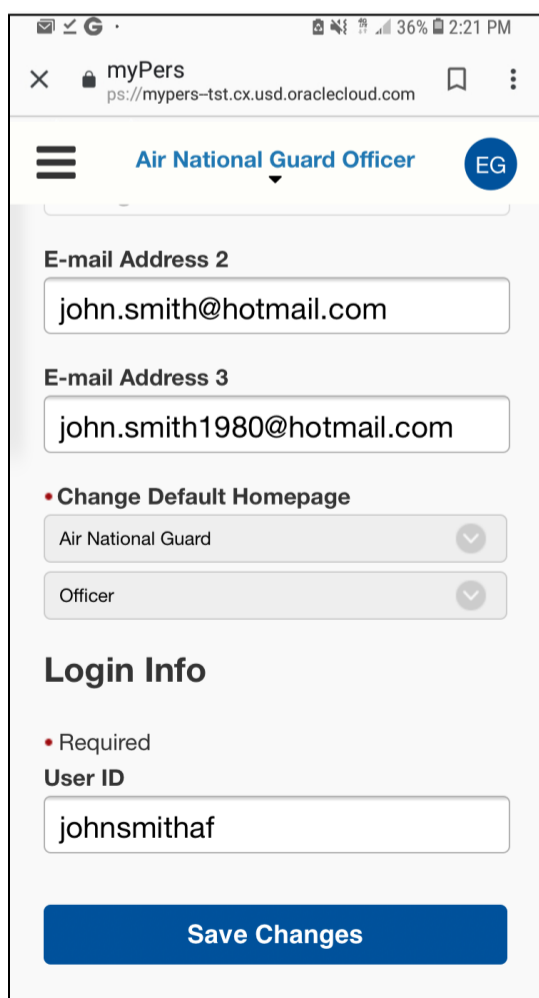
myPers

Mobile Log In Guide

Android Standard Log In (cont)



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.



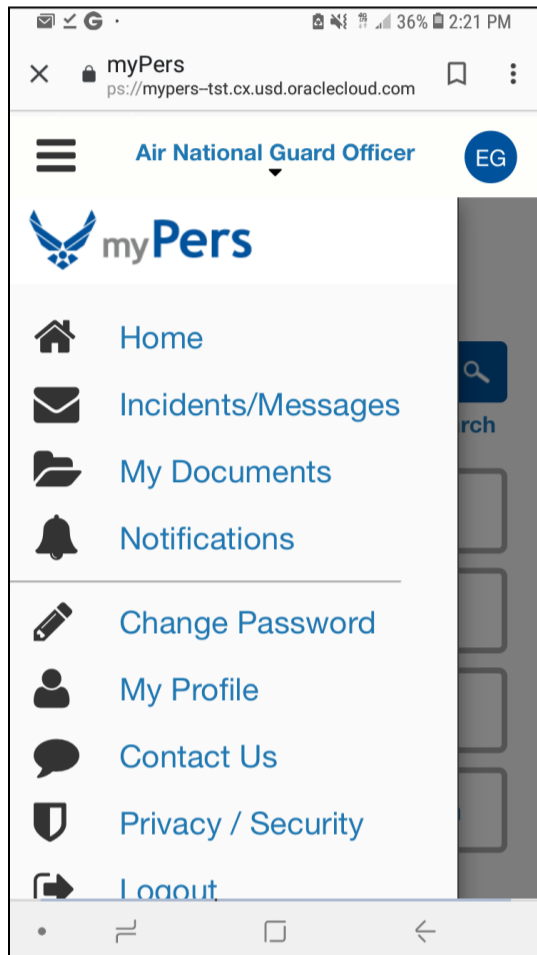
On the **My Profile** settings page, you can register up to three email addresses, change your default homepage, and change your User ID. After the desired changes are made, select **Save Changes**.



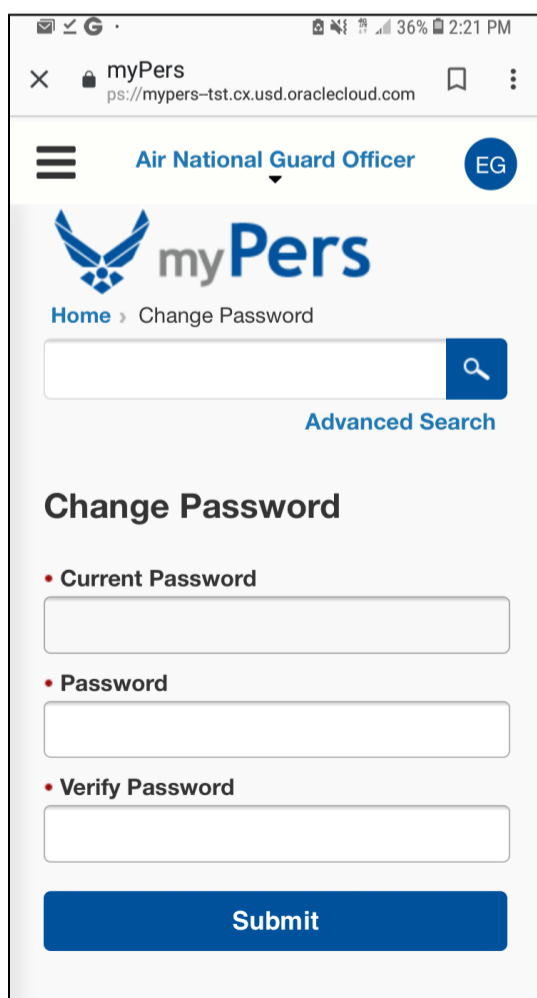
myPers

Mobile Log In Guide

Android Standard Log In (cont)



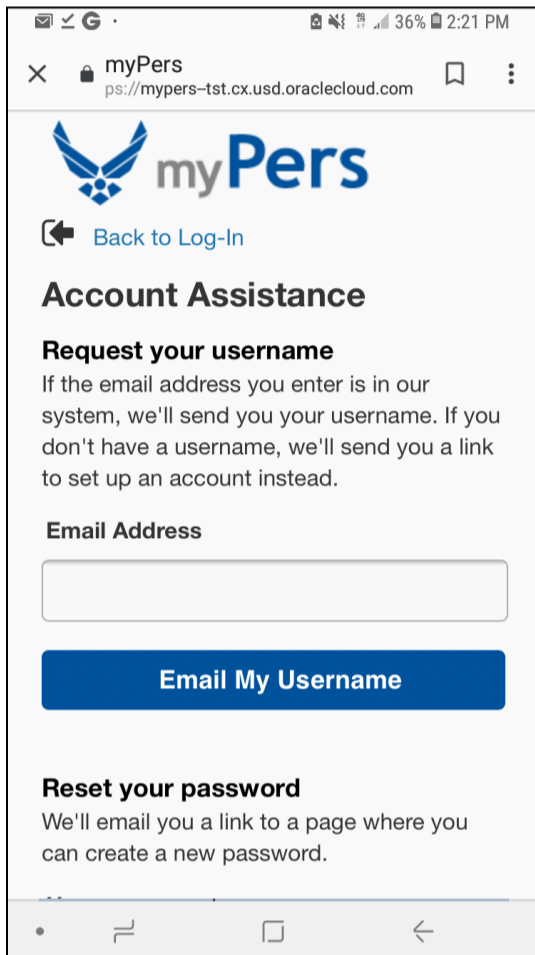
To change your password, select the three-line menu icon on the left side of the screen, then select ***Change Password***.



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

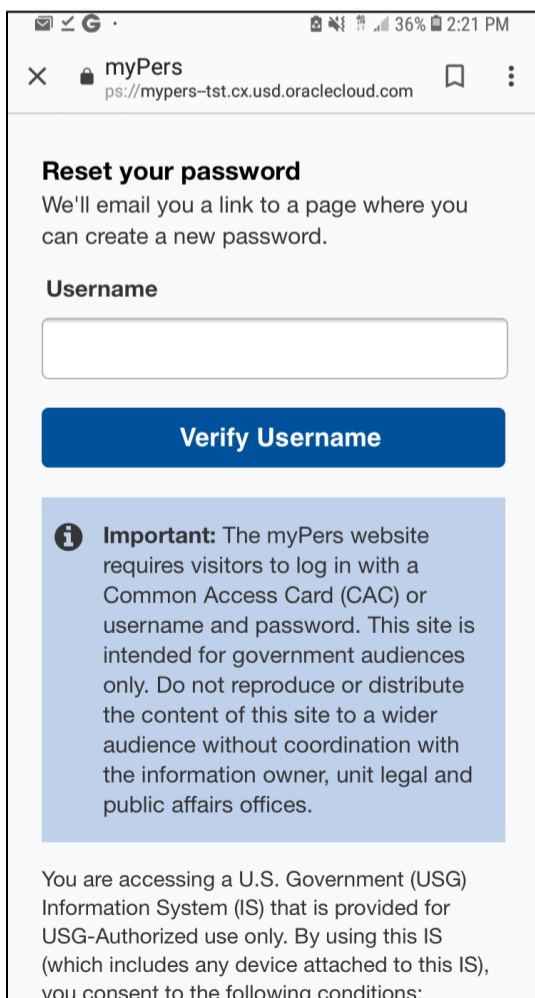
myPers Mobile Log In Guide

Android Standard Log In (cont)



The screenshot shows the myPers mobile application interface. At the top, there's a status bar with signal, battery (36%), and time (2:21 PM). Below that is a browser header with the myPers logo and the URL 'ps://mypers-tst.cx.usd.oraclecloud.com'. The main content area has the myPers logo and a 'Back to Log-In' link. Under 'Account Assistance', there are two sections: 'Request your username' with a description and an 'Email Address' input field followed by an 'Email My Username' button; and 'Reset your password' with a description.

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.



The screenshot shows the myPers mobile application interface for password reset. It includes the same status bar and browser header as the previous screen. The 'Reset your password' section has a description and a 'Username' input field followed by a 'Verify Username' button. Below this is a blue information box with an 'Important' notice about government use. At the bottom, there's a disclaimer about accessing a U.S. Government Information System.

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***.



myPers

Mobile Log In Guide

Android Standard Log In (cont)

Reset your password

We'll email you a link to a page where you can create a new password.

Username

johnsmithaf

Username exists!

Verify Username

Please Select an Email:

☐ e*****@us.af.mil

☒ e*****@hotmail.com

Reset My Password

Important: The myPers website requires visitors to log in with a Common Access Card (CAC) or username and password. This site is

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.

Reset Password

• Password

Password help

- Must contain at least 15 characters
- Must contain at least 1 lower-case character
- Must contain at least 1 special-character
- Must contain at least 1 upper-case character
- Must contain at least 1 number

• Verify Password

Submit

You are accessing a U.S. Government (USG)

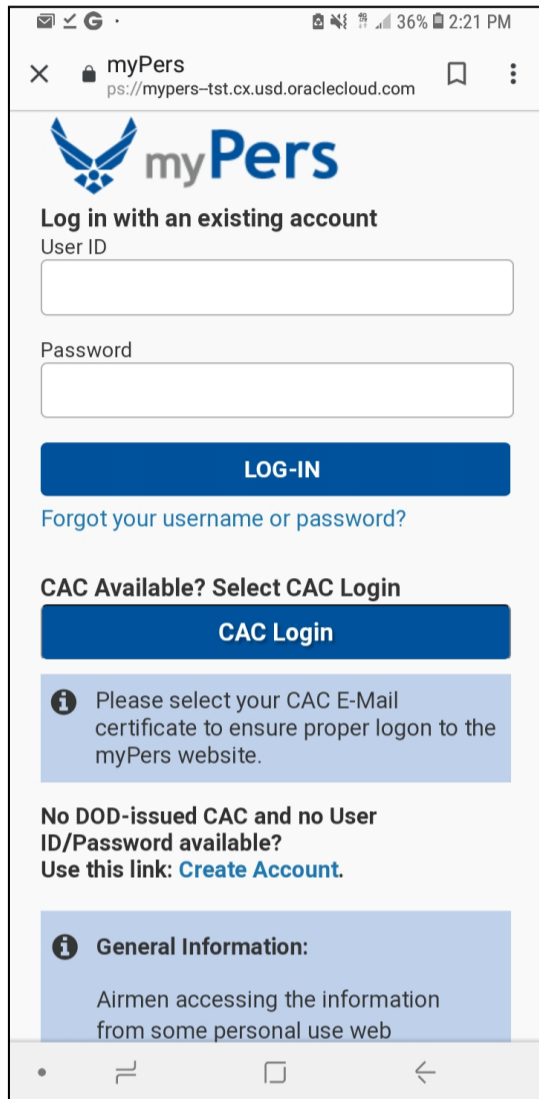
Retrieve the email with the Support Account Password Assistance subject line and select the **Reset my password** link. This selection will navigate to the Reset Password screen. Enter your new password, verify the new password, then select **Submit**.



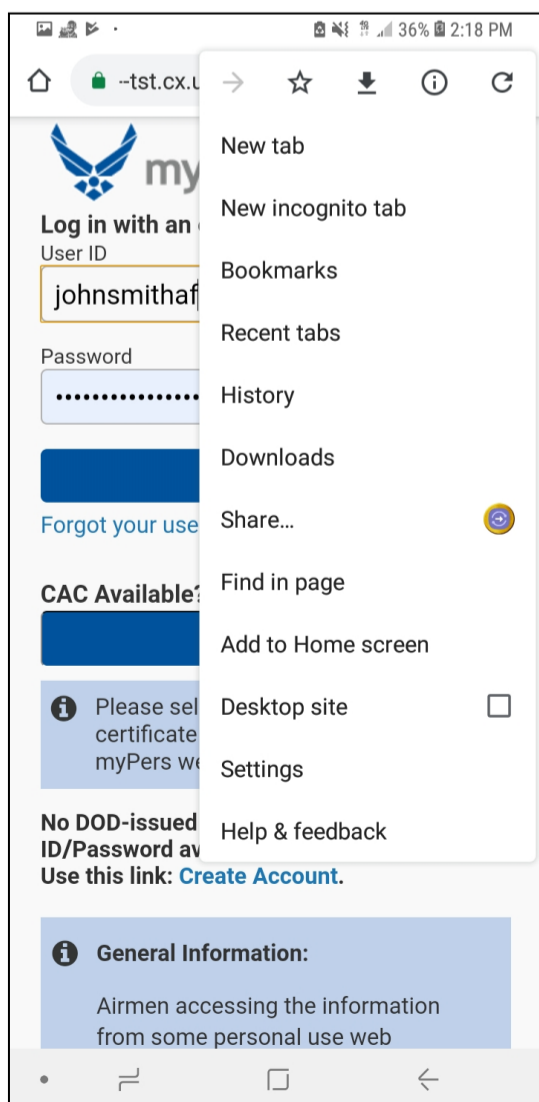
myPers

Mobile Log In Guide

Android Pro Tips



To set the myPers site as a bookmark, select the three-dot menu icon on the upper-right of the screen.



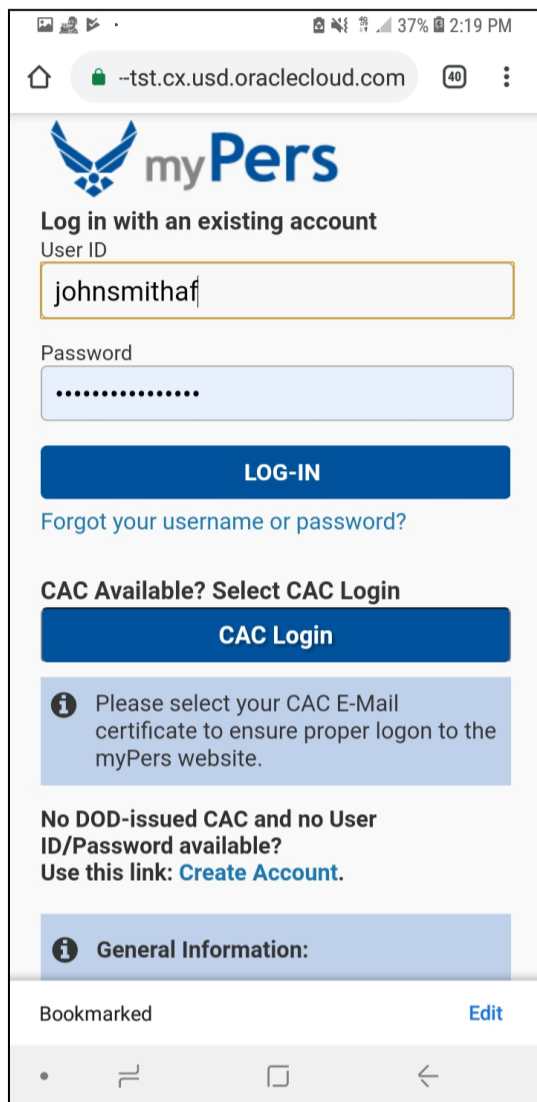
Now, select the star icon.



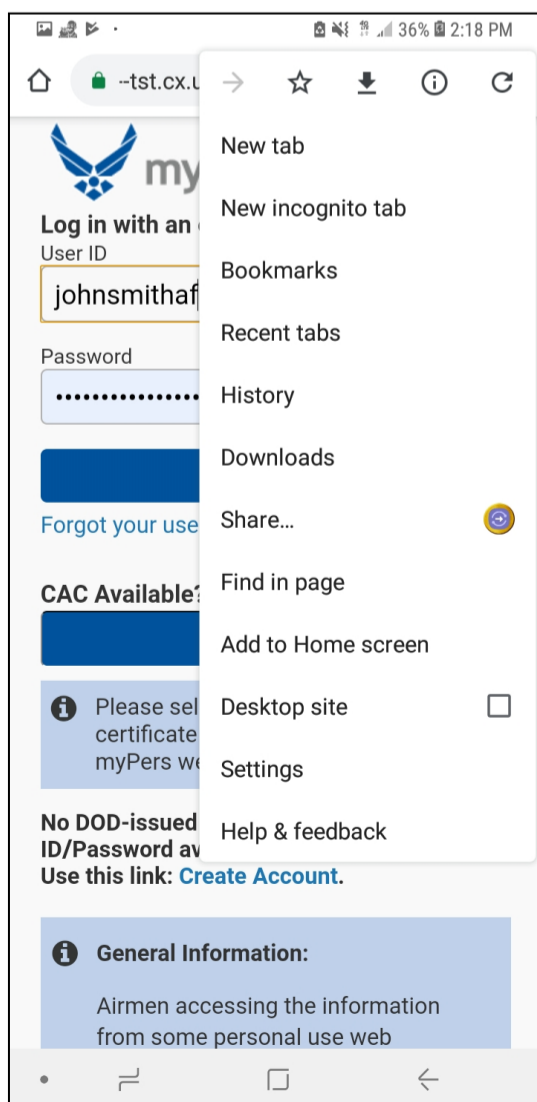
myPers

Mobile Log In Guide

Android Pro Tips (cont)



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



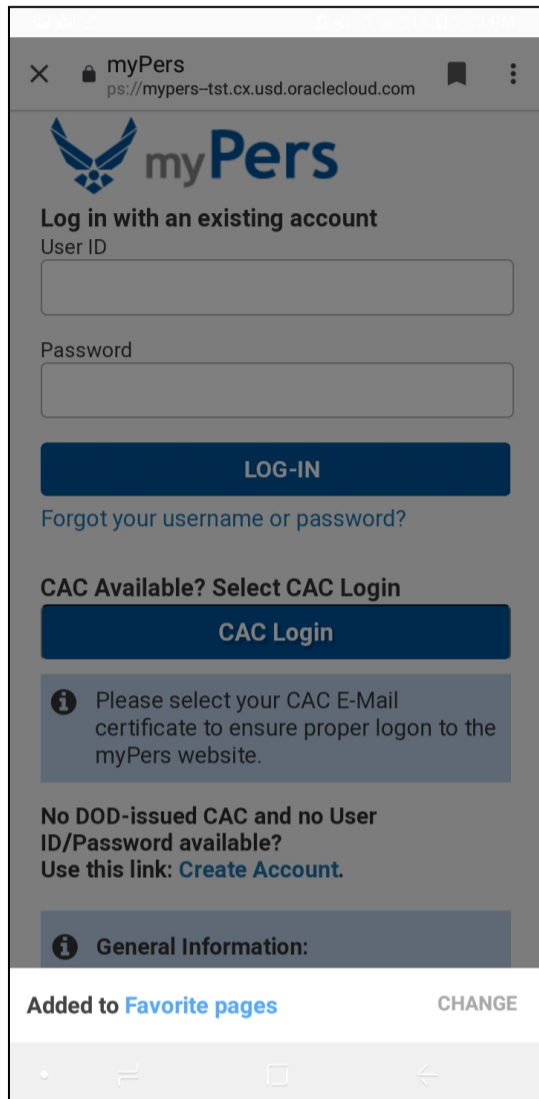
The myPers site will now be available as as a bookmark. To access bookmarks, select the three-dot menu icon on the upper-right of the screen, then select **Bookmarks**.



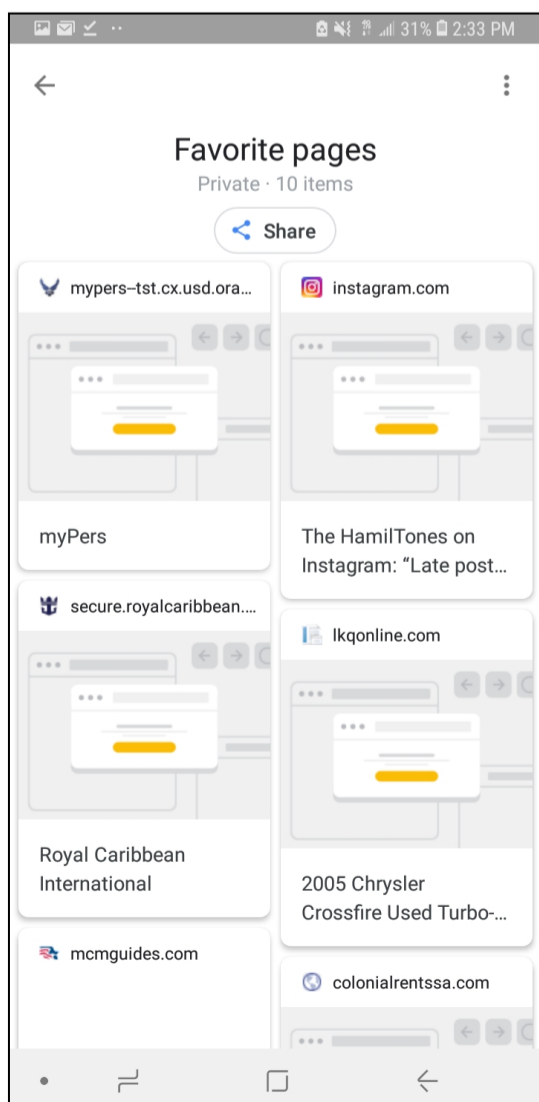
myPers

Mobile Log In Guide

Android Pro Tips (cont)



To set the myPers site as Favorite page, select the ribbon icon on the upper-right of the screen. The screen will turn gray, and the message **Added to Favorite pages** will appear at the bottom of the screen.



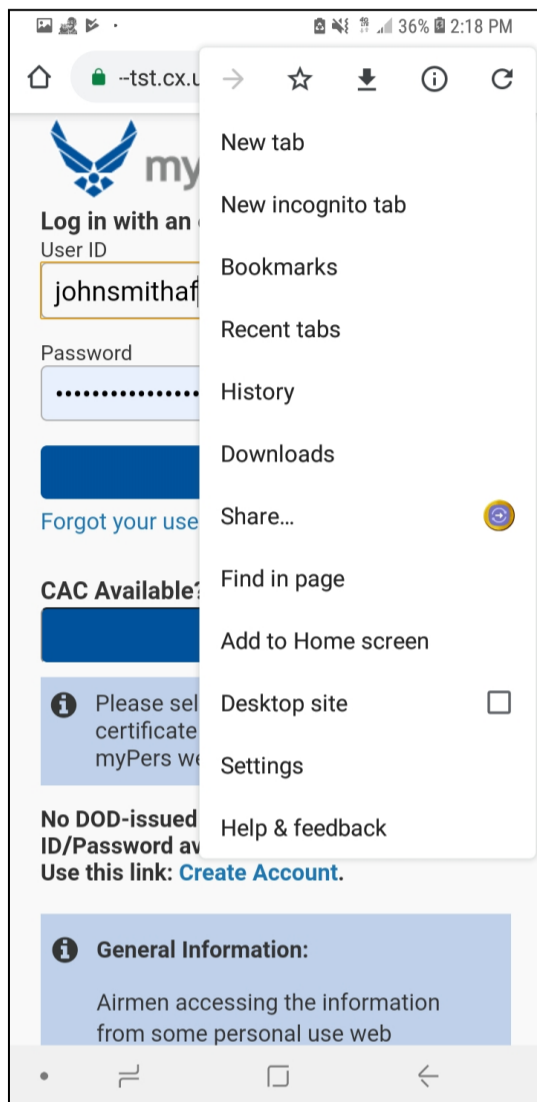
The myPers site will now be available on your Favorite pages screen for convenient access.



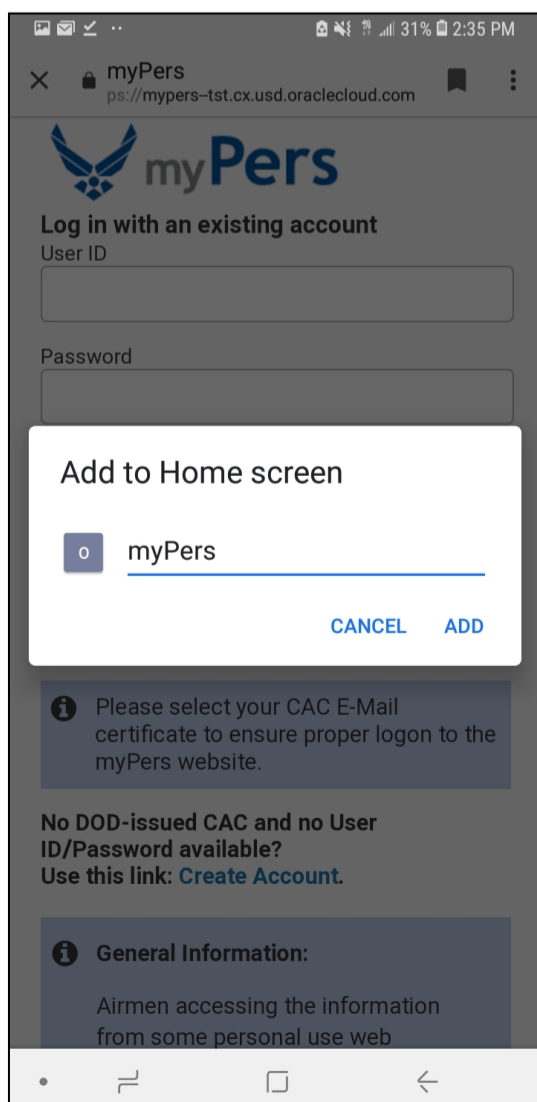
myPers

Mobile Log In Guide

Android Pro Tips (cont)



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**.



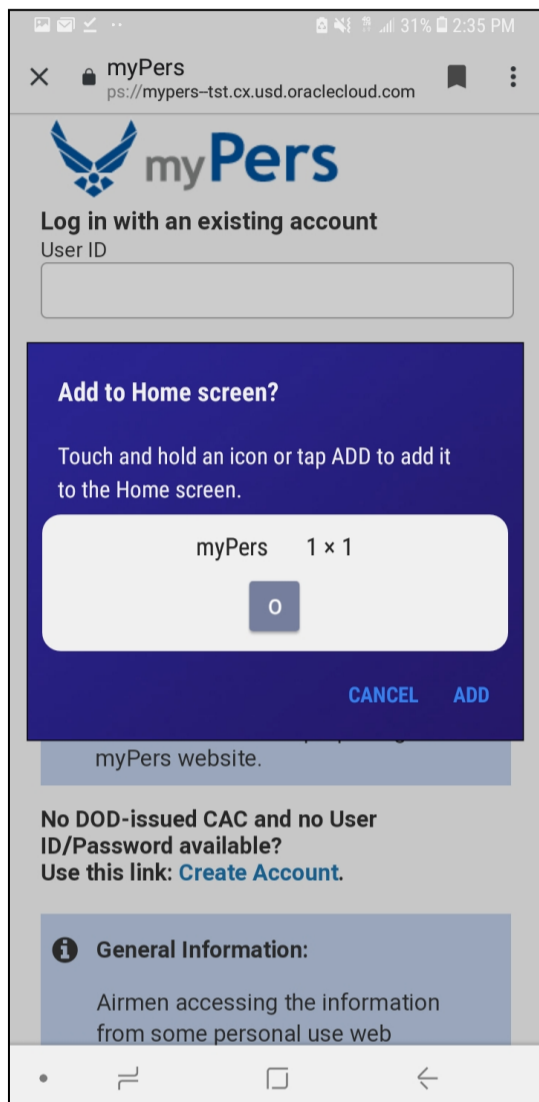
Select **ADD**.



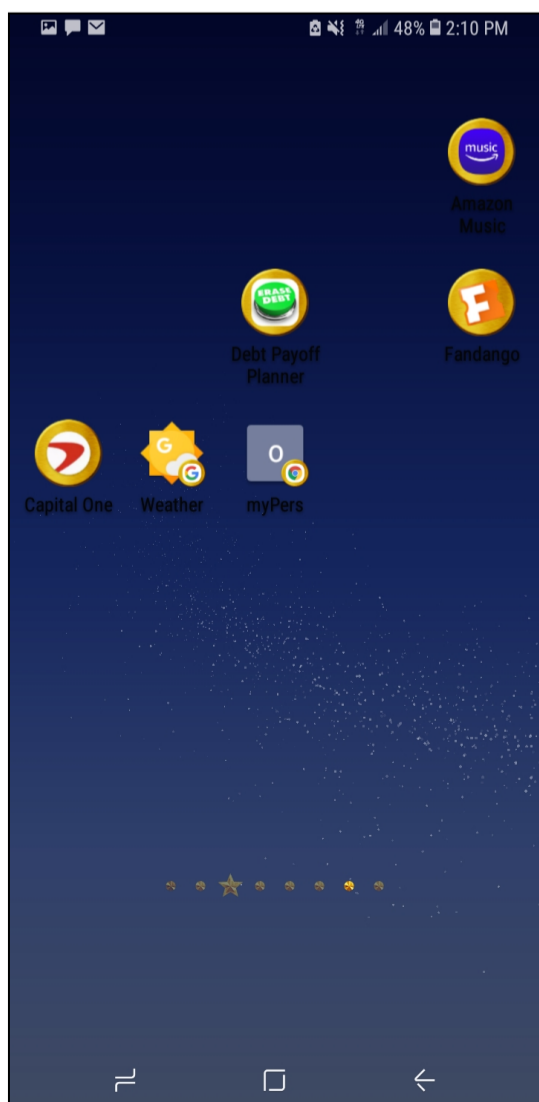
myPers

Mobile Log In Guide

Android Pro Tips (*cont*)



Confirm and select ***ADD***.



A ***myPers*** icon will now be available on the Android home screen. Selecting the icon will navigate directly to the myPers site.



myPers

Mobile Log In Guide

Android Pro Tips (cont)

myPers

Log in with an existing account

User ID

johnsmithaf

Password

.....

LOG-IN

[Forgot your username or password?](#)

CAC Available? Select CAC Login

CAC Login

i 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](#).

i General Information:
Airmen accessing the information from some personal use web browsers may need to download Department of Defense root

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

myPers

Log in with an existing account

User ID

johnsmithaf

Password

.....

LOG-IN

[Forgot your username or password?](#)

CAC Available? Select CAC Login

CAC Login

i 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](#).

i General Information:
Airmen accessing the information from some personal use web browsers may need to download Department of Defense root

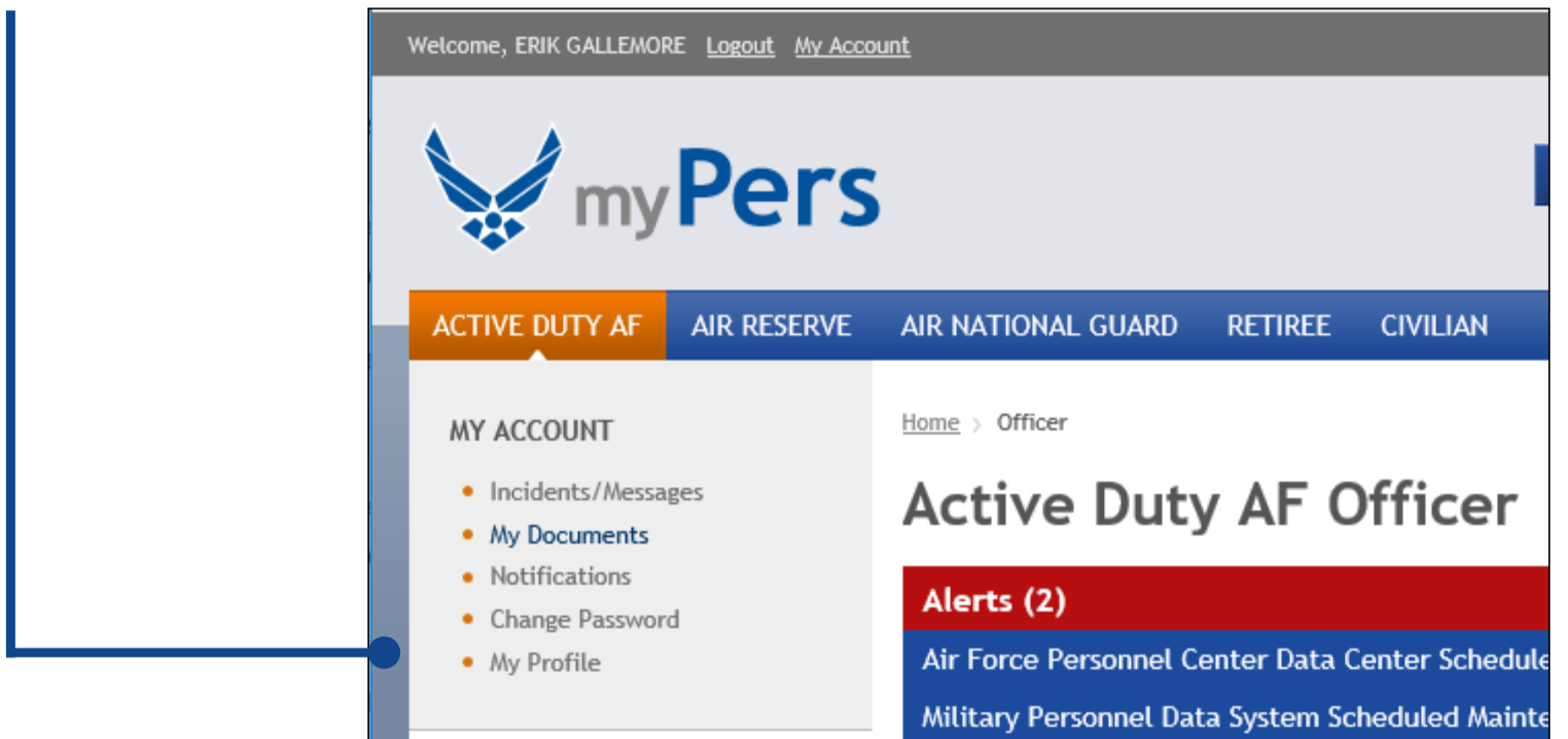
Enter your User ID and Password, select **LOG-IN** and follow through with rest of the log in steps.



myPers

Mobile Log In Guide

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

Last Name

Primary E-mail Address

E-mail Address 2

E-mail Address 3

• Change Default Homepage

Login Info

• Required

User ID

SAVE CHANGES

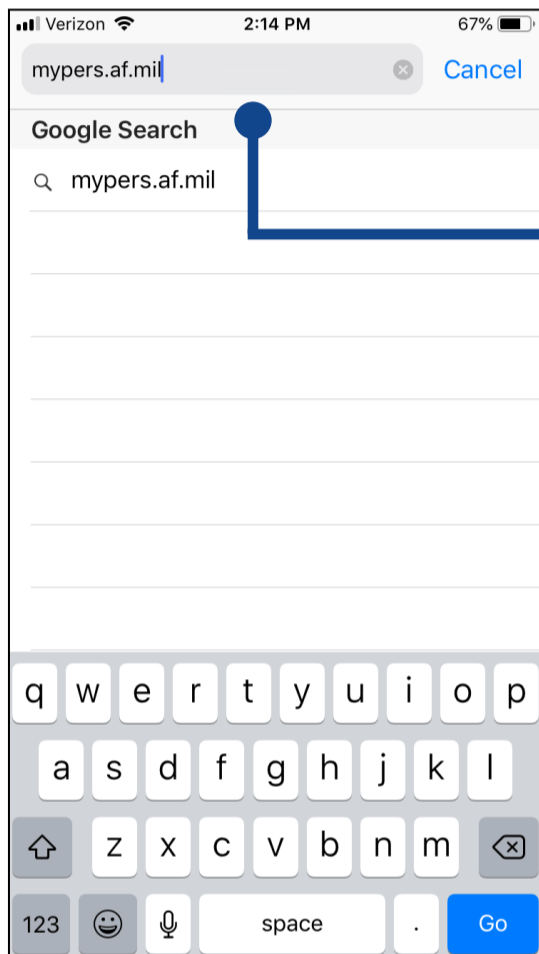
On the **My Profile** settings page, you can register up to three email addresses, change your default homepage, and change your User ID. After the desired changes are made, select **Save Changes**.



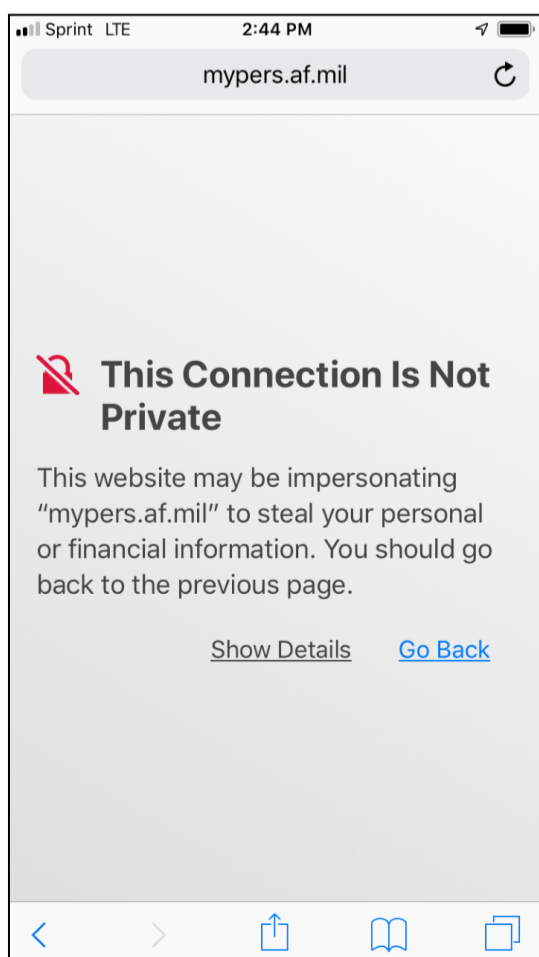
myPers

Mobile Log In Guide

iOS Standard Log In



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



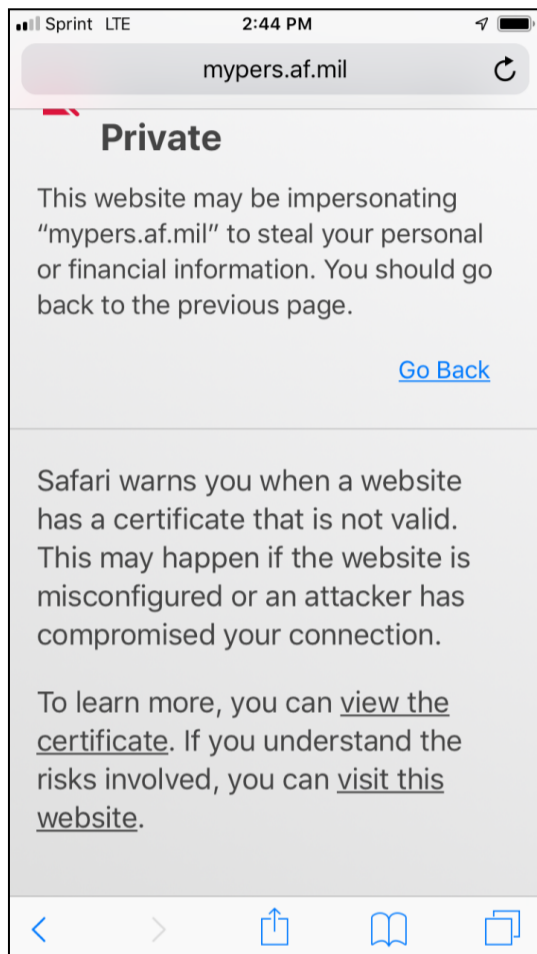
The first time that you navigate to myPers, you may receive a connection warning. Don't worry, your data is secure while using myPers. To bypass the connection warning, select ***Show Details***.



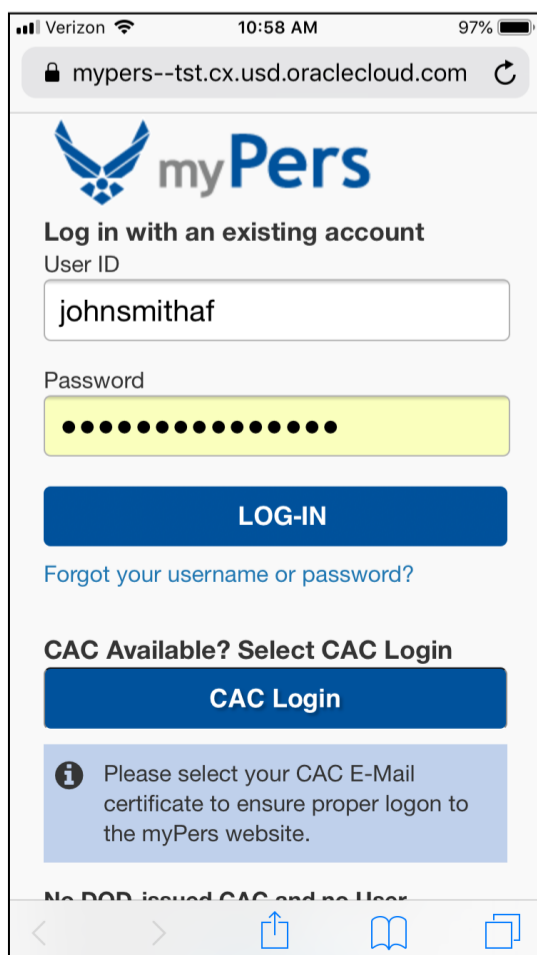
myPers

Mobile Log In Guide

iOS Standard Log In



— Select the ***visit this website*** link.



— Enter your User ID and Password on the myPers login screen, then select ***LOG-IN***.



myPers

Mobile Log In Guide

iOS Standard Log In (*cont*)

Verizon 1:30 PM 60%

mypers--tst.cx.usd.oraclecloud.c

myPers

An email with your Temporary Code will be sent to the address you select.

Please Select an Email Address

☐ e*****@us.af.mil

☒ e*****@hotmail.com

Submit

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:

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.

Verizon 1:30 PM 60%

mypers--tst.cx.usd.oraclecloud.c

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.

Please Enter Code

• Temporary Code

Submit

You are accessing a U.S. Government (USG) Information System (IS) that is provided for

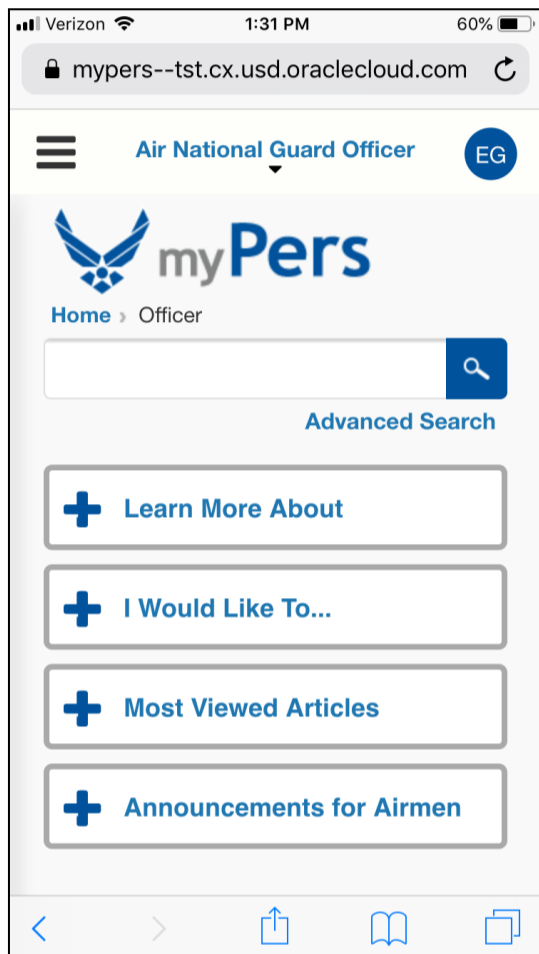
Enter the six-digit numeric code that was sent to your selected email address, then select **Submit**.



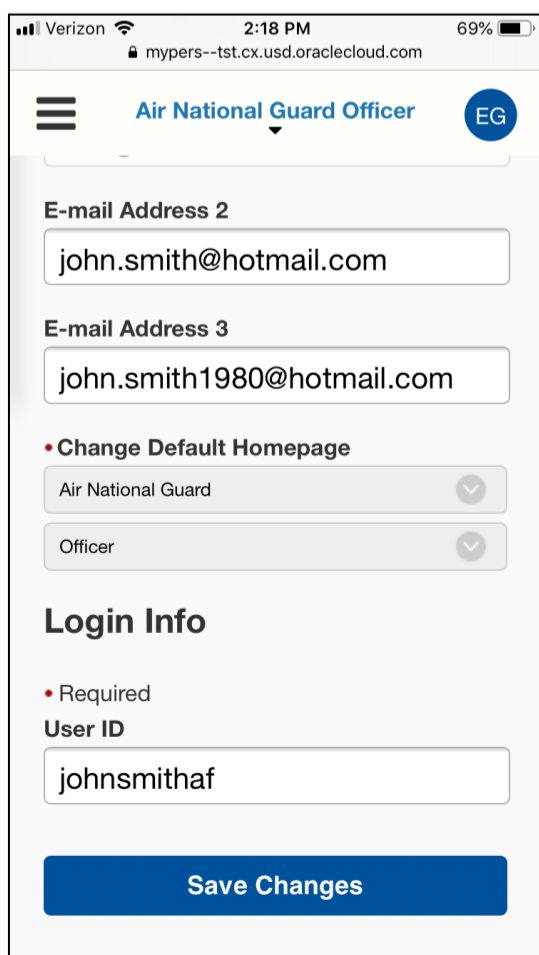
myPers

Mobile Log In Guide

iOS Standard Log In (*cont*)



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.



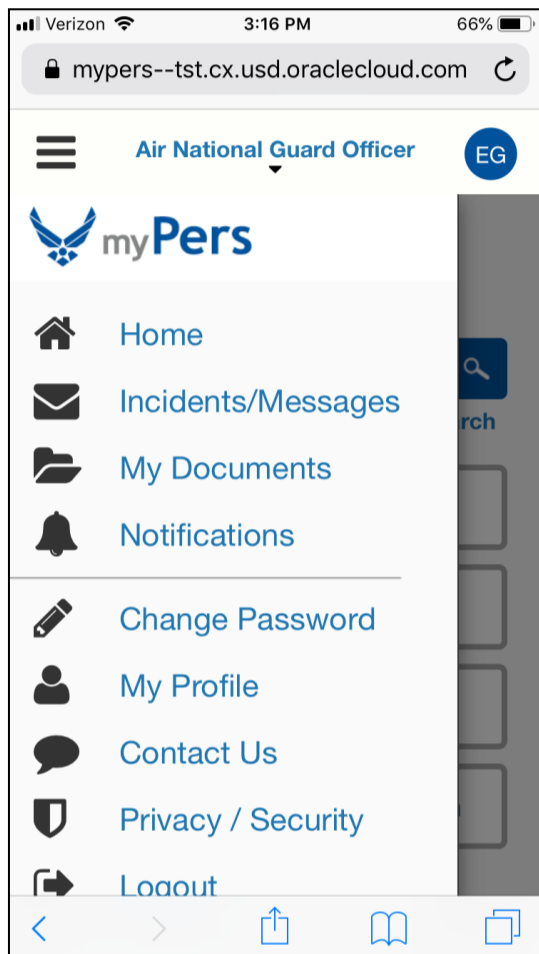
On the ***My Profile*** settings page, you can register up to three email addresses, change your default homepage, and change your User ID. After the desired changes are made, select ***Save Changes***.



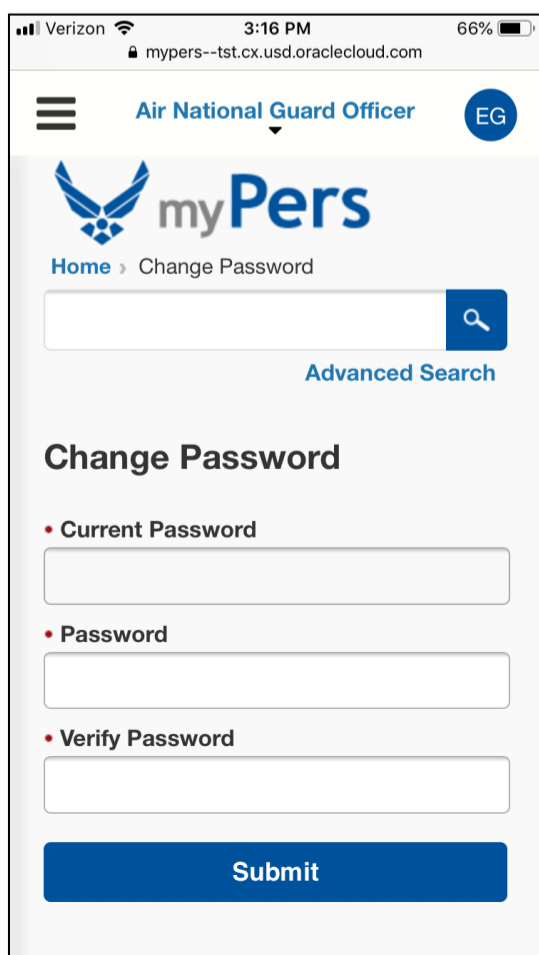
myPers

Mobile Log In Guide

iOS 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***.



myPers

Mobile Log In Guide

iOS Standard Log In (*cont*)

Verizon 2:03 PM 63%

mypers--tst.cx.usd.oraclecloud.c

myPers

[Back to Log-In](#)

Account Assistance

Request your username
If the email address you enter is in our system, we'll send you your username. If you don't have a username, we'll send you a link to set up an account instead.

Email Address

Email My Username

Reset your password
We'll email you a link to a page where you can create a new password.

Verify Username

Important: The myPers website requires visitors to log in with a Common Access Card (CAC) or username and password. This site is intended for government audiences only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner, unit legal and public affairs offices.

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:

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.

Verizon 2:06 PM 62%

mypers--tst.cx.usd.oraclecloud.com

Reset your password
We'll email you a link to a page where you can create a new password.

Username

Verify Username

Important: The myPers website requires visitors to log in with a Common Access Card (CAC) or username and password. This site is intended for government audiences only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner, unit legal and public affairs offices.

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:

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***.



myPers

Mobile Log In Guide

iOS Standard Log In (*cont*)

Reset your password

We'll email you a link to a page where you can create a new password.

Username

johnsmithaf

Username exists!

Verify Username

Please Select an Email:

☐ e*****@us.af.mil

☒ e*****@hotmail.com

Reset My Password

Important: The myPers website requires visitors to log in with a Common Access Card (CAC) or username and password. This site is

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.

Reset Password

• Password

Password help

- Must contain at least 15 characters
- Must contain at least 1 lower-case character
- Must contain at least 1 special-character
- Must contain at least 1 upper-case character
- Must contain at least 1 number

• Verify Password

Submit

You are accessing a U.S. Government (USG)

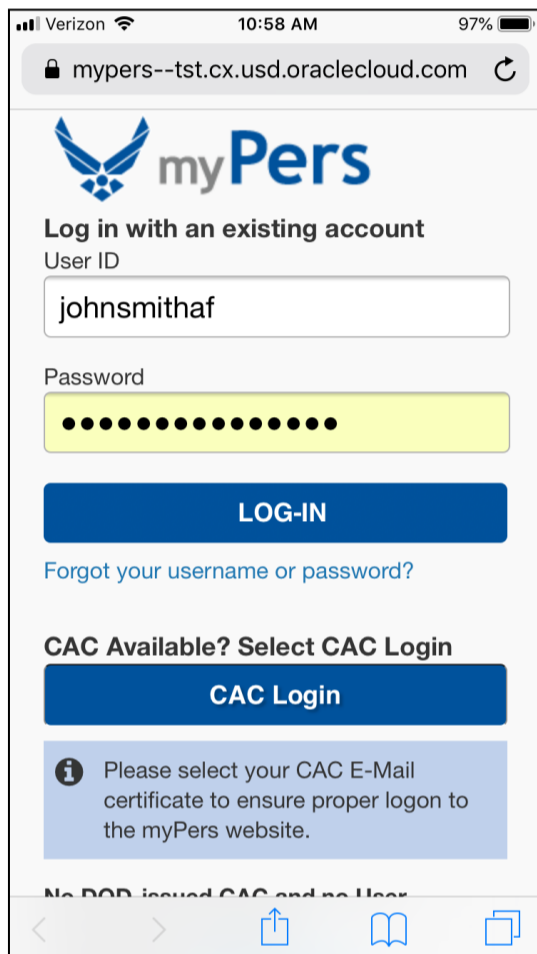
Retrieve the email with the Support Account Password Assistance subject line and select the **Reset my password** link. This selection will navigate to the Reset Password screen. Enter your new password, verify the new password, then select **Submit**.



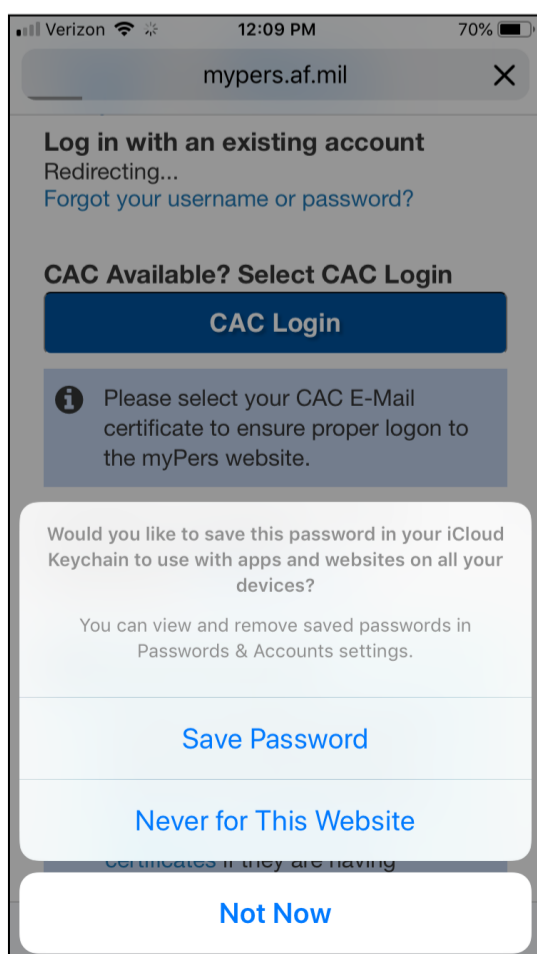
myPers

Mobile Log In Guide

iOS Pro Tips



To set up autofill for your User ID and Password, enter your User ID and Password on the myPers login screen, then select **LOG-IN**.



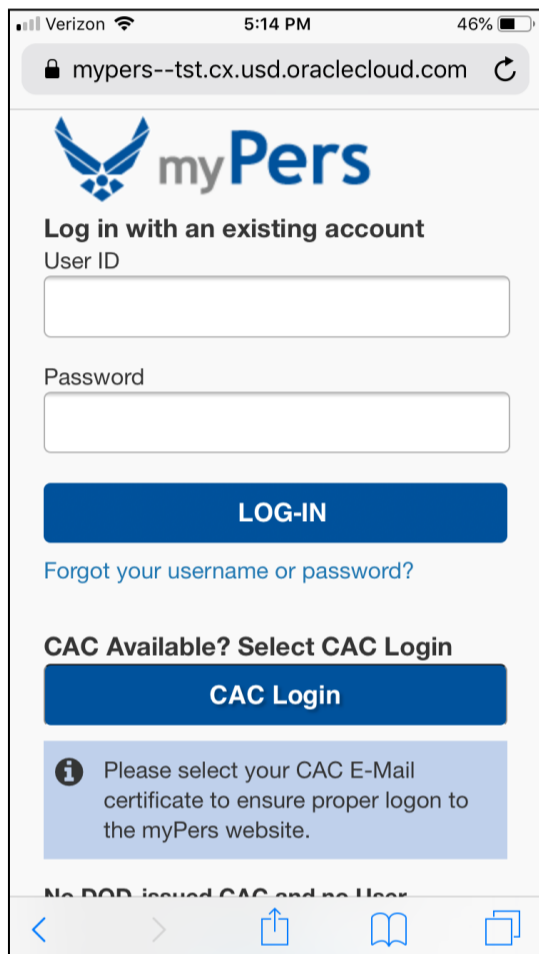
If you receive the prompt to save the password in your iCloud Keychain, select **Save Password**.



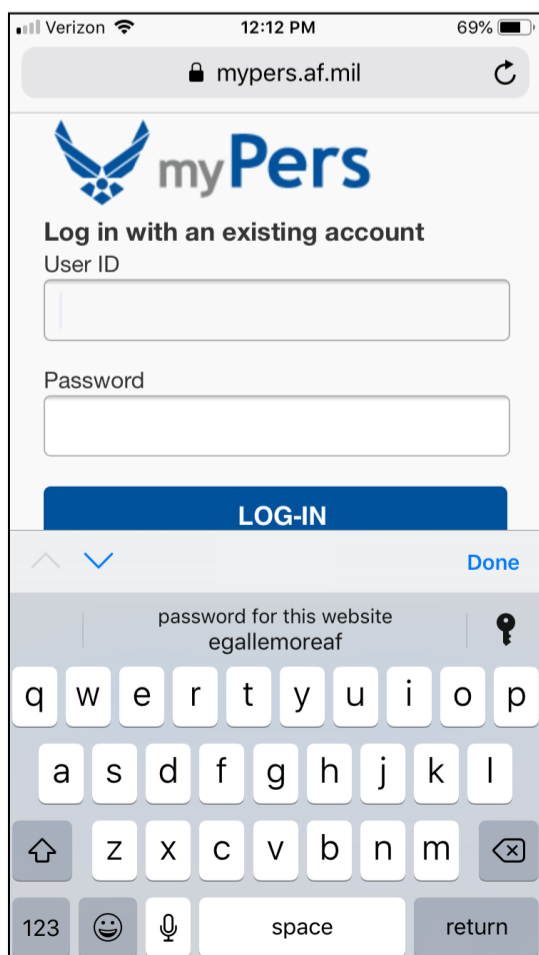
myPers

Mobile Log In Guide

iOS Pro Tips (cont)



The next time you navigate to myPers, select into the User ID field.



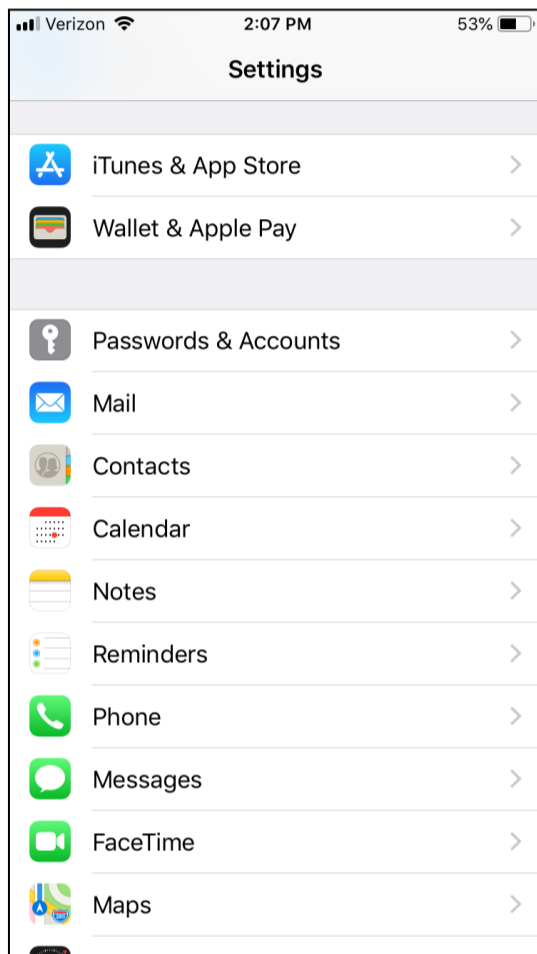
There will be a gray button above the keyboard labelled ***password for this website***. Select the gray button to autofill your User ID and Password, then select **LOG-IN** and continue with the rest of the log in steps.



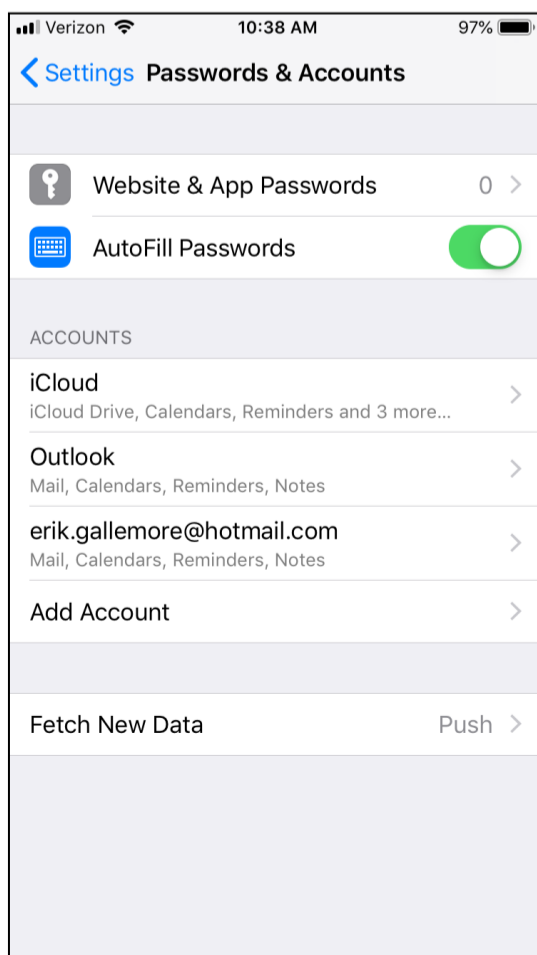
myPers

Mobile Log In Guide

iOS Pro Tips (*cont*)



If you do not receive the automatic prompt to save your password with the previous method, follow these steps to set up autofill for your User ID and Password. Open the Settings app and select ***Passwords & Accounts***.



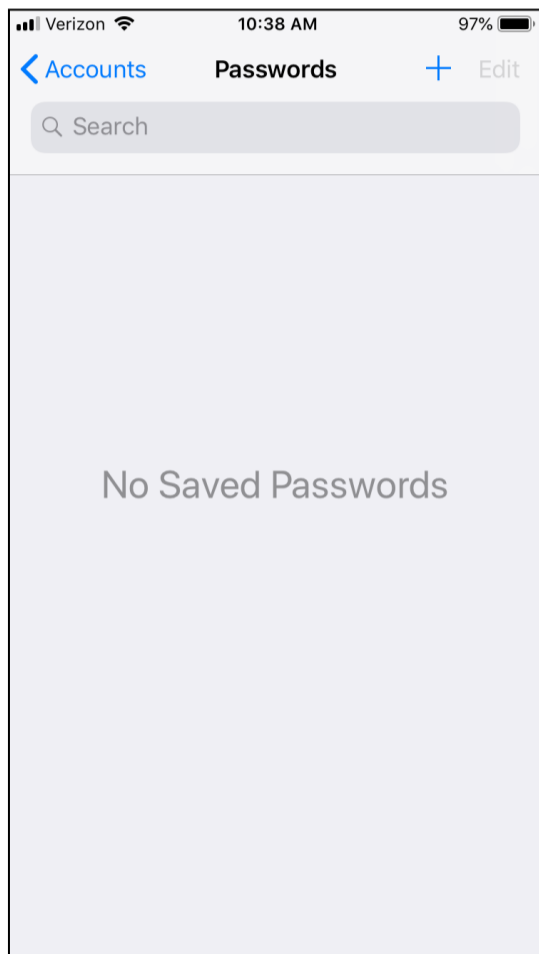
Turn on ***AutoFill Passwords***, then select ***Website & App Passwords***.



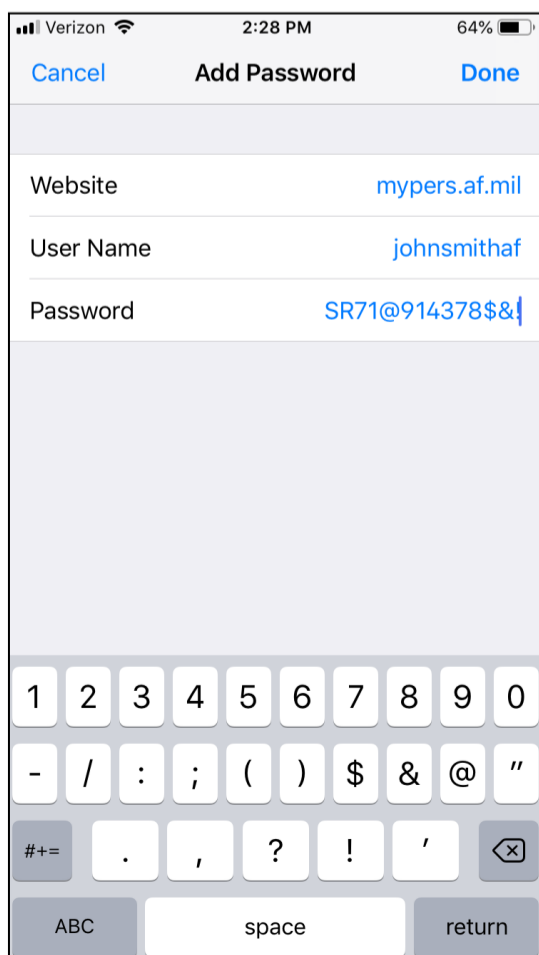
myPers

Mobile Log In Guide

iOS Pro Tips (*cont*)



Select the plus icon on the ***Passwords*** screen to add an account.



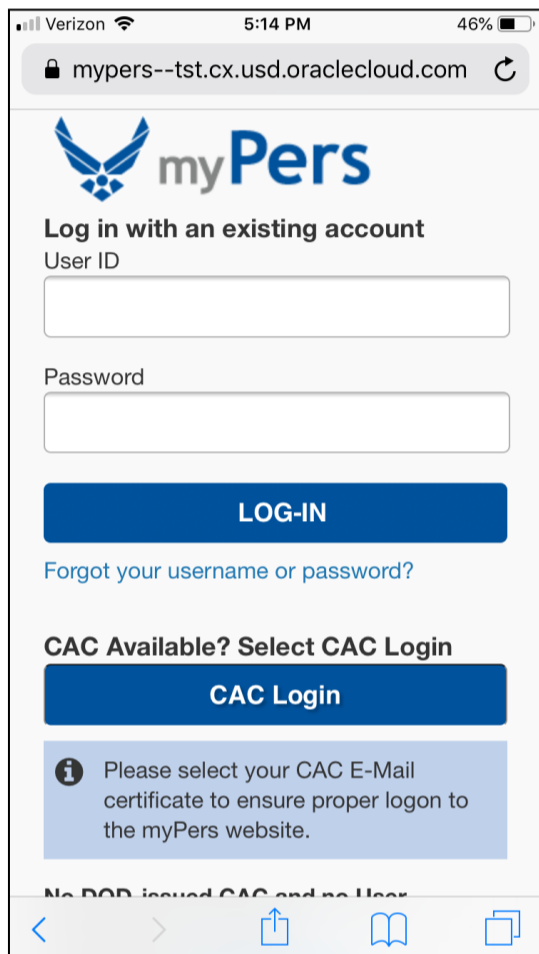
On the ***Add Password*** screen, enter ***mypers.af.mil*** for Website, enter your User Name and Password, then select ***Done***.



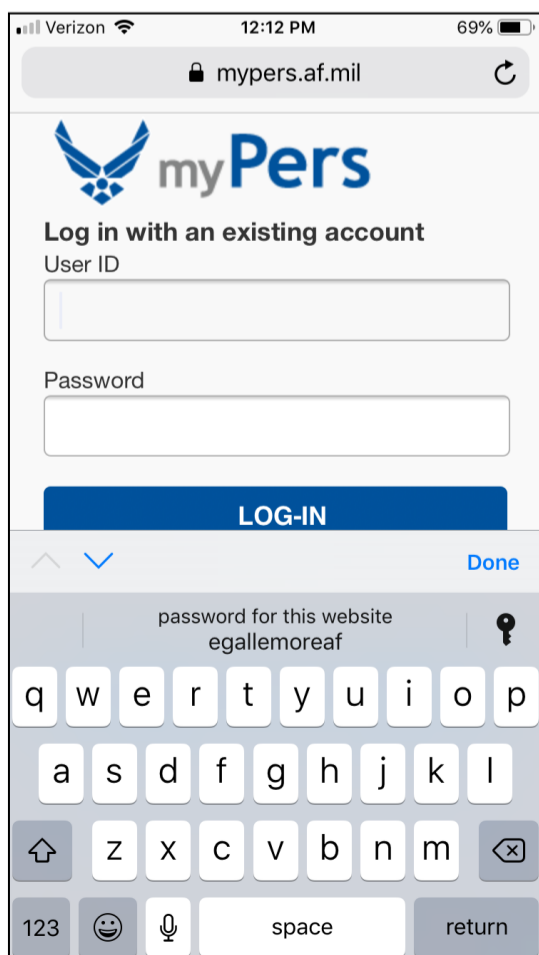
myPers

Mobile Log In Guide

iOS Pro Tips (cont)



The next time you navigate to myPers, select into the User ID field.



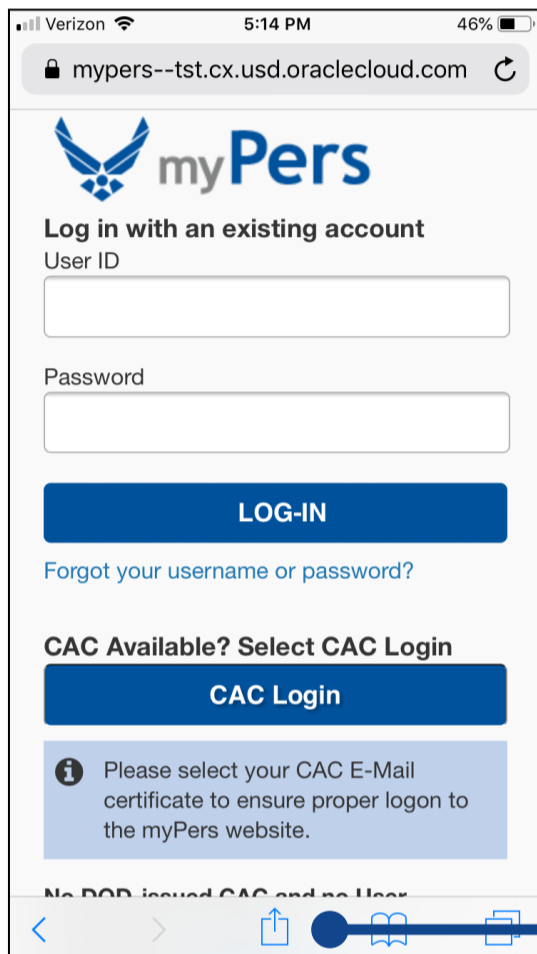
There will be a gray button above the keyboard labelled ***password for this website***. Select the gray button to autofill your User ID and Password, then select **LOG-IN** and continue with the rest of the log in steps.



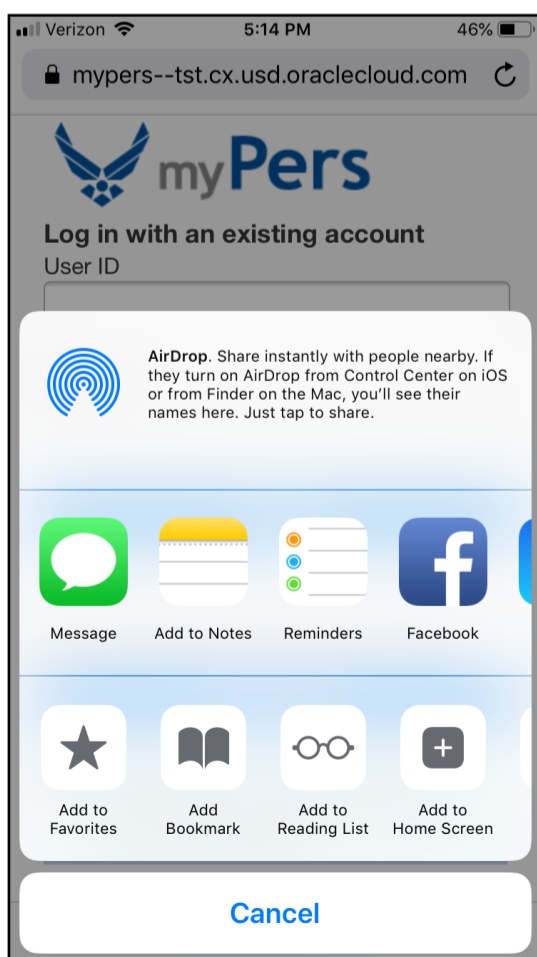
myPers

Mobile Log In Guide

iOS Pro Tips (cont)



For convenient navigation to myPers, you can set the site as a ***Favorite*** and ***Bookmark*** link. First, navigate to the myPers login screen, then select the export icon at the bottom of the screen.



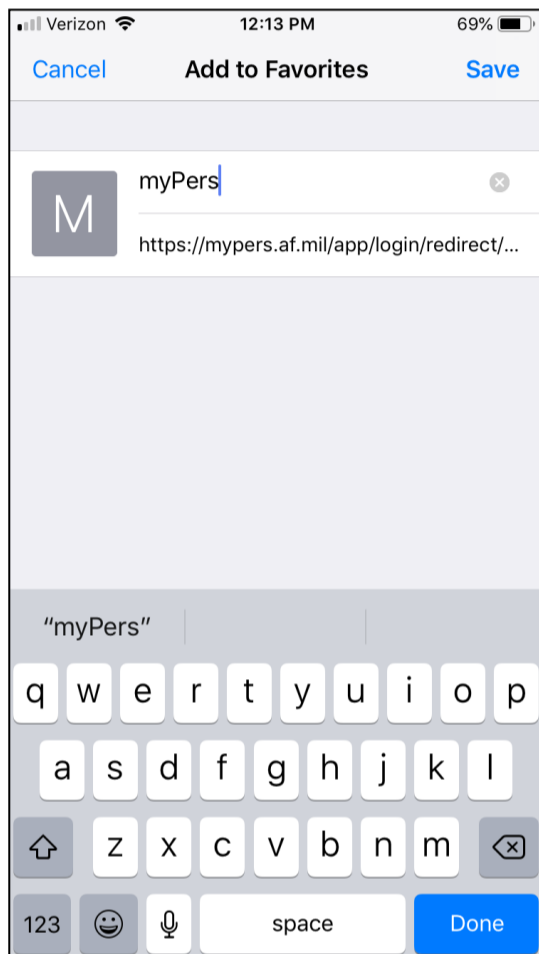
Select ***Add to Favorites***.



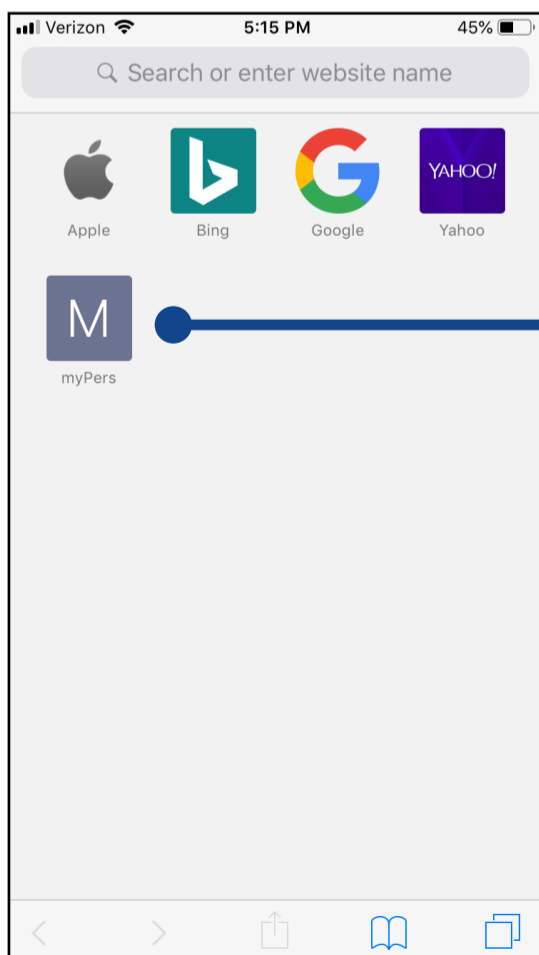
myPers

Mobile Log In Guide

iOS Pro Tips (*cont*)



Select **Save**.



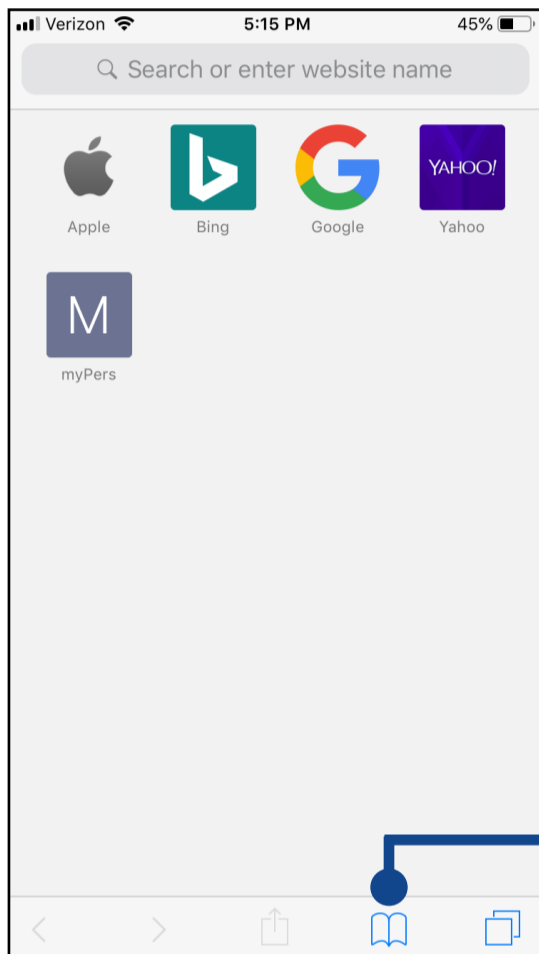
The myPers ***Favorite*** link will now be available on an empty browser screen. Selecting the icon will navigate to the myPers login screen.



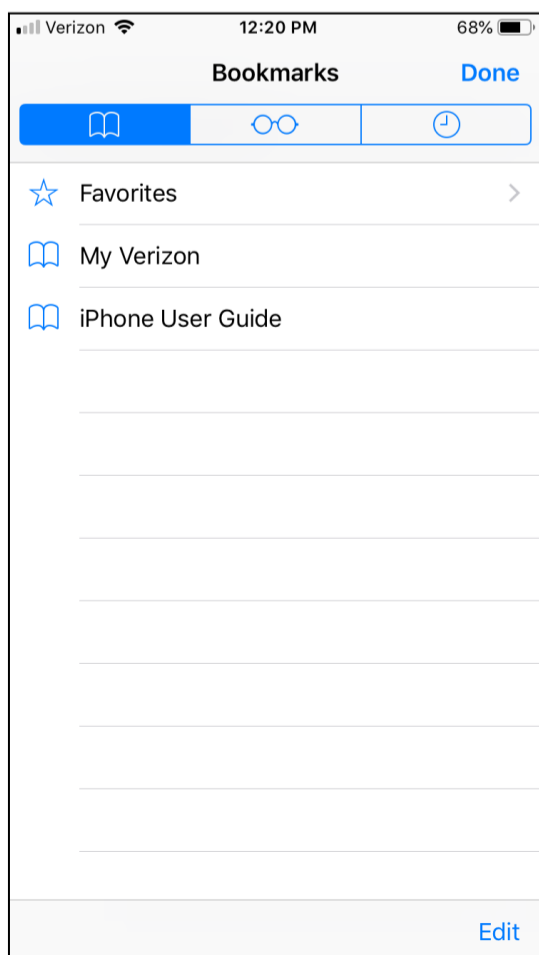
myPers

Mobile Log In Guide

iOS Pro Tips (*cont*)



In addition, a link to the myPers site will also be available as a bookmark. To access bookmarks, select the ***Bookmarks*** icon.



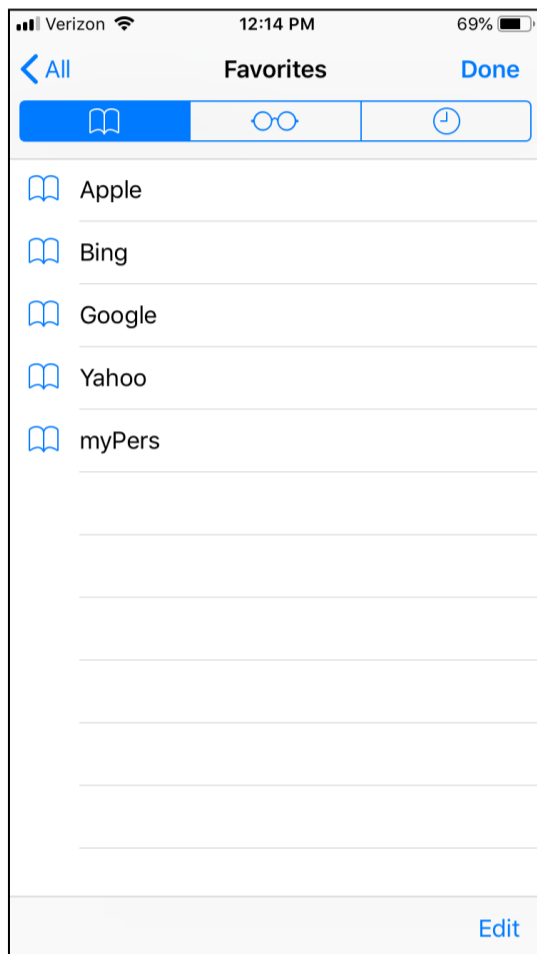
Select ***Favorites*** on the Bookmarks screen.



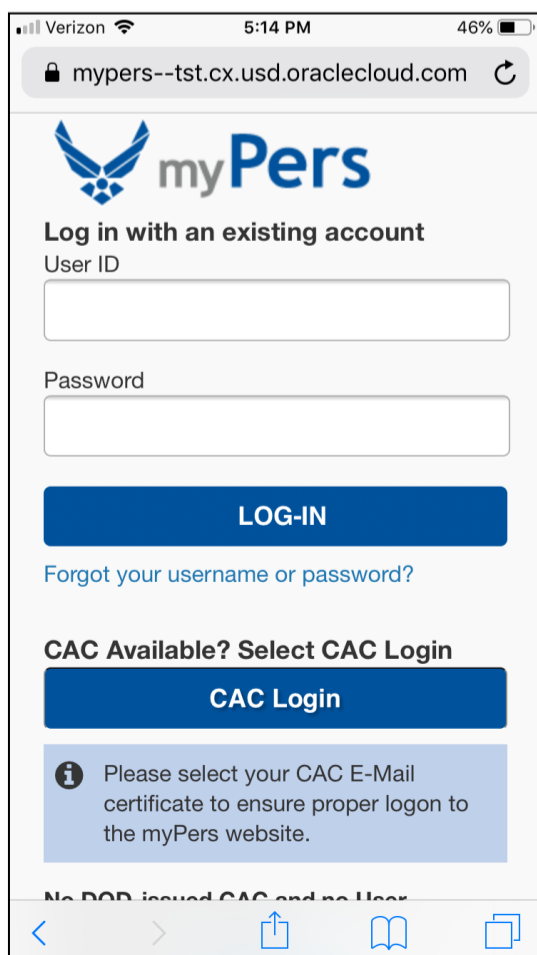
myPers

Mobile Log In Guide

iOS Pro Tips (*cont*)



Select **myPers** on the Favorites screen. This selection will navigate to the myPers log in screen.



Select into the User ID field and follow through with the rest of the log in steps.