

# Employee Portal Account Registration

This guide is only for employees who do not have a company provided email account.  
- If you have company email account, please use the same username and password to login (No registration is required).

1. Click the **Registration Page** link at bottom on login screen (<https://intranet.akima.com>).

The screenshot shows the 'Portal Login' page. It has two main sections: 'Users with a Company Email' and 'Users without a Company Email'. Under the first section, there is a blue button that says 'Click here to login'. Below this, there is a note: 'If prompted for your account information, please enter your username in the following format: qnetusername, akimalexername'. The second section, 'Users without a Company Email', asks the user to 'Enter your username and password below and click Sign In.' It features two input fields: 'Username:' and 'Password:'. Below these is a blue 'Sign In' button. At the bottom of the page, there is a link for 'Forgot your password?' and a footer note: 'This site is intended for account-holding authorized users only. If you are experiencing problems with this site, please contact IT Support.' A red box highlights the text 'you must first register' and a link to the 'Registration Page' in the bottom section.

2. Enter your **legal last name**, your **5 digit home zip code**, your **date of birth**, and the **personal email address** you want to use on the New User Registration screen. The system will use this information to validate that you are an employee.
3. Click **Next** to continue.  
*If your legal last name, zip code, or birth date does not match our records, you will not be able to continue and you should contact IT Support via the link at the bottom of the Registration window.*

The screenshot shows the 'Portal Login - New User Registration' screen. It asks the user to 'Please enter required information in order to identify your account. Your last name entry must match your given legal name.' There are four input fields: 'Last Name:\*' (with 'Lastname' entered), 'Home Zip Code:\*' (with '12345' entered), 'Date of Birth:\*' (with '01/01/1960' entered), and 'Email Address:\*' (with 'PersonalEmail@domain.com X' entered). A blue 'Next' button is at the bottom right. A yellow callout box says: 'Please register using a personal email address. If you do not have a personal email address, consider creating one using these popular email providers: Gmail, Yahoo, or Hotmail'. At the bottom, there is a footer note: 'This site is intended for account-holding authorized users only. If you are experiencing problems with this site, please contact IT Support.'

The screenshot shows the 'Portal Login - Create your new login' screen. It has three input fields: 'Username:', 'Your employee ID', and 'Password:'. Below the password field is a 'Confirm Password:' field. There are 'Previous' and 'Next' buttons at the bottom. At the bottom, there is a footer note: 'This site is intended for account-holding authorized users only. If you are experiencing problems with this site, please contact IT Support.'

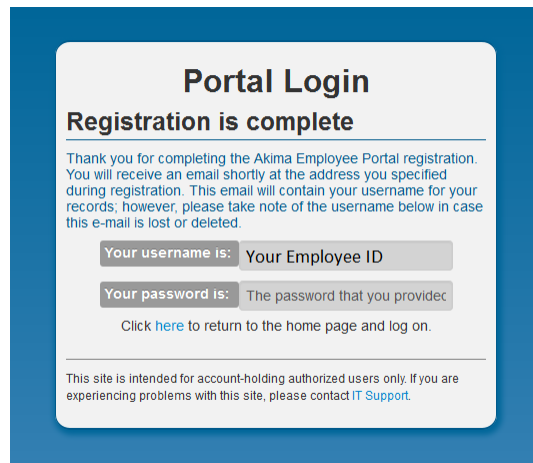
4. The login screen will appear for you to create your password. Your employee ID will be displayed. You will use this as your login name.

Password must be:

- 10 or more characters long
- Contain 3 different types of characters (uppercase, lowercase, number, and symbol)
- Cannot contain any part of your name

5. Click **Next** to continue.

*Your registration is complete and you are ready to log in! Navigate back to the login page by following the instructions on the screen.*



**Portal Login**  
**Registration is complete**

Thank you for completing the Akima Employee Portal registration. You will receive an email shortly at the address you specified during registration. This email will contain your username for your records; however, please take note of the username below in case this e-mail is lost or deleted.

Your username is: Your Employee ID

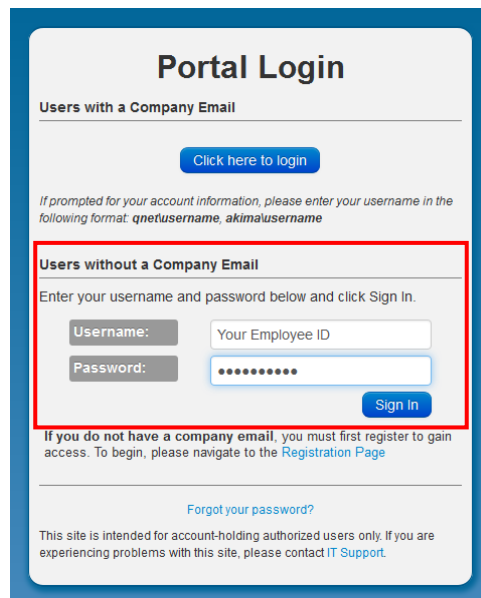
Your password is: The password that you provided

Click [here](#) to return to the home page and log on.

This site is intended for account-holding authorized users only. If you are experiencing problems with this site, please contact [IT Support](#).

## Login with your newly created account

1. Under the **Users without a Company Email** section, enter your employee ID (not case sensitive)
2. Enter your password and click **Sign In**.



**Portal Login**

**Users with a Company Email**

[Click here to login](#)

*If prompted for your account information, please enter your username in the following format: `qnetusername, akimausername`*

**Users without a Company Email**

Enter your username and password below and click Sign In.

Username: Your Employee ID

Password: .....

[Sign In](#)

If you do not have a company email, you must first register to gain access. To begin, please navigate to the [Registration Page](#)

[Forgot your password?](#)

This site is intended for account-holding authorized users only. If you are experiencing problems with this site, please contact [IT Support](#).