

# ACCESSING THE WTU/CCU CADRE COLLABORATION PORTAL ON MILBOOK

1. Open the following URL: <https://www.milsuite.mil/book/groups/wtucadre>
2. If not yet logged in to milBook, you will be required to authenticate. Click on the **I AGREE** button and, if prompted, select your CAC certificate and enter your pin #.
3. If you already have a milSuite account, skip to step 5. Otherwise, click on the link that reads **Click here to register!** Your personal information will be pulled automatically from DEERS. If all data appears correct, click on **Create New Account**.
4. You will receive a confirmation page stating that **You have successfully created a milSuite account!** At this time, you will need to reenter the URL found above.
5. Before you can view any site content, you will need to be approved to join the group. Click on **Ask to join this group** on the right-hand side of the page.
6. You will receive an email notification when your membership has been approved. Use the URL above, also found in the email you will receive, to access the portal.

