MCEITS Account Requests

20 November 2014

Failure to follow these instructions <u>precisely</u> could impact a timely access request. Pay particular attention to step 6.

If you already have a MCEITS account, please skip to step 6. If you are not a member of the MSTP or contractor directly supporting MSTP, and need a MCEITS Account, please request one through your Chain of Command as MSTP does not process MCEITS requests for external Marine Corps Commands.

Note: You will require a DoD issued PKI E-Mail certificate for access to MCEITS.

Please have a CAC card (with all DoD PKI certificates loaded) and functioning CAC reader prior to proceeding.

1) Go to https://mceits.usmc.mil/ and click "Request MCEITS Account" on the left side of screen under "Quick Links",
2) Read the notice and Click "OK". This will open a "Request a MCEITS iPS Account" Form.
3) Read User Agreement, select "I Agree", and complete the form using the following information for identified fields.
    a) Last Name: (Your Last Name as it appears on your Driver's License or Military ID.)
    b) First Name: (Your First Name as it appears on your Driver's License or Military ID.)
    c) Middle Initial: (Your Middle Initial, if you do not have one, please leave blank.)
    d) SharePoint Site: (From the pull down menu select "**MAGTF Staff Training Program**".)
    e) Rank: (Your Military Rank, or CIV for Civil Service employees, or CTR for contractors.)

    NOTE: Items, f thru h, are for Contractors Only. Contractors must have a GOV POC.

    f) Government POC Name: **Your** GOV POC
    g) Government POC Phone: **Your** GOV POC's Phone Number
    h) Government POC Email: **Your** GOV POC's E-Mail Address

    i) Email Address: (Your e-mail address, must use your company's corporate .com or a DoD .mil address. Goal is to receive the e-mail with your account info.)
    j) Phone Number: A phone number that you can be reached at in case of questions.
    k) Organization\Unit: (Please enter your UNIT for example: "**MAGTF Staff Training Program**" without the quotes.)
    l) U.S. Citizen: (Y/N, Answer as appropriate.) If not a US citizen please enter your country of citizenship
    m) Comments: (Please describe why you are requesting an account, and any comments for the administrator.)
    n) Click on submit when complete.
4) NOTE: This will signal the site administrator to request your MCEITS account if you do not have one. You will receive an e-mail from MCEITS within 48 Hours.
5) Once you have received your New Account notice from MCEITServices, follow the steps provided in the e-mail to CAC-Enable your account.
6) Once your account has been CAC-Enabled, go to https://eis.usmc.mil/sites/mstp/ . When asked, select your DoD E-Mail PKI Certificate. <u>You WILL receive an error "Access Denied", click "Request Access" to the MSTP site.</u>
7) Once processed, you will receive an "Access Granted Notice" via e-mail.