

# Auto SAAR

## How to Create a User Account

Auto SAAR URL

<https://autosaar.usmc.mil>

Can access on EDU ONLY



## AutoSAAR

UNITED STATES MARINE CORPS



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: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details. I've read & consent to terms in IS user agreement. These banners are mandatory and deviations are not permitted except as authorized in writing by the Deputy Assistant Secretary of Defense for Information and Identity Assurance.

ACCEPT

After signing into Auto SAAR for the first time it will bring you to a profile page. The information on the page is the most important part of Auto SAAR. If the information added to this page is incorrect or incomplete, Then any SAAR submitted will be rejected.

MCTFS Api is off.

My Profile:

Select Designation and rank. For contractors you will need at add your company name and contract number.

Select citizenship

Select yes on receive email notifications

Select Overwrite Profile

Profile Information Training Certificates

\* = required

Designation: \*  
 Military  Civilian  Contractor

Citizenship: \*  
 US  Foreign  Other

Receive Email Notifications: \*  
 Yes  No

Overwrite profile: \*  
 Yes  No

Rank \*  
E-1

Display Name \*  
Enter First and Last Name

Email Address \*  
Official Govt Email Only  
official govt. email only

Phone Number \*  
Contact number

Job Title \*  
For Students Please enter Class Name and Year

Supervisor or Authorized Approver  
Enter Supervisor's Last name. If supervisor's information does not display check box: Supervisor not found

Security Manager  
Supervisor will enter the name of yur security manager

IA Training Coordinator

Supervisor / Authorized Approver is only required to create and submit a SAAR. It does not need to be entered to approve/deny SAAR(s).

Security Manager is only required to create and submit a SAAR. It does not need to be entered to approve/deny SAAR(s).

This field is optional. If a user is selected in it will override the default routing.

Supervisor not found

Onboarding students will use [Matthew.ward@usmcu.edu](mailto:Matthew.ward@usmcu.edu) as supervisor.

Onboarding students will leave Security Manager Blank

Official Mailing Address

Address Type  Domestic  Foreign

Address Line 1 \*  
2044 South Street BLDG address not home address

Address Line 2

City \* State \* Zip \*  
Quantico VA 22134

Service Organization \* Installation \*  
Marine Corps MARCOR UNIV EDCOM TECOM QUANTICO VA MCB QUANTICO VA

Office Symbol/Department \*  
Other Select Other

Other Office Symbol/Department  
TECOM/EDCOM/MCU/IT

This block will appear after you select other. Here is where you will add your Department

Your Department should be; TECOM/EDCOM/MCU/(School you will be attending)

Most users will use this information

Cancel Save

After you have completely filled in all the information needed, click save. Then click Training Certificates on the top left

MCTFS Api is off.

**My Profile:**

Profile Information

Training Certificates

**Upload Certs**

Document Type \*

Cyber Awareness Challenge

Select File \*

Choose a file

Browse

Training Completion Date \*

Upload

Cyber Awareness Training must be completed before completing this section.  
Select the type of training completed and upload document to the profile.

<https://www.marinenet.usmc.mil/>

At this point you must wait for your supervisor to approve your account.