

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



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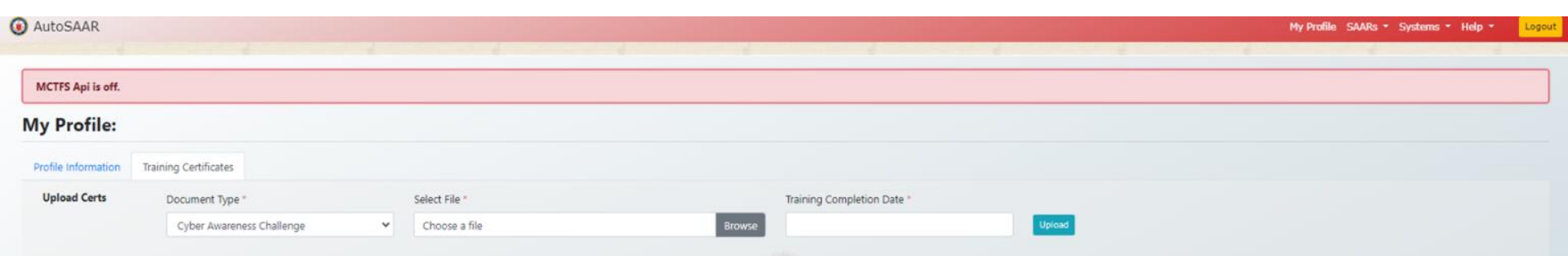
ACCEPT

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.

The screenshot shows the 'My Profile' page in the Auto SAAR system. At the top, there is a red banner that says 'MCTFS Api is off.' Below this, the page title is 'My Profile:'. There are four red arrows pointing to specific fields with annotations: 1. An arrow points to the 'Designation' field with the text 'Select Designation and rank. For contractors you will need to add your company name and contract number.' 2. An arrow points to the 'Citizenship' field with the text 'Select citizenship'. 3. An arrow points to the 'Receive Email Notifications' field with the text 'Select yes on receive email notifications'. 4. An arrow points to the 'Overwrite profile' field with the text 'Select Overwrite Profile'. The form contains several sections: 'Profile Information' with fields for Designation (Military, Civilian, Contractor), Rank (E-1), Display Name, Email Address (Official Govt Email Only), Phone Number (Contact number), and Job Title (For Students Please enter Class Name and Year). There are also fields for Supervisor or Authorized Approver, Security Manager, and IA Training Coordinator. The 'Official Mailing Address' section includes Address Type (Domestic, Foreign), Address Line 1 (2044 South Street), Address Line 2, City (Quantico), State (VA), Zip (22134), Service (Marine Corps), Organization (MARCOR UNIV ED COM TECOM QUANTICO VA), Installation (MCB QUANTICO VA), Office Symbol/Department (Other, Select Other), and Other Office Symbol/Department (TECOM/EDCOM/MCU/IT). A red box highlights the City, State, Zip, and Office Symbol/Department fields, with a note: 'This block will appear after you select other. Here is where you will add your Department'. At the bottom, there are 'Cancel' and 'Save' buttons. A watermark of the Marine Corps emblem is visible in the background.

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



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

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