

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 AutoSAAR system. The page is divided into several sections with red annotations and arrows:

- Profile Information:** Includes fields for Designation (Military, Civilian, Contractor), Rank (E-1), Display Name (Enter First and Last Name), Email Address (Official Govt Email Only), Phone Number (Contact number), and Job Title (For Students Please enter Class Name and Year).
- Supervisor or Authorized Approver:** Includes a field for Supervisor's Last Name (Enter Supervisor's Last name. If supervisor's information does not display check box Supervisor not found) and a checkbox for Supervisor not found.
- Security Manager:** Includes a field for Security Manager (Supervisor will enter the name of your security manager) and a checkbox for Security Manager not found.
- Official Mailing Address:** Includes fields for 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 EDCOM TECOM QUANTICO VA), Installation (MCB QUANTICO VA), Office Symbol/Department (Other, Select Other), and Other Office Symbol/Department (TECOM/EDCOM/MCU/IT).

Red annotations and arrows highlight specific areas:

- A red arrow points to the asterisk (*) next to the Designation field, with the text '* = required'.
- A red arrow points to the Citizenship field (US, Foreign, Other) with the text 'Select citizenship'.
- A red arrow points to the Receive Email Notifications field (Yes, No) with the text 'Select yes on receive email notifications'.
- A red arrow points to the Overwrite profile field (Yes, No) with the text 'Select Overwrite Profile'.
- A red arrow points to the Supervisor's Last Name field with the text 'Onboarding students will use Matthew.ward@usmcu.edu as supervisor.'.
- A red arrow points to the Security Manager field with the text 'Onboarding students will leave Security Manager Blank'.
- A red arrow points to the Save button at the bottom right.
- A red box highlights the City, State, Zip, Service, Organization, and Installation fields, with the text 'Most users will use this information'.
- A red box highlights the Office Symbol/Department and Other Office Symbol/Department fields, with the text 'This block will appear after you select other. Here is where you will add your Department'.

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

The screenshot shows the AutoSAAR web application interface. At the top left, the logo and name 'AutoSAAR' are visible. At the top right, there is a navigation menu with links for 'My Profile', 'SAARs', 'Systems', 'Help', and a 'Logout' button. Below the navigation bar, a red banner displays the message 'MCTFS Api is off.'. The main content area is titled 'My Profile:' and contains two tabs: 'Profile Information' and 'Training Certificates'. The 'Training Certificates' tab is active, showing a form for uploading certificates. The form includes a section labeled 'Upload Certs' with the following fields: a 'Document Type' dropdown menu currently set to 'Cyber Awareness Challenge', a 'Select File' field with a 'Browse' button, and a 'Training Completion Date' field with an 'Upload' button.

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.