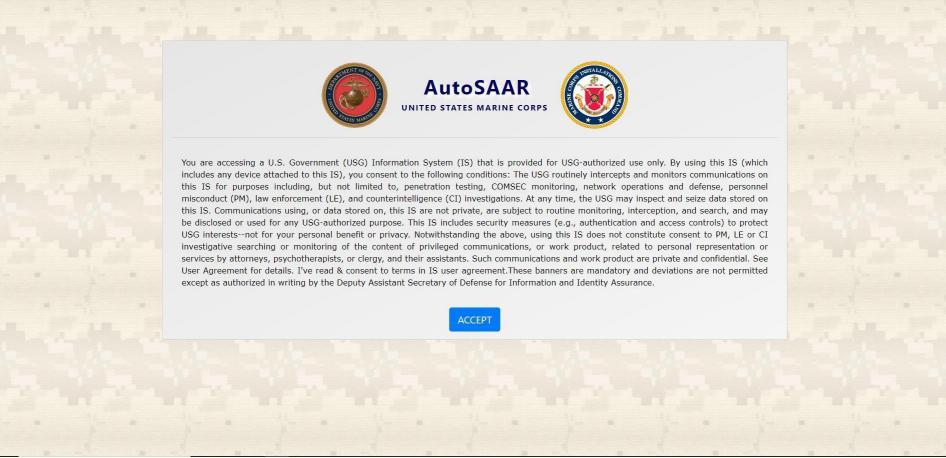
Auto SAAR

How to Create a User Account

Auto SAAR URL

https://autosaar.usmc.mil

Can access on EDU ONLY



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.						
Select Designation and rank. For contractors you will need at add your company name and contract number. Select citizenship		ship	Select yes on receive email	Select Overwrite Profile		
Profile Information Certificates			notifications			
= require						
esignation: * Citizenship: *			Receive Email Notifications; *	Receive Email Notifications: * Overwrite profile: *		
Military O Civilian O Contractor			💽 🖲 Yes 🔿 No	Yes O No		
nk *						
E-1	~					
splay Name *	Email Address *	Email Address *		Job Title *		
nter First and Last Name	Official Govt Email Only		Contact number	For Students Please enter Class Name and N	For Students Please enter Class Name and Year	
	s information does not display check box Supervisor not found create and submit a SAAR. It does not need to be entered to approve/de		Fyur security manager ate and submit a SAAR. It does not need to be entered to approve/deny SAAR	to approve/deny SAAR(s). This field is optional, if a user is selected in it will override the default routing.		
Supervisor not found						
fficial Mailing Address ddress Type*® Domestic O Foreign ddress Line 1 *			Address Line 2			
	not home address		Address Life 2			
y*	State *	Zip *		This block will appear after you selec	ct other. Here is where you will	
uantico	VA	✓ 22134		add your Department	Your Department should be;	
vice	Organization *	Installation *	Office Symbol/Department *	Other Office Symbol/Department	DM/EDCOM/MCU/(School you v	
farine Corps	MARCOR UNIV EDCOM TECOM QUANTICO VA	✓ MCB QUANTICO VA	✓ Other Select Other	✓ TECOM/EDCOM/MCU/IT		
					attending)	
	Most users will use this information					

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

Certificates on the top left

AutoSAAR				and the second	My Profile SAARs * Systems * Help * Logout
MCTFS Api is off.					
My Profile:					
Profile Information	Training Certificates				
Upload Certs	Document Type *	Select File *	Training Completion Date *		
	Cyber Awareness Challenge	✓ Choose a file	Browse	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.