



# Instructions on how to fill out the EDU SAAR



This is a quick break down on what you need to do in order to submit a complete and accurate EDU SAAR package.

First, you will need to complete your Cyber Awareness requirements. You will need the completion date of CYBERM0000 from MarineNet before you begin to fill out your SAAR.

1) Cyber Awareness Training reminder:

**Training certificates are valid for 1 year or 365 days from the date of the last training.**

Per **MARADMIN 330/16**(Paragraph 5.a-d):

**Military personnel** assigned to the Marine Corps for duty must complete Marine Net training curriculum "**USMC CYBER AWARENESS TRAINING**", Marine Net code (**CYBERM0000**). <https://www.marinenet.usmc.mil/>

**USMC Cyber Awareness Training = CYBERM0000** consists of a bundle of computer based training classes bundle consists of:

- a. **DONPII010A** = *USMC Personally Identifiable Information (PII) Annual Training*
- b. **DODCAC1000** = *DOD Cyber Awareness Challenge*

***\*\*Military personnel in other branches may submit DoD Cyber Awareness Training and Personally Identifiable Information (PII) training from their respective branch sites for their initial SAAR only during their first year at MCU. Subsequent training must be done on MarineNet. \*\****

2) At the top of the SAAR you will need to put in your EDIPI and the Date you will be filling out and signing the SAAR as seen below:

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)	
PRIVACY ACT STATEMENT	
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES:	None.
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.
TYPE OF REQUEST	
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION
<input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> USER ID 1122334455
DATE Jul 14, 2020	
SYSTEM NAME (Platform or Applications)	LOCATION (Physical Location of System)
EDU	MCB Quantico, VA

3) Block 1 = put in your Name by LN, FN, MI:

**PART I (To be completed by Requestor)**  
1. NAME (Last, First, Middle Initial)  
Butler, Smedley D.

4) Block 4 = Then you will need to put in a good POC phone number so that people will be able to contact you.

4. PHONE (DSN or Commercial)  
703-555-1775

5) Block 5 = **MUST REMAIN BLANK** do not put anything in here!

5. OFFICIAL E-MAIL ADDRESS

6) Block 6 = Put in your new job title or Grade and Rank

6. JOB TITLE AND GRADE/RANK  
EWS Student / O-4 / Maj

7) Block 10 = Input your Cyber Awareness completion date(See Cyber Guide)

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)  
 I have completed Annual Information Awareness Training. DATE Jul 13, 2020

8) Block 11 = In the space under the “11. USER SIGNATURE” input your name FN MI. LN

11. USER SIGNATURE  
Smedley D. Butler

9) Block 16a = Input your CAC expiration date which is found on the front side of your CAC, then input it in by (MM DD, YYYY)

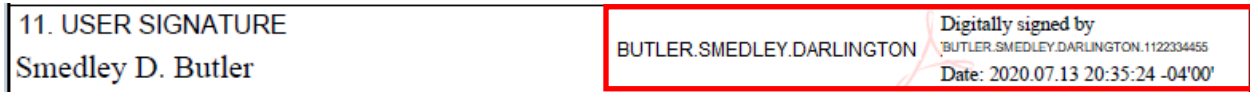


16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)  
May 4, 2016

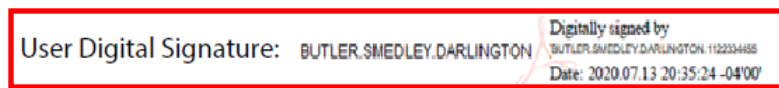
10) Block 11 = Go back and digitally sign by clicking on the signature block. It will ask you to select a certificate, select your DOD EMAIL certificate and continue. Then click sign, it will ask you to Save, name your SAAR by:

**LN\_Rank\_FN\_MI-EDU-YYYYMMDD**  
**Butler\_MGen\_Smedley\_D-1122334455-20200713**

Afterwards it will require you to input your PIN.



11) Page 3 = Read the DD 2875 Addendum and digitally sign at the bottom of the page.



12) Email your **SAAR** and a copy of your **Cyber Awareness Certificate** to:  
[SAARsupport@usmcu.edu](mailto:SAARsupport@usmcu.edu)

If you choose to have MCU EDU Google Suite put on your personal devices, *provide a proposed date, time, and a good POC phone number*. This way one of our techs can coordinate with you over the phone and have these added to your personal phone.

13) If you do choose to add EDU Google Suite to your **Android phone**, please download **Google Device Policy** prior to your appointment from the App Store.



14) For **iPhone/iPad**, please download **Google Device Policy**, **Gmail**, **Google Drive**, and **Google Calendar**. You will then need to coordinate with an MCU tech over the phone to have this installed on your device.

If you have any additional questions or concerns, you may contact the **MCU IT Helpdesk** at:

- A. [helpdesk@usmcu.edu](mailto:helpdesk@usmcu.edu)
- B. (703)-432-4866

