**LOGIN**

1. Enter <https://autosaar.usmc.mil/> in Google Chrome or Microsoft Edge. The **Windows Security** dialog displays.

2. Click **More Choices** and select your **Authentication** certificate, if it wasn’t the default.

3. Click **OK**.

4. Enter your CAC PIN into the **ActivClient Login** or **Window Security Smart Card** window. The AutoSAAR launch page opens announcing the name of the application and rules for its use.

5. Click **ACCEPT** on the launch page to display the AutoSAAR home page.

**PROFILE and TRAINING CERT**

1. Click **My Profile** in the top right of the page. The **My Profile/Profile Information** page displays with a message instructing you to complete the profile.

2. Enter the information in all required and optional fields if known.

TIP: If your supervisor doesn’t show up then check the box for “Supervisor not found”

3. Click **Save** to validate the information. Once validated, a message displays, “Success: Profile has been updated.”

4.  Click on “training certificates” tab to the right of “Profile Information.” Upload your current **Personally Identifiable Information (PII)** and **DoD cyber awareness challenge** certificate and fill in the completion dates for any certificates you upload into AUTOSAAR.

5.  The IA Training Coordinator or your supervisor will need to approve your training certificates.

TIP: Until your certs are verified you will receive a message saying your training is expired.

**BEFORE** you can create a SAAR: \*\*  The IA Training Coordinator or your supervisor will receive an email after you have created your profile and uploaded your current certificates, telling them to validate them.  They will also be able to see they have records to approve by going into AutoSAAR and looking at the top red bar for **Users**.  If there is a number beside it, they should click the down arrow and select **Manage User IA**.  Once validated, you can create a SAAR.

**CREATE SAAR**

1. From the top navigation, click **SAARs** dropdown and then **Create SAAR**. The **Create New**

2. On the **Create SAAR - System Selection page**, select NEPA-PAMS and then scroll back up to the top and click the green Submit button.

3.  Select your installation.  Based on the installation you choose, the available roles will display.

4. Select the role(s) for which you are requesting access. Choose as many roles as you need.

TIP: Action Sponsor – If you are submitting REIRs

        REIR/Document Reviewer – If you are an SME.

5. In the **Justification for Access** field, type the reasons you need.

6. Select one of the two **Request** options:

     a. **Request Privileged Access** – Only privileged users have administrative rights.

     b. **Request Authorized Access** – All users have normal user capabilities.

7. Click **Continue** to proceed. The **Electronic Signature Confirmation** page one displays. Read the page and then click **Next**.

8. On the **Electronic Signature Confirmation** page 2, scroll to read all the text that displays then select the check box **beside I have read and agree with the terms and conditions**.

8. Click **E-Sign**. The **My SAARs** page refreshes displaying the new system(s) for which you are requesting access in the **My SAARs** table. The **Status** for all newly created SAARs listed will be *Pending Role Reviewer*.

\*\***Approving Training Certificates**

For those of you who are supervisors or IA Training Coordinators, here are the steps you will need to follow to Approve your user’s certificates:

1. From the top navigation, click **Users** dropdown and then **Manage User IA**.
2. The **Manage User IA Training** page will appear.
3. To the far right of each user, you will see that their training is either **Valid** or **Expired**.
4. You will need to click the **Edit** button on each **Expired** record and update the information: New Completion Date, Current Valid Thru Date and then click the button to answer the question about visually inspecting the user’s certificate(s) of completion.
5. Then, click the green **Update** button.
6. Once you do this and the user’s IA Training is valid, they will be able to create a SAAR.