Installation Access and Registration Application (IARA) Sponsor Guide

Access IARA

In order to create a special event and sponsor visitors the user must have a Common Access Card (CAC). The application can be access by going to
https://webapps.mcieast.usmc.mil/IARA/

User needs to select their PIV cert or email cert and enter their pin number.

Accept Privacy Notice

User select "I Accept" on the agreement page.

Initial Log On

User will need to create profile on initial log on. Fill out all information and select "Save"

IARA Home Page

The home page for IARA will have announcements and a list of all upcoming special events.

Create Special Event

In order to create a special event the user must select "Special Events" drop down and then select "Manage Special Events"

Special Event Page

The special event page will display a list of events that the user is managing. It is also the location to add new events by selecting "Add New Event"

Create Special Event Form

User will need to fill in the information in the form for the special event. The Backup POC EDIPI is for an individual that you designate to help manage the event. Select "Save" to create the event.

Edit Special Event

In order to edit a special event the user needs to select the pencil icon. This will bring up the event form. The Event Name can not be changed. The date can be changed as long as it meets the requirements of being within three days of event. If individuals have requested sponsorship for the event they will receive an email notification that the event has been changed.

Send Special Event Invite

The user has an option to send an invite to an individual(s) through the application. This can be access by selecting the Envelope icon. User needs to input the email address and separate with a ; and enter any additional comments and select "Send Invite".

Manage Event Roster

After visitors have gone online and registered for the special event you will receive an email notification. As a sponsor you are responsible for reviewing the individual that requested to attend the event and approve them to be vetted by Pass&ID. In order to access the event roster select "Rosters" then select "Validate Event Roster".

Approve Request

Access the roster be selecting the pencil icon for the event you would like to view the roster for. This will display the list of individuals that have requested to attend the event and get a pass.
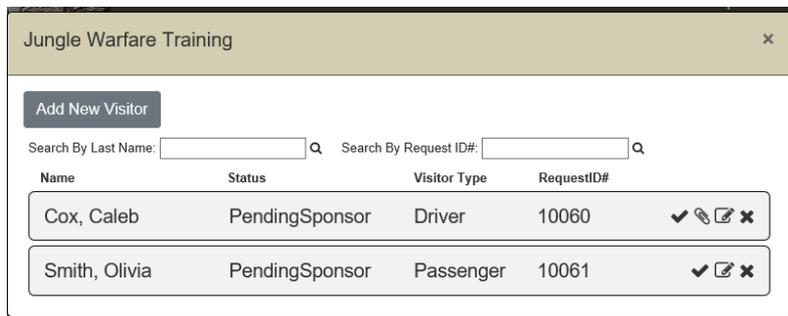
Approve Request Cont.

Visitors request can be approved by the sponsor by selecting "Approve All" or by selecting the check mark for an individual then selecting "Approve". Visitor will receive notification that the request is pending vetting.
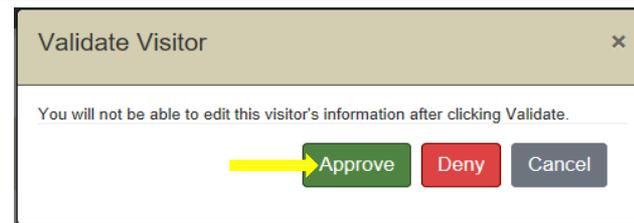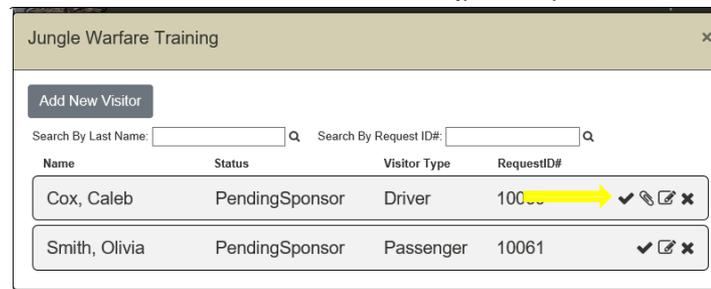
Manage Roster Add New

The sponsor has the ability to add their own individuals to the roster, however this will requiring manually retrieving the visitors personal information. By selecting "Add New Visitor" for the roster which will bring up the form. Fill out all information and select "Save".

Edit Visitor

A sponsor can edit a visitors information if required by selecting the ✏ icon. No PII information can be edited by the sponsor. Select "Save" when complete,

Delete Visitor

The sponsor has the ability to remove an individual from their roster by selecting the X icon and then confirming by selecting "Delete". This will send a notification to the visitor that their request has been disapproved by the sponsor.

Process

Once the sponsor has approved a request it will go to Pass&ID for them to conduct the background checks and approve the issuance of a pass.