

HOW TO OBTAIN A CMS ACCOUNT

Obtaining a CMS account is a two step process. The **first step** requires that you obtain an **eHQM Sharepoint account**. This is required in order to authenticate the user upon login. After you receive an eHQM account the **second step** is to request a CMS account.

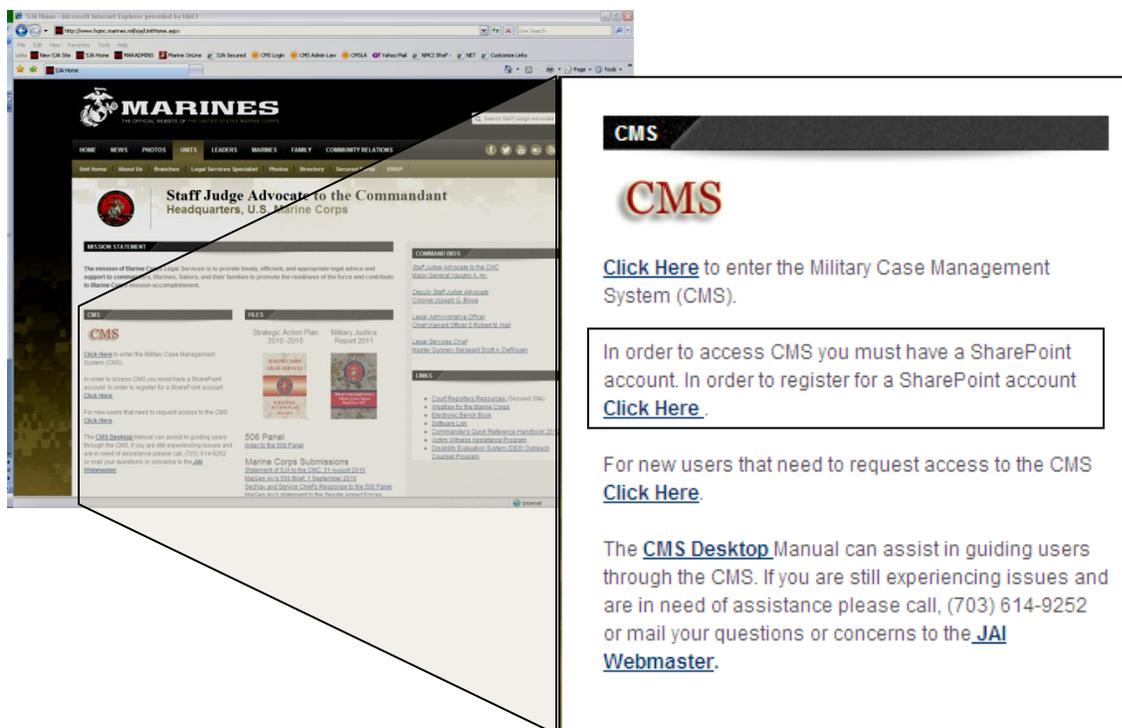
STEP 1:

To request an eHQM Sharepoint account, go to:

<https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>

Or click on the link provided on the SJA to CMC homepage

(<http://www.hqmc.marines.mil/sja/UnitHome.aspx>):



The image shows a screenshot of a web browser displaying the Marine Corps Staff Judge Advocate website. The browser's address bar shows the URL <http://www.hqmc.marines.mil/sja/UnitHome.aspx>. The website header features the Marine Corps logo and the text "MARINES THE OFFICIAL WEBSITE OF THE UNITED STATES MARINE CORPS". The main content area is titled "Staff Judge Advocate to the Commandant Headquarters, U.S. Marine Corps". A callout box on the right side of the screenshot highlights the "CMS" section. The callout box contains the following text:

CMS

CMS

[Click Here](#) to enter the Military Case Management System (CMS).

In order to access CMS you must have a SharePoint account. In order to register for a SharePoint account [Click Here](#).

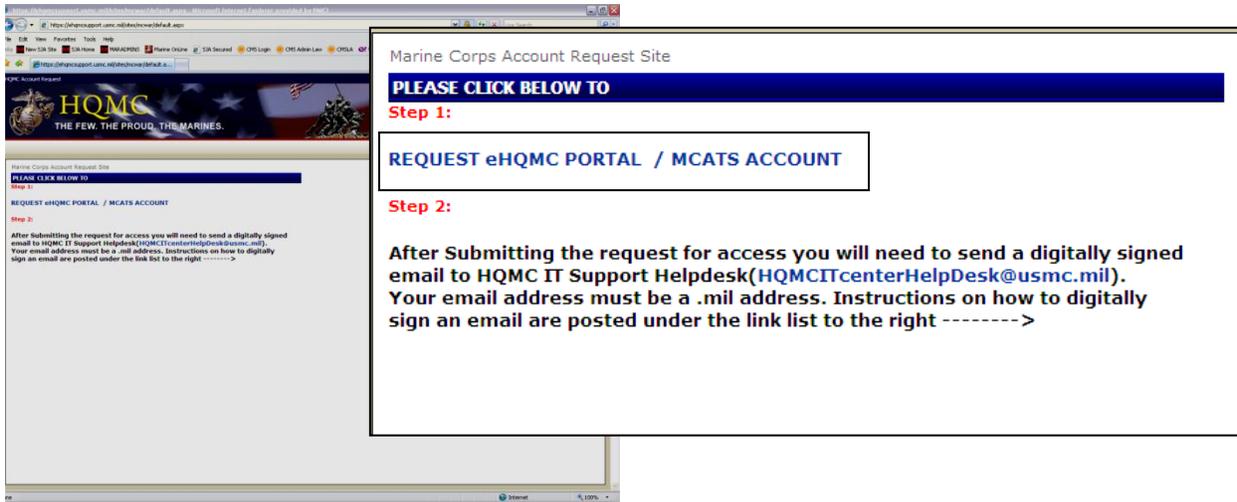
For new users that need to request access to the CMS [Click Here](#).

The [CMS Desktop](#) Manual can assist in guiding users through the CMS. If you are still experiencing issues and are in need of assistance please call, (703) 614-9252 or mail your questions or concerns to the [JAI Webmaster](#).

**Note: If you already have an eHQM Sharepoint account, proceed to Step 5.*

Step 2:

Click on “REQUEST eHQMC PORTAL / MCATS ACCOUNT”



Marine Corps Account Request Site

PLEASE CLICK BELOW TO

Step 1:

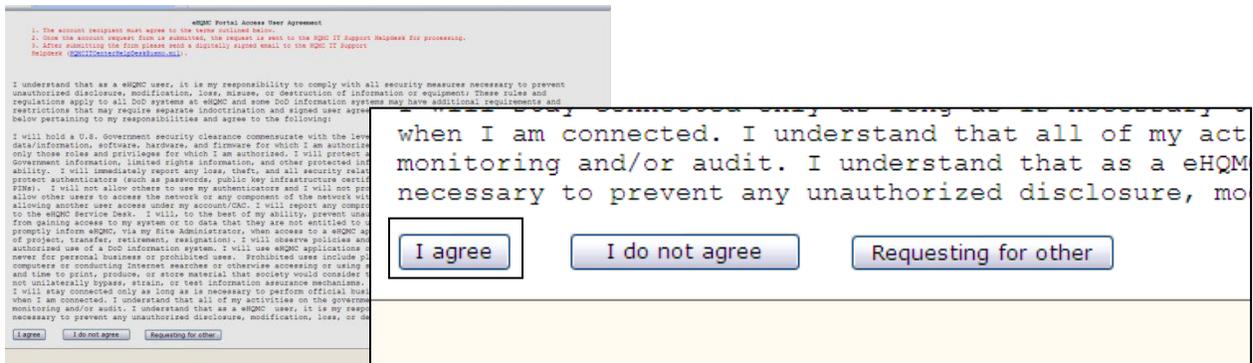
REQUEST eHQMC PORTAL / MCATS ACCOUNT

Step 2:

After Submitting the request for access you will need to send a digitally signed email to HQMC IT Support Helpdesk(HQMCITcenterHelpDesk@usmc.mil). Your email address must be a .mil address. Instructions on how to digitally sign an email are posted under the link list to the right ----->

Step 3:

Read the eHQMC Portal Access User Agreement and select “I agree”



eHQMC Portal Access User Agreement

1. The account requestant must agree to the terms outlined herein.
2. Once the account request form is submitted, the request is sent to the HQMC IT Support Helpdesk for processing.
3. After submitting the form please send a digitally signed email to the HQMC IT Support Helpdesk (HQMCITcenterHelpDesk@usmc.mil).

I understand that as an eHQMC user, it is my responsibility to comply with all security measures necessary to prevent unauthorized disclosure, modification, loss, misuse, or destruction of information or equipment; these rules and regulations apply to all DoD systems at eHQMC and some DoD information systems may have additional requirements and restrictions that may require separate identification and signed user agreements.

I will hold a U.S. Government security clearance commensurate with the level of data/information, software, hardware, and firmware for which I am authorized. I will protect all Government information, limited rights information, and other protected information. I will immediately report any loss, theft, and all security related protect authenticators (such as passwords, public key infrastructure certificates, etc.). I will not allow others to use my authenticators and I will not permit other users to access the network or any component of the network without my explicit approval. I will report any compromise to the eHQMC Service Desk. I will, to the best of my ability, prevent unauthorized access to my system or to data that they are not entitled to access. I will promptly inform eHQMC via my Site Administrator, when access to a eHQMC system is terminated, transferred, retirement, resignation. I will observe policies and procedures and authorized use of a DoD information system. I will use eHQMC applications and systems for official business purposes only. Prohibited uses include personal or commercial use, or conducting internet searches or otherwise accessing or using and time to print, produce, or store material that society would consider obscene, defamatory, libelous, or otherwise in violation of applicable laws, regulations, or policies. I will stay connected only as long as is necessary to perform official business. I will not use eHQMC systems for unauthorized access to other systems. I will not use eHQMC systems for monitoring and/or audit. I understand that as an eHQMC user, it is my responsibility to prevent any unauthorized disclosure, modification, loss, or destruction of information or equipment.

I agree I do not agree Requesting for other

Step 4:

Complete the request form.

Date:	<input type="text" value="12/5/2012"/>
First Name:	<input type="text" value="John"/>
Middle Initial:	<input type="text" value="A"/>
Last Name:	<input type="text" value="Doe"/>
Title:	<input type="text" value="Legal Chief"/>
Rank:	<input type="text" value="SSgt"/>
Email Address:	<input type="text" value="John.Doe@usmc.mil"/> <small>Email Address Requirement: End User's email address (must be .Mil, .Gov or usmc-mccs.org)</small>
Organization\Unit:	<input type="text" value="HQBN, MCB Quantico"/> <small>is HQMC</small>
Office Code:	<input type="text" value="SJA"/>
Location:	<input type="radio"/> Henderson Hall <input type="radio"/> Navy Annex <input type="radio"/> Navy Yard <input type="radio"/> Pentagon <input checked="" type="radio"/> Quantico <input type="radio"/> Other <small>is enter location below if other</small>
Building:	<input type="text" value="123"/>
Room:	<input type="text" value="1"/>
Telephone:	<input type="text" value="123-456-7890"/>
U.S. Citizen:	<input type="text" value="Yes"/>
If not a US citizen, Nationality:	<input type="text"/>
Government POC Name:	<input type="text" value="SSgt Luis A. Burgos"/>

Government POC Phone:	<input type="text" value="703-614-9252"/>
Government POC Email:	<input type="text" value="luis.burgos@usmc.mil"/>
Comments:	<input type="text"/>
Please Press Button To Submit Form:	CAC EDIPI #: <input type="text" value="1234567891"/> <small>Submitting without your CAC EDIPI# will require sending a digitally signed email.</small> <input type="button" value="Submit_Without_CAC-EDIPI #"/> <input type="button" value="Submit_With_CAC-EDIPI #"/> User Agreement Terms: <input type="text" value="AGREE"/>
Follow the steps below to retrieve your CAC EDIPI #: 1. Double-Click on the "ActivClient Agent" Smart card reader on the bottom right of your desktop screen. 2. Double-Click "My certificate", and then Double Click on any of the certificate in the right pane. ---- 3. The last 10 digit inside the "Issue To" field is your CAC-EDIPI #	
	

You may enter SSgt Luis A. Burgos as the Government POC. Phone: 703-614-9252, email: luis.burgos@usmc.mil.

If you submit the form with your CAC EDIPI number your request will be processed faster. Follow the instructions on the bottom of the form in order to locate your EDIPI number.

Once you enter your CAC EDIPI number press **“Submit_With_CAC-EDIPI #”**.

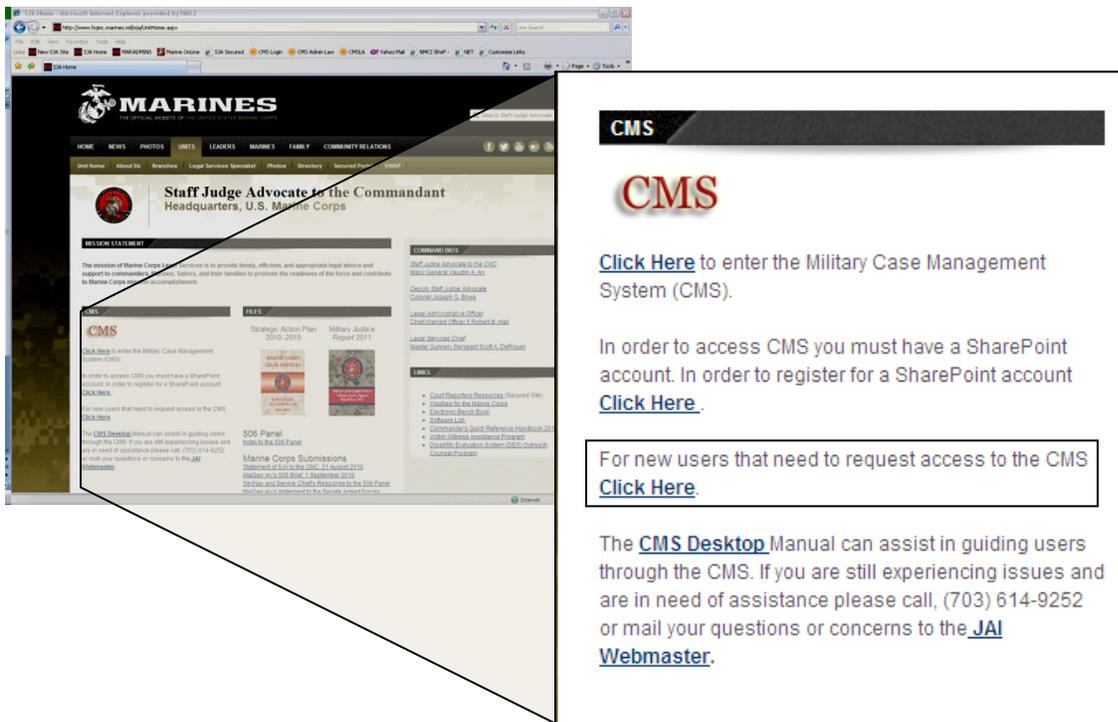
If you do not have a EDIPI number you will have to submit the form without the number and you will need to send a digitally signed email to the HQMC IT Helpdesk at: HQMCITcenterHelpDesk@usmc.mil.

Your request will be submitted to the HQMC IT Helpdesk. You should receive and email with the status of your account within 24 hours.

Step 5:

Once you receive an email from the HQMC IT Center confirming that your eHQMC account has been created, return to the SJA to CMC homepage (<http://www.hqmc.marines.mil/sja/UnitHome.aspx>) and select the link to request a CMS account.

**Note: Access to CMS is monitored and maintained by the Regional Legal Administrative Officers. Prior to requesting a CMS account please ensure you have notified your respective LAO and or Legal Services Chief for your region that you wish to obtain access. Please see page 6 for a listing of LAOs and LSCs for each region.*



The image shows a screenshot of the Marine Corps Staff Judge Advocate website. A callout box on the right side of the screenshot contains the following text:

CMS

CMS

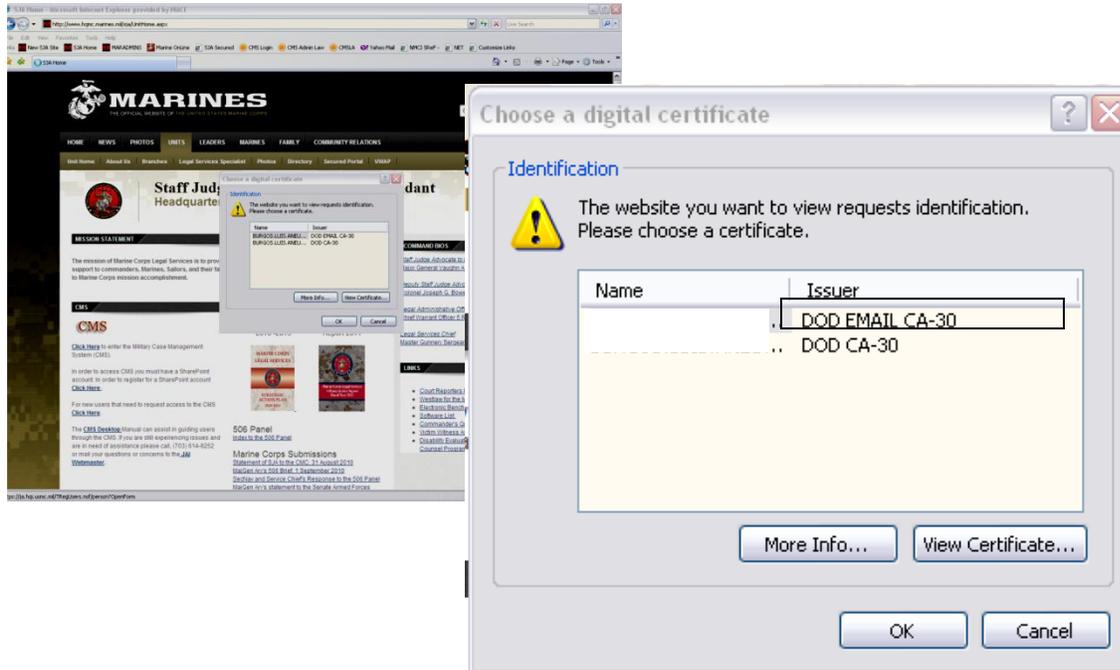
[Click Here](#) to enter the Military Case Management System (CMS).

In order to access CMS you must have a SharePoint account. In order to register for a SharePoint account [Click Here](#).

For new users that need to request access to the CMS [Click Here](#).

The [CMS Desktop](#) Manual can assist in guiding users through the CMS. If you are still experiencing issues and are in need of assistance please call, (703) 614-9252 or mail your questions or concerns to the [JAI Webmaster](#).

You will be prompted for a DoD Certificate. Ensure you select the "DOD EMAIL CA-XX" certificate. If you select the wrong certificate you will need to close all Internet Explorer windows and try again.



Step 6:

Complete the CMS request form. All fields are self explanatory.

**United States Marine Corps
Legal Services Community
Case Management System
Account Request**

***INDICATES REQUIRED FIELDS**
Your Account Expires on: 06/08/2014 10:17:03 AM

Name

*First name:

Middle Initial:

*Last name:

*Military Internet E-Mail Address: (e.g., john.smith@usmc.mil)

*Primary MOS:

*Duty Status: Active Retired
 Reserve N/A

*Rank: Pvt

*Member Status: Staff Judge Advocate Legal Services Chief Civilian Legal Tech
 Deputy Staff Judge Advocate Judge Advocate
 Legal Admin Officer Enlisted Paralegal

*Password:

*Confirm Password:

Work/Billet Information

*Billet:

*CMS Access requested: Military Justice
 Administrative Law
 Legal Assistance
 ODN

LSSA (LSSS): (NOTE: Complete if you are with a LSSS or JLC)

Law Center (LSST): (NOTE: Complete if you are with a LSSS or JLC)

Command(SJA Office): (NOTE: Complete if you are with a command SJA Office)

*Duty Station/Work Address1: (NOTE: Reserve & Retired JAs provide civilian practice address)

Duty Station/Work Address2:

*City:

*State: AK

*Zip Code:

*Please enter the name of your LAO/LSC or SJA: (NOTE: Use SJA for ODN Access only.)

*Business/Work Phone:

*Tell us briefly why you require access to the restricted area of this website:

Step 7:

Once your CMS account has been created you will receive an email from the JAIWebmaster with your login information.

Below are the links to the various CMS systems:

CMS: https://ja.hqi.usmc.mil/Case_Management_System.nsf

CMS – Legal Assistance: <https://ja.hqi.usmc.mil/CMSLA.nsf/Home>

CMS – Admin Law: https://ja.hqi.usmc.mil/Administrative_Law.nsf

**Note: You must always select the DOD EMAIL certificate when prompted in order to login into CMS.*

Regional Legal Administrative Officer Listing:

LSSS-EAST

CWO4 Frank (rosa.frank@usmc.mil)

LSSS-NCR

CWO4 Clift (james.s.clift@usmc.mil)

LSSS-West

CWO4 Board (dale.board@usmc.mil)

LSSS-Pacific

CWO2 Baskin (Michael.baskin@usmc.mil)

JAI POC:

JAWebmaster@usmc.mil

Commercial Phone: 703-614-9252

Branch Head: Mr. Jesse Storey

Deputy Branch Head: Mr. Matthew Dodd

SNCOIC: SSgt Luis Burgos