



USMC RECORDS MANAGEMENT
MARINE CORPS ENTERPRISE IT SERVICES
(MCEITS)
ACCOUNT REQUEST GUIDE

Version 1.3

11 May 2020

Prepared by:



Overview

This document is provided as a guide and pre-requisite to gaining access to the Command Records Operational Support Site (CROSS). Marine Corps Enterprise IT Services (MCEITS) is a core enabler of computing and communications capabilities, enabling access to enterprise services and providing a collaborative sharing environment for applications and users across warfighter and business domains.

A DOD issued PKI E-Mail certificate is required for access to MCEITS. Please have a CAC card (with all DoD PKI certificates loaded) and functioning CAC reader prior to proceeding.

Version	Date	Changes	Made By
1.0	01/28/2020	Initial Draft	Dela Ashe
1.1	03/02/2020	Update to GOV POC and screenshots	Dela Ashe
1.2	03/24/2020	Update to content, incorporating new MCEITS requirement for GOV POC to request account on behalf of user, update to graphics	Dela Ashe
1.3	05/11/2020	Updated screen shots and content for new GOV POC process	Siva Ramanathan

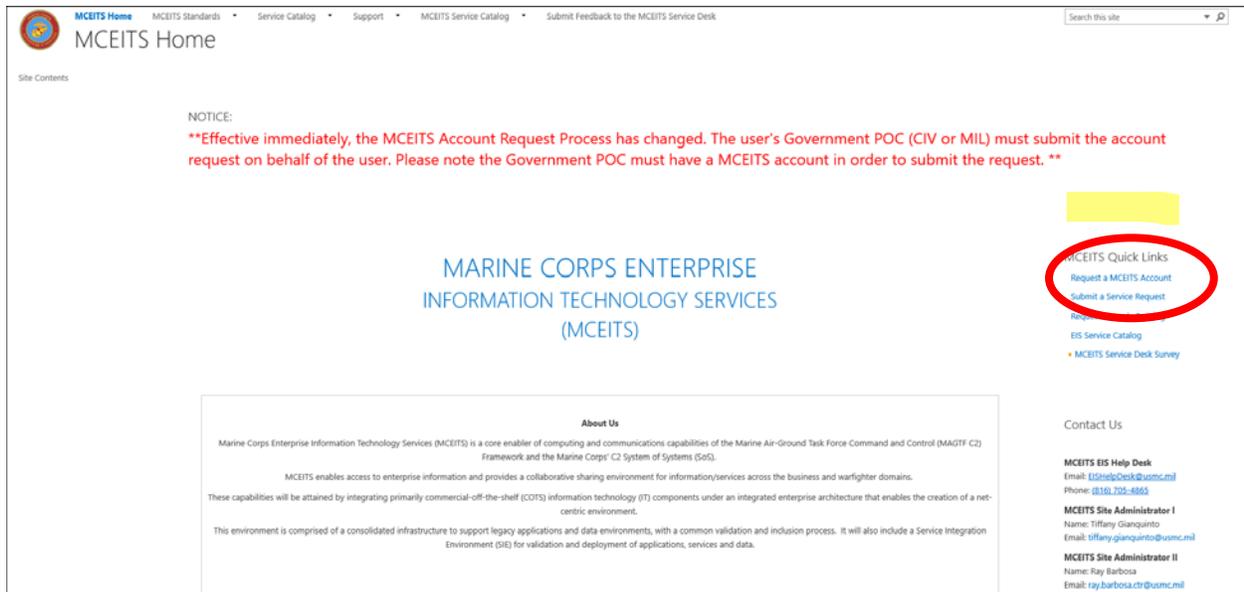
Prior to gaining access to CROSS, all users must have a MCEITS account. Use the following steps to request an account:

1. Have your Site Collection Administrator (SCA) check to determine if you have a MCEITS account at:

<https://eis.usmc.mil/sites/spservices/helpdesk/adlist/Pages/default.aspx>

2. If you do not have an account, **Request a MCEITS Account** at

<https://mceits.usmc.mil/SitePages/Home.aspx> click "Request a MCEITS Account" under the Quick Links web part (highlighted in the screenshot below). **You may fill this out on behalf of another person.**



3. Provide Account Justification

- a. Read and Indicate you **accept the USER AGREEMENT** on behalf of the user
- b. **Provide SharePoint Site: Records Management Knowledge Site - <https://eis.usmc.mil/sites/rmks/>**
- c. **Provide Justification:** List User Records Management **ROLE and ORGANIZATION NAME**

For Example: *Required as CDRM for MCAS Miramar*

Required as Staff Section RM for [organization]

Required as Commander for [organization]

The screenshot shows a web form titled "MCEITS Account Request" with a close button (X) in the top right corner. Below the title is a sub-header "MCEITS EIS Account Request" and a grey box containing the text: "Specific site collection access is controlled by the respective site collection owners and site collection administrators." The main section is titled "Account Justification" with a red asterisk and the text "= required". It contains three fields, each with a yellow arrow pointing to it from the left:

- A radio button field with the text: "You have accepted the [User Agreement](#) on behalf of the user." The radio button is selected.
- A dropdown menu labeled "SharePoint Site" with the selected value: "Records Management Knowledge Site - <https://eis.usmc.mil/sites/rmks/>". Below the dropdown is the text: "IMPORTANT: If you do not choose the correct site you will not be approved for an account."
- A text input field labeled "Justification" containing the text: "Required as CDRM for MCAS Miramar".

Below the fields is the text: "Reason(s) for requiring account." and "Once all required data is complete, tab out or click out of the field to enable the 'Next' button." At the bottom, there are three buttons: "<< Previous" (disabled), "Cancel" (red text), and "Next >>" (disabled). Below the "Next >>" button is the text: "Button disabled until required fields are complete."

4. Fill in User Account Information (see example below)

- a. Name
- b. Rank
- c. Organization/Unit
- d. Nationality
- e. Valid GOV .mil email
- f. GOV phone

MCEITS Account Request

MCEITS EIS Account Request

Specific site collection access is controlled by the respective site collection owners and site collection administrators.

User Account Information * = required

Last Name	First Name	M.I.
<input type="text" value="TestLastName"/>	<input type="text" value="TestFirstName"/>	<input type="text"/>
Rank	Organization/Unit	
<input type="text" value="CIV"/> ▼	<input type="text" value="TestOrg"/> ✕	
Nationality		
<input type="text" value="UNITED STATES"/> ▼		
Email		
<input type="text" value="testemail@usmc.mil"/>		
Government or Corporate email addresses only. Do not use personal email addresses like Gmail, Yahoo, Hotmail, etc. or the request will be disapproved and a new request will need to be submitted.		
Phone	Ext	
<input type="text" value="123-123-1234"/>	<input type="text"/>	
Use format: 000-000-0000		

Once all required data is complete, tab out or click out of the field to enable the 'Next' button.

Button disabled until required fields are complete.

5. Provide Government POC Information

- a. List the GOV POC Phone Number: (your phone number i.e., the phone number of the Government person making the MCEITS request for someone)

MCEITS Account Request

MCEITS EIS Account Request

Specific site collection access is controlled by the respective site collection owners and site collection administrators.

Government POC Information * = required

GOV POC Phone	Ext
<input type="text" value="222-111-3333"/> <input type="button" value="x"/>	<input type="text"/>

Use format: 000-000-0000

Once all required data is complete, tab out or click out of the field to enable the 'Next' button.

Button disabled until required fields are complete.

6. Review Information for Account Request Summary and User Account Information

a. Click Submit

MCEITS Account Request

MCEITS EIS Account Request

Specific site collection access is controlled by the respective site collection owners and site collection administrators.

Account Request Summary

[Click previous to make changes prior to submitting.](#)

You have accepted the User Agreement on behalf of the user

SharePoint Site
Records Management Knowledge Site - <https://eis.usmc.mil/sites/rmks>

Justification
Required for Records Management

User Account Information

Last Name	First Name	M.I.
TestLastName	TestFirstName	
Rank	Organization/Unit	
CIV	TestOrg	
Nationality		
UNITED STATES		
Email		
testemail@usmc.mil		
Phone	Ext	
123-123-1234		

Government POC Information

GOV POC	
████████████████████	 
GOV POC Phone	Ext
222-111-3333	

By clicking "Submit" below, you are confirming that all of the information entered is accurate.

[<< Previous](#)  [SUBMIT](#)

[Cancel](#)

NOTE:

- Clicking “Submit” will send your request to the Site Collection Administrator for HQMC ARDB, who administrates the **SharePoint Site: Records Management Knowledge Site** - <https://eis.usmc.mil/sites/rmks/>
- The Site Collection Administrator will approve your request to be processed by MCEITS. You will receive an account approval e-mail from MCEITS within 48 Hours.
- Once you have received your New Account notice from MCEIT Services, follow the steps provided in the e-mail to CAC-enable your account.
- If you do not receive a New Account notice from MCEIT Services within 48 hours, please contact the MCEITS Help Desk at (816) 705-4865 CST or EISHelpdesk@usmc.mil for tech support. **The EIS Help Desk will assist with any changes to Account Information (such as: rank, name, organization, etc.) that populates to the Command Records Operational Support Site (CROSS).**

For CDRM Programmatic support, please email ARDB/Hartwood Consulting Group Outreach Support at: smb_hqmc_rmoutreach@usmc.mil