



## Marine Corps University Network Access Requirements

### REQUIREMENTS (ALL STUDENTS)

1. Possession of a valid DoD common access card (CAC)
2. Completion of mandatory Cyber Awareness Training, from MarineNet, consisting of Information Assurance (IA) and Personally Identifiable Information (PII) training.
3. Completion of a System Authorization Access Request (SAAR) Form (DD2879) with User Agreement and DD2875 Addendum.
4. Navy Marine Corps Intranet (NMCI) account.

### VALID DOD CAC

- Students in possession of a valid CAC: Know your PIN when you arrive. If you do not have a PIN or do not remember it, visit a DEERS site prior to arrival to have a PIN established. The wait for service at the Quantico RAPIDS office (Bldg. 2034 703-784-2750) can be extremely long, especially during check-in periods.
- Students without a valid CAC: MCU will certify your eligibility for a CAC via the Trusted Associate Sponsorship System (TASS). During orientation, you will log on to TASS and submit your application for a CAC. MCU will approve your application, and you will then be proceed to get a CAC at the local Quantico RAPIDS office (Bldg. 2034 703-784-2750)

### USMC MANDATORY MARINET TRAINING

- IAW MARADMIN 257/12, all students must complete current calendar year MarineNet Cyber Awareness Training , which includes IA and PII training, before reporting. Only completion certificates from MarineNet will be accepted.
- Steps:
  1. Navigate to the <https://www.marinenet.usmc.mil/>
  2. Logon to MarineNet
    - Students with a valid CAC: Logon via CAC.
    - Students without a valid CAC: After April 15, MCU will submit a command sponsor request to establish your MarineNet account. Once established, you will be informed so that you can logon via username and password.
  3. Complete the appropriate course for military or civilian personnel.
    - Military students: USMC Cyber Awareness Training Code CYBERM0000
    - Civilian students: Civilian Cyber Awareness Training Code CYBERC
  4. Save and print completion certificate (Select appropriate certificate from “My Certificates” tab)
  5. Email completion certificate and completed SAAR to MCU\_IET@usmc.mil. Bring a hard copy with you when reporting.

### COMPLETE SAAR FORM

- IAW MARADMIN 333/08, all users must complete a SAAR with User Agreement and DD2875 Addendum. The SAAR forms are school specific; ensure that you fill out the correct form.

### NMCI ACCOUNT

- An NMCI account will be created, logically moved to local NMCI servers, and/or re-activated. Existing NMCI Users/Account Holders: To logically move your account, your mailbox must be less than 50MB and your personal share drive space (H: Drive) must be less than 700MB. Additional space authorization at your current location, if any, will not be carried over to MCU.

For additional questions and concerns please email [MCU\\_IET@usmc.mil](mailto:MCU_IET@usmc.mil) or call (703) 432-4866.