MCEITS ACCOUNT AND LRFS CET SITE ACCESS REQUEST PROCEDURES

Please follow these account request procedures and access instructions to gain access to MCEITS for the LRFS CET Site.

If you already have a MCEITS account, please skip to section 2 below to get access to the LRFS CET Site. **If you do not have a MCEITS account, you must complete section 1 prior to requesting access to the LRFS CET site.**

> Note: You will require a DoD issued or accepted PKI certificate for this registration. Please have a CAC (with DoD PKI certificates loaded) and functioning CAC reader, or an External Certification Authority (ECA) issued DoD PKI certificate prior to proceeding.

1. If you do not have a MCEITS account:

1. Go to https://mceits.usmc.mil/Pages/RequestAccount.aspx

2. Click on the Request MCEITS Account link on the right side of screen.

3. Read the User Agreement and complete the form. Use the following information for the identified fields.

- Last Name: (Your Last Name as it appears on your Driver's License or Military ID.)
- First Name: (Your First Name as it appears on your Driver's License or Military ID.)
- Middle Initial: (Your Middle Initial, if you do not have one, please leave blank.)
- SharePoint Site: (From the pull down menu select the site you want accesses to. For the LRFS CET Site, select "MCSC ACLCL Processes")
- Rank: (Your Military Rank, or CIV for Civil Service employees, or CTR for contractors.)
- GOV POC Display Name: (Your Supervisor/Team lead (Format: 'Las Name' 'Rank' ' First Name' 'Middle Initial')
- GOV POC Phone:
- Email Address: (Your email address. Must use your company's corporate .com or .mil address. Goal is to receive the e-mail with your account info.)
- Phone Number: (Your phone number)
- Organization\Unit: (Please enter "MCSC" without the quotes.)
- Nationality: (Please select from the dropdown.)
- Comments: Please write that you are requesting this account for access to the LRFS CET Site and who your POC is.
- Click on submit when complete.

Note: This will signal the administrator to create your account. You will receive an account created notice from MCEIT Services with your username and a separate e-mail with your password.

Proceed to the final step below

2. If you already have (or just obtained) a MCEITS account and need access to the LRFS CET Site:

1. Once you have received your New Account notice from MCEITS Services, go to https://mceits.usmc.mil/Pages/RequestAccount.aspx to log in to the general MCEITS site to verify your access.

   Note: For those with a DoD Issued PKI Certificates on a CAC card, please take the time to CAC enable your account by clicking on "CAC-Enable your MCEITS SharePoint account".

Using the following address:
https://mcscviper.usmc.mil/sites/alps/aclcl/USMCLRFSCET/default.aspx

2. Attempt access to the USMC LRFS CET site for the first time. You may be prompted to login with your CAC.
   a. When prompted, please provide a short explanation of why you want access to the site.
   b. Once processed, you will receive an ''Access Granted Notice'' via email.

   ## You may now proceed to the final step below

Final Step:

Once access has been granted to MCEITS and the LRFS CET site, you may go to the LRFS CET site using the address:
https://mcscviper.usmc.mil/sites/alps/aclcl/USMCLRFSCET/default.aspx

Note: Make sure to add a bookmark to the USMC LRFS CET site as it is not linked in parent MCEITS sites and you must have the address to access it.