

## HOW TO REQUEST A MCEITS ACCOUNT

1. First things first: You are required to have and active MCEITS user account to access subject COP. We have attached screen shots illustrate the agreements and application process. Go to:

<https://mceits.usmc.mil/default.aspx>

2. Click on Request MCEITS Account →
3. Click on the User Agreement button read the User Agreement.... Or...
4. Just click on the **I Agree** button.
5. FILL OUT THE FORM:

- a. Last Name
- b. First Name
- c. Middle Initial
- d. SharePoint Site (...using Select a Site drop down) Select **CD&I / MCCDC Portal (CDD, OAD, MCWL, SID)** from the drop down menu

**MCEITS Service Desk Phone:  
(816) 394-7628, 0600 – 1600 (CST)**

<b>Quick Links</b> Log into MCEITS EIS Request MCEITS Account Who we Are  <b>Service Desk</b> Submit a Service Request Phone: (816) 394-7628  <b>Service Catalog</b> Web Portal Chat/InstantMessaging Web Conferencing Application Identity and Access Management (IdAM) Owner-Managed Hosting Enterprise-Managed Hosting Enterprise Information Services (EIS)	User Agreement * <input checked="" type="radio"/> Agreed	
	Last Name *	
	First Name *	
	Middle Initial	
	SharePoint Site *	CD&I / MCCDC Portal (CDD, OAD, MCWL, SID) <small>IMPORTANT: If you do not choose the correct site you will not be approved for an account.</small>
	Rank *	CIV
	GOV POC Display Name *	Fordham Civ Douglas K Your Supervisor/Team lead (Format: 'Last Name' 'Rank' 'First Name' 'Middle Initial')
	GOV POC Phone *	7034328065
	GOV POC Email *	douglas.fordham@usmc.mil
	Email Address *	
	Phone Number *	Your phone number
	Organization/Unit *	
	Nationality *	UNITED STATES
Comments		
<input type="button" value="Submit"/>		

- e. Select **your rank** from the drop down
- f. Use **Olger Civ Reese** as your Gov POC Display Name
- g. Use **7034328607** for the GOV POC Phone
- h. Use [reese.olger@usmc.mil](mailto:reese.olger@usmc.mil) for the GOV POC Email
- i. Provide [your.name@usmc.mil](mailto:your.name@usmc.mil) email address
- j. Provide your phone number
- k. Provide your organization
- l. Hit Submit
- m. You now await an email from MCEITS requesting your EDIPI number (from back of the CAC)

**“Site Administrators” manage the CD&I / MCCDC Portal (CDD, OAD, MCWL, SID), they are: [justin.monti@usmc.mil](mailto:justin.monti@usmc.mil) and [reese.olger@usmc.mil](mailto:reese.olger@usmc.mil), (703) 784-4913 & (703) 432-8607 respectively...**