How to Refer a Marine

To access the WWR Assignment and Transfer Form follow this three step process:

Step 1. Register for eHQMC Portal Access

Step 2. Send a digitally signed email to HQMCITAS.FCT@usmc.mil

Step 3. Request access to the WWR SharePoint Page

Once you have access to the WWR SharePoint page, save the link to your Browser Favorites for easy access.
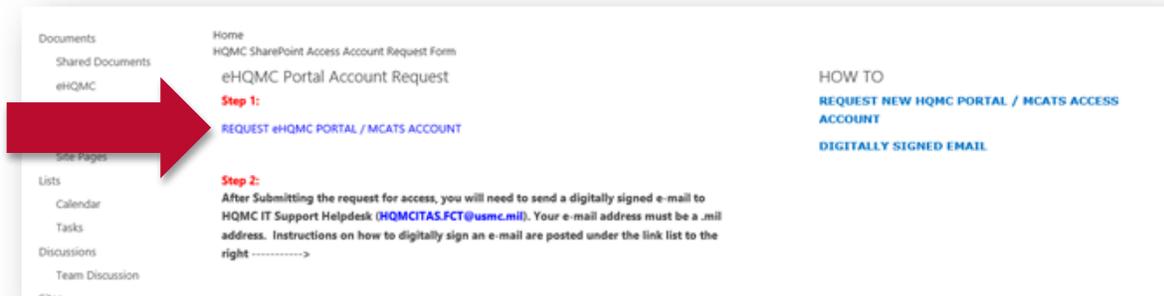
Step 1: Register for eHQMC Portal Access

1. **To register for eHQMC Portal access go to:**
   a. **https://hqmcsupport.hqi.usmc.mil/sites/HQMCAR/default.aspx**
   b. **You must have a CAC to register and access this site.**

2. **Select your Email certificate and enter your pin.**

3. **Once you've gained access to the registration page, click "REQUEST eHQMC PORTAL".**

4. **Read the eHQMC Portal Access user Agreement and click "I Agree".**


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                              eHQMC Portal Access User Agreement
    1. The account recipient must agree to the terms outlined below.
    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 (HQMCITAS.FCT@usmc.mil).


I understand that as a 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 indoctrination and
signed user agreements for access; I have read the instructions below pertaining to my responsibilities and agree to the following:

I will hold a U.S. Government security clearance commensurate with the level of access granted. I will access only that data/information,
software, hardware, and firmware for which I am authorized access and have a need-to-know, and assume only those roles and privileges for
which I am authorized. I will protect and safeguard eHQMC, USMC, and other DoD and US Government information, limited rights information,
and other protected information (e.g., copyright) to the best of my ability.  I will immediately report any loss, theft, and all security
related events to the eHQMC Service Desk.  I will protect authenticators (such as passwords, public key infrastructure certificates,
Common Access Cards, or associated PINs).  I will not allow others to use my authenticators and I will not provide my PIN or password to
others.  I will not allow other users to access the network or any component of the network with my credentials.  This includes logging
on and allowing another user access under my account/CAC. I will report any compromise or suspected compromise of an authenticator to the
eHQMC Service Desk.  I will, to the best of my ability, prevent unauthorized personnel (including family members) from gaining access to
my system or to data that they are not entitled to use, view, or have in their possession. I will promptly inform eHQMC, via my Site
Administrator, when access to a eHQMC application is no longer required (e.g. completion of project, transfer, retirement, resignation).
I will observe policies and procedures governing the secure operation and authorized use of a DoD information system. I will use eHQMC
applications or services only for authorized purposes and never for personal business or prohibited uses.  Prohibited uses include
placing, downloading, or storing material onto computers or conducting Internet searches or otherwise accessing or using sites
containing, or using government equipment and time to print, produce, or store material that society would consider to be pornography,
hate crime or gambling. I will not unilaterally bypass, strain, or test information assurance mechanisms.  When accessing eHQMC
 applications or services I will stay connected only as long as is necessary to perform official business and I will not leave my system
unattended when I am connected. I understand that all of my activities on the government provided information system are subject to
monitoring and/or audit. I understand that as a eHQMC  user, it is my responsibility to comply with all security measures necessary to
prevent any unauthorized disclosure, modification, loss, or destruction of information or equipment.
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[I agree]   [I do not agree]   [Requesting for other]

5. **Fill out your information as follows:**

- First Name registered to your CAC
- Last Name registered to your CAC
- Rank (CIV, CTR, Etc.)
- Government Issued email Address, ex: (john.smith.CTR@usmc.mil)
- Organization/Unit
- Telephone: Desk phone number
- Citizen- Yes or No based on your Citizenship
- EDIPI Number- Located on the back of your CAC under DoD ID Number

6. **Click "Submit_With_CAC_EDIPI #".**

Date:

3/13/2017

First Name:

Middle Initial:

Last Name:

Title:

Rank: Select

Email Address:

Email Address Requirement: End User's email address (must be .Mil, .Gov or usmc-mccs.org)

Organization\Unit:

ie HQMC

Office Code:

Location:
- Henderson Hall
- Navy Annex
- Navy Yard
- Pentagon
- Quantico
- Other ie enter location below if other

Building:

Room:

Telephone:

U.S. Citizen: Select

If not a US citizen, Nationality:
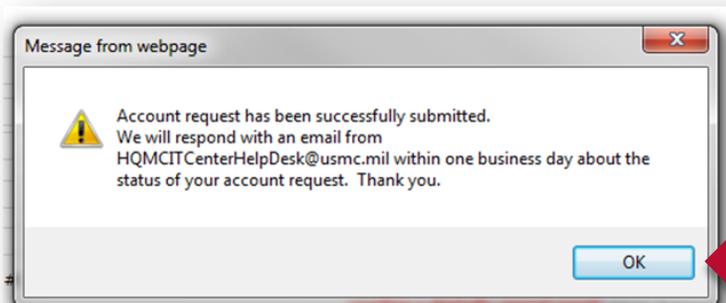
Government POC Name:

Government POC Phone:

Government POC Email:

Comments:

CAC EDIPI #: 1234567892   **Submitting without your CAC EDIPI# will require sending a digitally signed email.**

Please Press Button To Submit Form: Submit_Without_CAC-EDIPI #   Submit_With_CAC-EDIPI #   GREE

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 sreen.
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 #

7. **A pop-up will open that states your request has been submitted. Click "Ok" to close the registration sheet.**

Message from webpage

Account request has been successfully submitted. We will respond with an email from HQMCITCenterHelpDesk@usmc.mil within one business day about the status of your account request. Thank you.

OK

Step 2: Send Digitally Signed Email

1. **After submitting the request for access you will need to send a digitally signed email to the HQMC IT Support HelpDesk (HQMCITAS.FCT@usmc.mil) to validate you have a CAC.**
   a. Subject and body of email can be generic.
   b. To send a digitally signed email:
      i. Open Outlook
      ii. On the File tab, click Options.
      iii. Click Trust Center.
      iv. Click Trust Center Settings.
      v. Click E-mail Security.
      vi. Under Encrypted e-mail, select the Add digital signature to outgoing messages checkbox.
      vii. Click OK twice.

2. **Once you send your digitally signed email to HQMC IT Support you will receive an email from HQMCITCenterHelpDesk@usmc.mil within one business day about the status of your account.**
   a. Once you are approved you can request access to the WWR SharePoint Page.
   b. If you are denied or do not hear back from HQMC IT within one business day, email WWR_IT@usmc.mil and notify them of the issue.

Step 3: Request Access to WWR SharePoint Page

1. **Contact the RCC program at wwrrcc@usmc.mil to request permission to the WWR SharePoint Page. Within one business day of requesting permission to the WWR SharePoint Page you will receive an email that states that you've been granted access.**
   a. If you do not receive an email, re-contact the RCC Program at wwrrcc@usmc.mil.

Accessing SharePoint

1. Go to https://hqmcportal.hqi.usmc.mil/sites/wwr/SitePages/RCC.aspx
2. Assignment and Transfer form will be located under "Refer a Service Member".