

## **M&RA Account**

**Step 1:** Create a M&RA portal account @ <https://www.manpower.usmc.mil>

**(If you already have one skip to step 4.)**

**Step 2:** Once you have successfully registered for your M&RA account will be notified via email or on the screen the time for approval will vary.

**Step 3:** Test your login once you have logged in successfully go to step 4.

## **iAPS Account**

**Step 4:** To create an iAPS account you will need to type this link- <https://www.manpower.usmc.mil/iaps>

**Step 5:** You will see the *Welcome to iAPS* page follow the steps

**Step 6:** Enter the title for the current billet that you hold (i.e. Awards Supervisor; MAGTFTC, MCAGCC SSEC; Admin Chief, etc.)

**Step 7:** Click on the **Change Unit** button to search and select your current unit

(a) Below are the search options available; fill at least one.

(1) UIC

(2) **MCC**

(3) RUC

(4) Unit Name

(b) *click* on the **SELECT** button at the bottom.

**Step 8:** Both the *Title Block* (with current title) and the *Unit Identifier* (your Unit R/U) should be filled in, if so *click* on the **SUBMIT** button.

**Step 9:** You should see the " **My Details / Request New Permissions**" at the top of the page (Check your contact email address and phone number. If this information is incorrect please click on the update link to modify that information. (Note: when you change that information it may take up to 10 minutes to reflect in iAPS).

**Step 10:** Now you will select your permissions.

Note: All officers are automatically Originators.

Select the following permissions if they pertain to you.

\*Endorser

\*Originator (Civilians must be GS-9 or above.)

\*Reviewer

\*Trusted Assistant (only for CG)

\*Board Member (UAA will assign)

\* Unit Awards Administrator (Adjutant or Awards Administrator will designate)

**Step 11:** Fill in the justification with a short sentence on what billet you hold and your reason for requesting access.

**Step 12:** Click **Request Permissions** button. (Allow 24hrs for your request to be processed any questions contact your Unit Administrator.)