

EM Portal Site Quick Guide

March 27, 2014

The EM Portal is located on the Marine Corps Enterprise Information Technology Services (MCEITS) hosting facility on the SharePoint 2010 platform. The EM Portal migration, updates, and changes have brought the portal into conformance with the MCICOM portfolio management goals to ensure compliance with Marine Corps IT policies and procedures.

Quick Guide Information:

- **Access**
- **Support Information**
- **How to request an MCW account**
- **Adding a Trusted Site**

Access:

All users must have a Marine Corps World Wide (MCW) domain account and a CAC Card to gain access to the EM Portal. An MCW account is required for read only access rights.

If users require more than read only access, the Installation routinely grants additional user rights. If the Installation needs assistance granting users additional access rights, they can contact their installation EM Portal administrator (list available at <https://em.usmc.mil/EM%20Portal%20Sites/Pages/default.aspx>) or submit a support request to the EM Portal Help Desk at <https://em.usmc.mil/support/SitePages/default.aspx>. Please include the user's e-mail address, the level of access you wish the user to have and your Installation Site name in your request. If your Installation uses Site Groups, please list the Site Group you wish the user to be placed in.

Support Information:

Each Installation retains control over the content and structure of their site. Administrators for the site may create new sub-sites, pages, document libraries, and other SharePoint content, as well as manage the type of access different users have to the information. Installations should identify primary and secondary site administrators for their site and provide this information to Pat Evans (see table below for contact information). The table below provides a list of actions and contacts for some common EM Portal issues.

Issue/Problem	Suggestion/Contact
Can't access EM Portal (Browser returns can't display web page message)	Make sure you have an MCW account. Make sure you've added the URL as one of your Trusted Sites
Prompted for User Name and Password	Add URL as Trusted Site & select your e-mail CERT when prompted from your CAC card
Notified you don't have permission to view a site or page within a site	Contact your Installation POC or visit the EM Portal Help Desk at https://em.usmc.mil/support/SitePages/default.aspx to create a Support Ticket or for other EM Portal Help Desk contact information.
EMS Questions	Maj Anne M Braden (571) 256-2815
Can't browse to any USMC Site	Contact NMCI (866) 843-6624

How to Request an MCW Account:

Access to the EM Portal requires an MCW account. This requirement is due to information assurance requirements that require users be traceable (Even if users have a CAC card, without a domain account they would be considered anonymous). If a user does not currently have an MCW account, the user must request an account by:

- Open request URL: <https://mceits.usmc.mil/Pages/RequestAccount.aspx>
- Read User Agreement Terms
- Select "I Agree"
- In the list of SharePoint Sites, select: **"EM Portal Environmental Management Portal Home"** option as the SharePoint Site in the drop down list. (This will give you access to all EM Portal Sites)
- Complete remainder of form
- Click "Submit". Make sure form actually gets submitted and there are no errors. If you get an error send an e-mail to EMPortalHelp@critigen.com to request assistance.

Once the form is complete and submitted, an e-mail is sent to the administrator for approval and completion. The account will be created by MCEITS help desk team. The MCEITS help desk will send the user an e-mail requesting their EDIPI number from their CAC card. If the user does not reply with the number, the account will not be created.

Adding a Trusted Site:

1. Open Internet Explorer and at the top of the browser, find "Tools" and click on it once.
2. Find "Internet Options" at the bottom of the drop down and click on it.
3. Find the "Security Tab" and click on it.
4. Click on the green "Trusted Sites" Icon.
5. Click on the "Sites" button directly below the zones.
6. In the top box labeled "Add this Web Site to the Zone", type in the following:

<https://em.usmc.mil>
7. Click "Add"
8. Ensure that the "Require server verification (https:) for all sites in the zone" IS NOT CHECKED.
9. Click "Close"
10. Click "OK" on the next screen
11. Close your Internet Browser, then open it and try to access the EM Portal Site.

NOTE: On some of the newer migrated computers, NMCI has locked the Trusted Sites option and you will need to call NMCI to have them add the URL as one of your Trusted Sites) NMCI (866) 843-6624