TECOM VCE USER ACCOUNT REQUEST PROCESS

**If you have a CAC, you can access our SharePoint in a “public view” status which will only allow you to view documents by clicking the link on our dot mil page (circled below).**

If you want to collaborate on our sharepoint (i.e. upload/download documents etc) then follow the instructions below to request access.

1. Open a web browser and go to the following URL:
   https://vcepub.tecom.usmc.mil/_layouts/FormServer.aspx?XsnLocation=%2fFormServerTemplates%2fVCE+Account+Request.xsn&Source=/&DefaultItemOpen=1

2. Complete the TECOME VCE User Agreement form by placing checks in the required boxes and click the “I Agree” button.
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3. Complete the TECOM VCE Account Request Form and click the “Submit” button. *Be sure to enter the website URL as https://vce.tecom.usmc.mil/sites/msc/magtftc/G3 as seen on the screen capture below.

4. *TECOM VCE support staff will contact you once your account has been created or if any additional information is required.

5. After TECOM VCE support staff notify you your account has been created, go to https://vce.tecom.usmc.mil/sites/msc/magtftc/G3/SitePages/Home.aspx to access the MAGTF Training Directorate home page. MAGFTFTC ITX SharePoint link can be found on the quick launch (left side of main page).
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6. From ITX SharePoint site you can find useful links to all MAGTF-TC support personnel (i.e. TTECG, ESD, CLD, ELCC and SELF). As well as past ITX briefs and other useful planning documents/templates throughout the site.

7. For any questions or issues accessing MAGTF Training Directorate SharePoint or subsites, please contact Capt Guerra at cesar.guerra@usmc.mil (760) 830-6365 or Juan Espinoza at juan.espinoza1.ctr@usmc.mil (760) 830-1840.