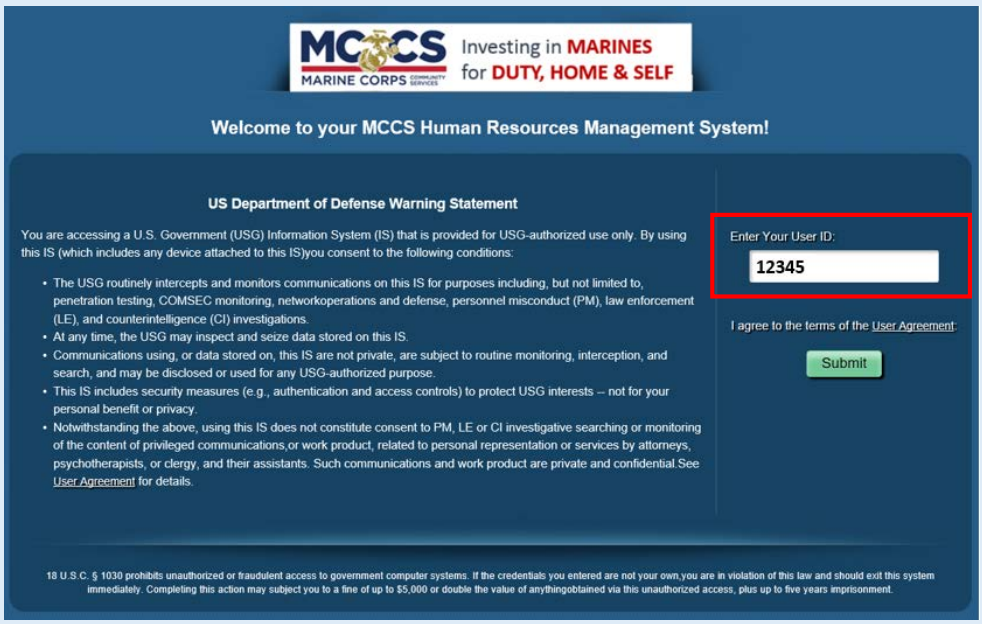
Self Service

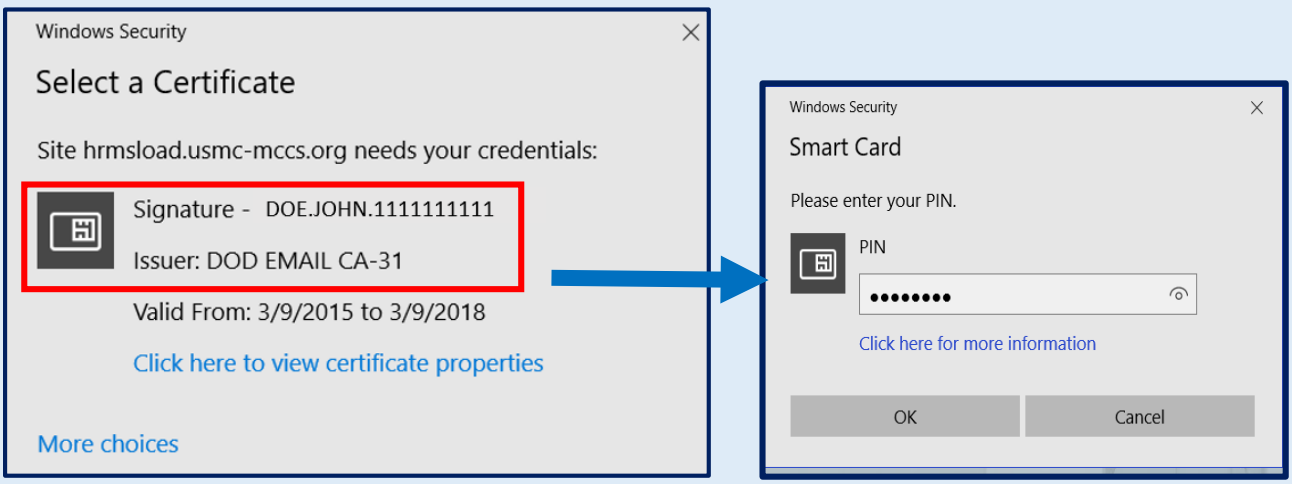
PeopleSoft Registration for Managers (CAC users)

✓ Type https://hrms.usmc-mccs.org in your browser (Do not use a stored Favorite).
✓ Ensure you only have one browser open at a time (Multiple browsers may cause errors).

Step 1: To begin the registration process, enter your Employee ID number as your User ID and click Submit.



Step 2: You will then be prompted to register your CAC card. Select the **Signature - DOD EMAIL** Certificate and click OK. Enter your CAC card PIN and click OK.



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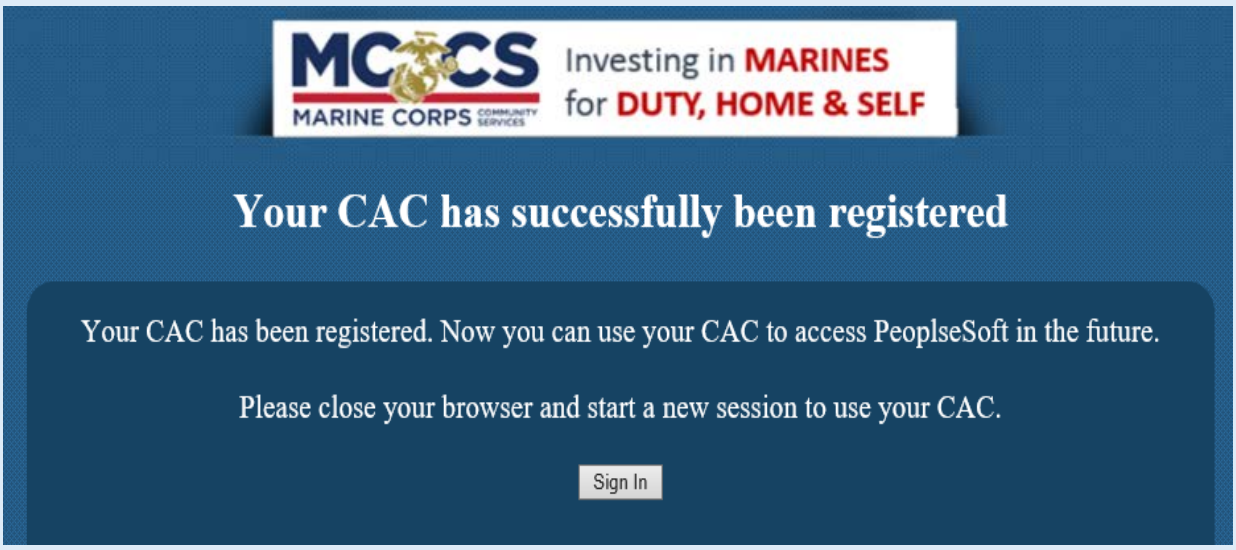
Step 3: Enter your First Time Password (MCCS and the last six digits of your SSN) and click First Time Login.

Step 4: You will receive confirmation that your registration has been successfully completed and will be able to proceed with signing in using your CAC by clicking Sign In.



NOTE: Managers (*CAC Users*) must contact IPAC for CAC PIN resets (or their local IT office where applicable) in the event they lock themselves out.