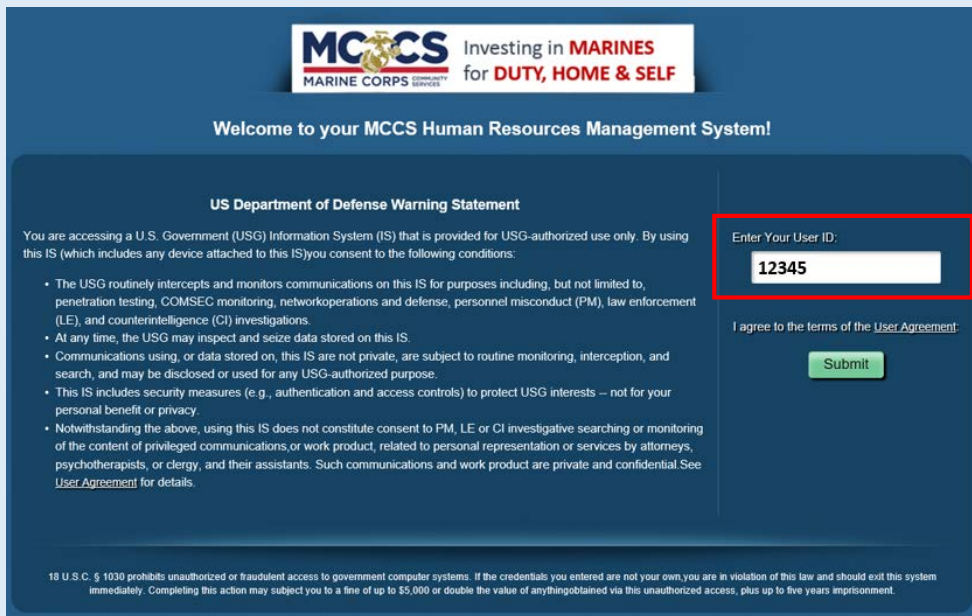


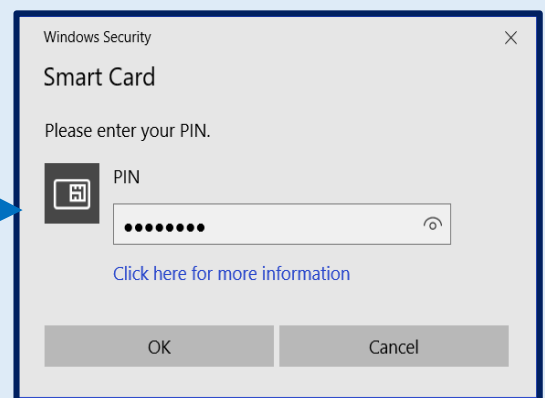
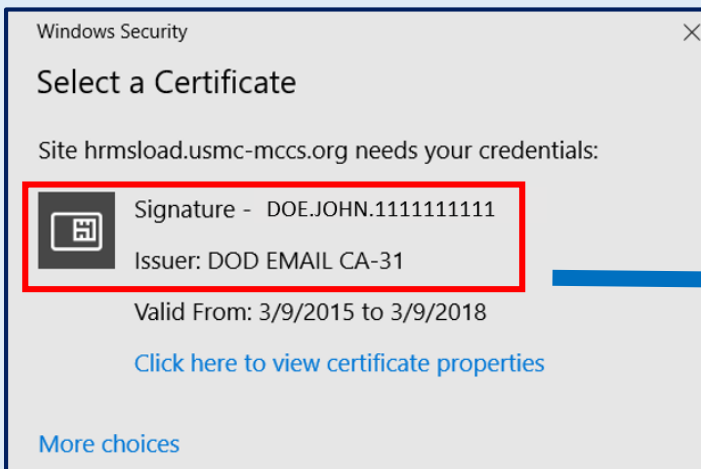
## PeopleSoft Registration for Managers (CAC users)

- ✓ 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.





# Self Service

## PeopleSoft Registration for Managers (CAC users)

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

**This is your first time registering for PeopleSoft HRMS. Please enter your First Time Default Password to proceed with completing your registration.**

Welcome JOHN, SMITH

Your User ID:

Enter your First Time Password:

First Time Login

Clear

**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.



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for **DUTY, HOME & SELF**

### Your CAC has successfully been registered

Your CAC has been registered. Now you can use your CAC to access PeopleSoft in the future.

Please close your browser and start a new session to use your CAC.

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.**