**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, MCIEAST SSEC, MCIEAST 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** (MCIEAST 097)   
                  (3) RUC   
                  (4) Unit Name  (MCIEAST   
            (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 (MCIEAST UAA will assign) \* Unit Awards Administrator (Mr. Froemming 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.)