

Six Steps to Getting a MCFAS Account

Step 1 - Register to Use the EI/DS Portal

You must register on the EI/DS Portal and have a Portal-specific user name and password before initiating a MCFAS account request. If you already have a Portal account skip to Step 2.

- 1.1. Using Windows Explorer (not Netscape), go to <http://eidsportal.ha.osd.mil>.
- 1.2. Click **Register** and then click **New User**.
- 1.3. Enter the required registration information.

Step 2 - Request a MCFAS Account and Provide Supervisor Contact Details

Once Portal registration is complete, you can request a MCFAS Account. As part of registering for a MCFAS account, you will receive an email with login instructions for using the MCFAS Distributed Learning System (DLS) — an online training tool to help you get the most from MCFAS.

- 2.1. Login into the Portal at <http://eidsportal.ha.osd.mil> and click **Products**.
- 2.2. On the Products page, click on **MCFAS**. If “MCFAS” is not underlined, you must still log into the Portal.
- 2.3. Scroll down to the Tools section and click **Request a MCFAS Account**. Follow the onscreen instructions.
- 2.4. After completing the request, click **MHS Help Desk**.
- 2.5. Under Utilities, click **Update Your Profile or Supervisor Information**. Enter your supervisor’s contact details and then click **Update User**.

Step 3 - Submit Proof of Successful Security Awareness Training

Security training is required for all EI/DS product users. If your Security Awareness Training is still current for another EI/DS product skip to Step 4.

- 3.1. At the EI/DS Portal, click **MHS Help Desk**.
- 3.2. Under Training Modules, you will see links for the Security Awareness Training manual and test. Click **Training Manual** (on the Security Awareness Training row) to prepare for the test. When you have prepared, click **Take the Test** and follow the onscreen instructions.
- 3.3. If you fail the test, return to the training manual and then take the test again.
- 3.4. If you pass the test, complete and print a copy of the Security Awareness Certification (SAC).
- 3.5. Fax the printed SAC to the EI/DS Program Office, Attn: EI/DS Access, at (703) 575-6532.

Step 4 - Submit a Completed SAAR DISA Form 41

- 4.1. At the EI/DS Portal, click **Products**, then **MCFAS**.
- 4.2. Under Downloads, click **System Authorization Access Request (SAAR) DISA Form 41 (198 Kb)**.
- 4.3. Complete the SAAR DISA Form 41.
- 4.4. Fax the completed form to the EI/DS Program Office, Attn: EI/DS Access, at (703) 575-6532.

Step 5 - Receive MCFAS Login Data and Change your Password

The MCFAS System Administrator (SA) will issue you a MCFAS account User ID and one-time use password after confirming that the EI/DS account requirements have been met. **The one-time use password expires in 72 hours.**

- 5.1. After receiving your new account UserID and temporary password, go to the MCFAS WebPass site at <https://207.133.116.149/webpass.htm> (or click the **MCFAS WebPass** link from the MCFAS Product page at the Portal) to change your password. This is required for MCFAS usage.

Step 6 - Download the MCFAS Installation Files

- 6.1. At the EI/DS Portal, click **Products**, then **MCFAS**.
- 6.2. Under Downloads, click **Download the Software**. Follow onscreen instruction. If you cannot download the files for some reason, contact the MHS Help Desk at 1-800-600-9332 or via email at eids@mhs-helpdesk.com.