

Getting Started on eMarine (Service Members or DA Civilians Serving a Unit)

Go to the eMarine Site.

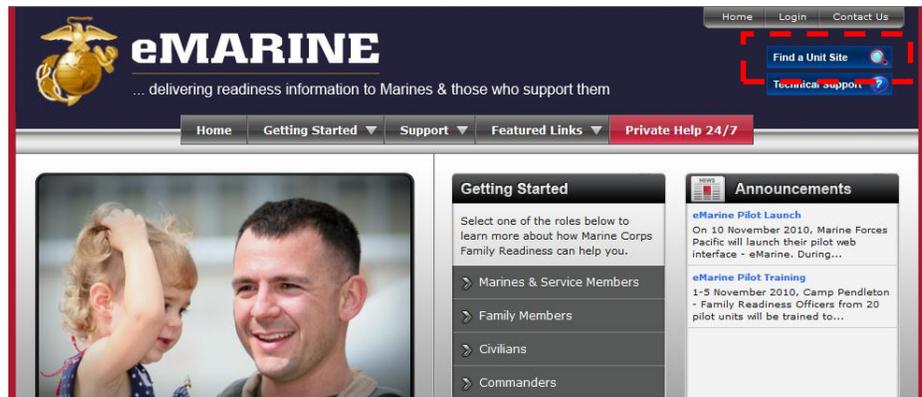
Open your web browser and type in the eMarine address.

www.emarine.org

Find your Unit.

You will see the eMarine home page.

Click on the **Find a Unit Site** button in the top right portion of the screen.



Select your Unit's location.

You will see a map showing continental United States (CONUS) and outside the continental United States (OCONUS) locations.

Click the location of your Unit on the map or use the links below the map to select your Unit's location.

If you are not sure of the location of the Unit, use the **CONUS Advanced Search** or **OCONUS Advanced Search** links to locate your Unit with other parameters (unit name, UIC, etc.).



Identify your Unit.

Units for the selected location will be displayed.

Locate your Unit in the list. (Use the search tools at the top of the page to narrow your search, if necessary.)

Click your Unit's name to continue.

The screenshot shows the eMARINE website interface. At the top, there is a navigation bar with links for Home, Control Panel, Logout, Profile, and Contact Us. Below this is a search bar with the text "eMARINE" and a "Find a Unit Site" button. The main content area is titled "Step 2 of 4: Select Unit" and includes a "Narrow Your Search" section with filters for Component (All) and Installation (All). A list of units is displayed, with "Marine Forces Pacific (Hawaii, UIC: 0001)" and "Marine Forces Pacific > Headquarters & Service Battalion (Hawaii, UIC: None)" highlighted with a red dashed box. The page also includes a search bar, a "Go" button, and a list of locations: EAST COAST, WEST COAST, HAWAII, OKINAWA, and AFGHANISTAN.

Enter your information.

Select the “I am subscribing as a Sponsor” option.

Enter the month and day of your birthday (MMDD), your name, and email address. Press **Continue**.

The system will verify that your name is on the Sponsor database uploaded by your FRO Administrator. In order to register, the entered first name, last name, and the birthday must match exactly with what is in the Unit's Sponsor Database. If a match is found, you will see the **Complete Registration** screen next.

If a match is not found, contact your FRO Administrator by clicking the **Contact Us** link at the top-right of the page.

The screenshot shows the eMARINE website interface. At the top, there is a navigation bar with links for Home, Control Panel, Logout, Profile, and Contact Us. Below this is a search bar with the text "eMARINE" and a "Find a Unit Site" button. The main content area is titled "Step 3 of 4: Add a Service Member Information" and includes a form for adding service member information. The form includes fields for "I Am Subscribing As A:" (Sponsor), "Birthday MMDD" (0000), "First Name" (John), "Last Name" (Doe), and "Your Email" (john.doe@abc123xyz.com). The "Continue" button is highlighted with a red dashed box. The page also includes a search bar, a "Go" button, and a list of locations: EAST COAST, WEST COAST, HAWAII, OKINAWA, and AFGHANISTAN.

Complete your registration.

Select a Username and Password for the eMarine system.

Usernames do not have any restriction except that they must be unique to the system and must be between 3-15 characters long. User names are not case sensitive. An example of an acceptable user name is “john.doe”.

Passwords, on the other hand, must contain at least one uppercase letter, one lowercase letter, one number, and be at least 8 characters long. Passwords are case sensitive. An example of an acceptable password is “JD555fro”.

Then, enter your e-mail address.

Press **Complete Registration**.

The screenshot shows the eMARINE website interface. At the top, there is a navigation bar with links for Home, Login, and Contact Us. Below this is a search bar and a 'Find a Unit Site' button. The main header features the eMARINE logo and the tagline "... delivering readiness information to Marines & those who support them". A secondary navigation bar includes Home, Getting Started, Support, Featured Links, and Private Help 24/7. The main content area is titled "Step 4 of 4 : Complete Registration" and contains a form with the following fields and values:

- * First Name: John
- * Last Name: Doe
- * Username: john.doe (with subtext: 3 characters min. 15 characters max. No spaces)
- * Password: [masked] (with subtext: 16 characters max.)
- * Confirm Password: [masked]
- * E-mail: john.doe@abc123xyz.com
- * Confirm Email: john.doe@abc123xyz.com

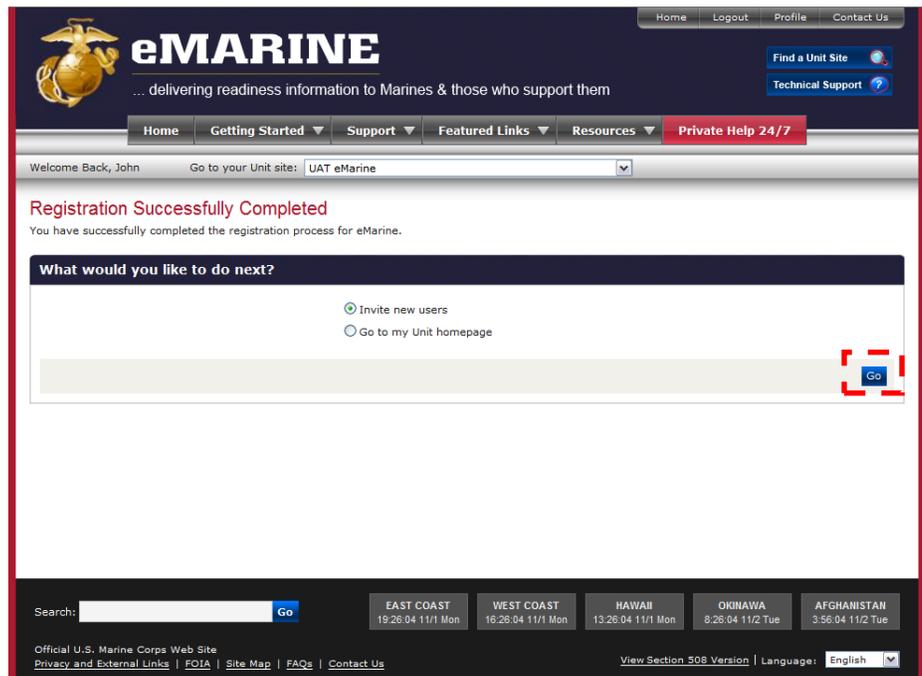
At the bottom of the form, there are two buttons: "Complete Registration" (highlighted with a red dashed box) and "Cancel". Below the form is a search bar with a "Go" button and a row of regional time zone buttons: EAST COAST (19:22:54 11/1 Mon), WEST COAST (16:22:54 11/1 Mon), HAWAII (13:22:54 11/1 Mon), OKINAWA (8:22:54 11/2 Tue), and AFGHANISTAN (3:52:54 11/2 Tue). The footer contains the text "Official U.S. Marine Corps Web Site" and links for Privacy and External Links, FOIA, Site Map, FAQs, and Contact Us. It also includes "View Section 508 Version" and a language dropdown menu set to "English".

View confirmation screen and select your next step.

You will see a confirmation message.

From here, you can choose to sponsor others for your Unit (such as Family Members) or go directly to your Unit's home page.

Select **Invite new users** and click **Go**.



Invite others to join your Unit.

If you choose to invite others to join your Unit, enter their names and email addresses.

You can invite up to five family members.

Press **Invite Users**.

The people you identify here will be sent an email invitation to join your Unit. They will click the link in the email to visit the site and will choose their username and password to register.

Once they submit their registration, they will be automatically approved and will be associated with you in the system.

(You can access this screen later by clicking on the **Invite Family Members** link in the **Getting Started** menu.)

The screenshot shows the eMARINE website interface for inviting users. At the top, there is a navigation bar with links for Home, Getting Started, Support, Featured Links, Resources, and Private Help 24/7. Below this, a welcome message for 'John' is displayed. The main header identifies the user as 'Headquarters & Service Battalion' under 'Marine Forces Pacific'. The 'Invite Users' section is active, displaying a table with 5 rows for entering invitee details. The 'Invite Users' button is highlighted with a red dashed box.

	First Name	Last Name	Email	Subsite
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific > Headquarters & Service Battalion
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific > Headquarters & Service Battalion
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific > Headquarters & Service Battalion
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific > Headquarters & Service Battalion
5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific > Headquarters & Service Battalion

Approve users who have identified you as their sponsor.

You may also see user names on your invitation list that weren't entered by you. These are your family members or friends who visited the eMarine site and correctly identified your name, your Unit, and the last four digits of your Social Security Number.

These users must be approved in order to access your Unit site. To approve one of these users, click the person's name. You will see the Update Sponsored User screen.

Review the person's information and press **Approve** to give them access to your Unit.

Invite Users
Please enter the First Name, Last Name and Email of the persons you would like to invite to this site.

Name	Subscribed	Invited
Doe, Jane	No	Yes
Milligan, Mike	No	Yes
Zimmerman, Zane	No	Yes

Invite Users
Viewing 1-2 of 2

	First Name	Last Name	Email	Subsite
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marine Forces Pacific

[Invite Users](#) [Cancel](#)

Update Sponsored User
Here you can edit an existing family member.

Update Sponsored User

To change the name of the user, alter the text fields below and click the "Update" button. If you would like to remove the user from your Family Member list, click the "Delete" button.

This user is currently not approved. To approve this user as one of your family members, click the "Approve" button.

* First Name

* Last Name

* Email

[Update-Resend Invitation](#) [Update](#) [Delete](#) [Approve](#) [Cancel](#)

Getting Started on eMarine (Marines or Service Members)

Logging in on future visits.

The next time you visit eMarine, press the Login link on the home page.

Then, enter the User Name and Password you selected during the registration process.

Press **Login**.

The top screenshot shows the eMARINE home page. The navigation bar includes 'Home', 'Login', and 'Contact Us'. The 'Login' link is highlighted with a red box. Below the navigation bar, there are sections for 'Getting Started' and 'Announcements'. The 'Getting Started' section has a list of roles: 'Marines & Service Members', 'Family Members', 'Civilians', and 'Commanders'. The 'Announcements' section has two items: 'eMarine Pilot Launch' and 'eMarine Pilot Training'. The bottom screenshot shows the login page. The navigation bar includes 'Home', 'Login', and 'Contact Us'. The 'Login' link is highlighted with a red box. Below the navigation bar, there is a 'Please Log In' message and a login form. The form has two fields: 'User Name' (with 'john.doe' entered) and 'Password' (with asterisks). There is a 'Login' button and three links: 'Forgot your login info?', 'Join a Unit', and 'FAQs'.

Navigating to your Unit site.

To navigate to the home page of the Unit site(s) for which you are approved, select the Unit name from the drop-down box at the top of the page. You will be automatically taken to the Unit's site.

The screenshot shows the eMARINE website with the 'Resources' dropdown menu open. The dropdown menu lists 'UAT eMarine', 'UAT eMarine', and 'Marine Forces Pacific > Headquarters & Service Battalion'. The 'Getting Started' link is highlighted in the main navigation bar. The page also shows a 'Welcome Back, John' message and a 'Go to your Unit site:' dropdown menu. The 'Getting Started' section has a list of roles: 'Marines & Service Members', 'Family Members', 'Civilians', and 'Commanders'. The 'Announcements' section has two items: 'eMarine Pilot Launch' and 'eMarine Pilot Training'.

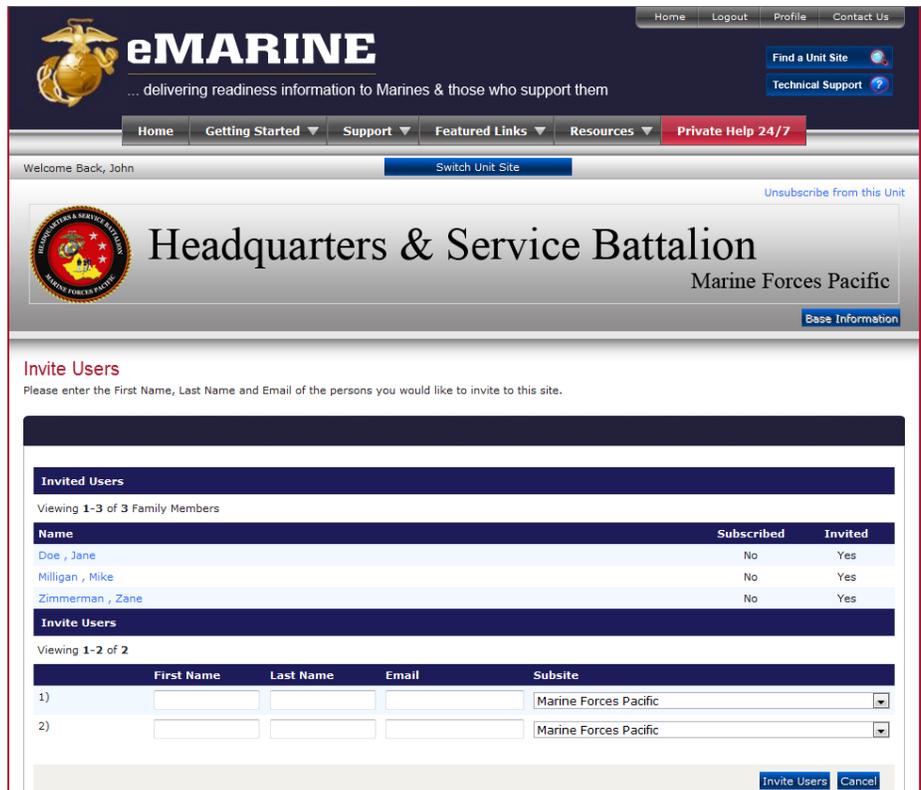
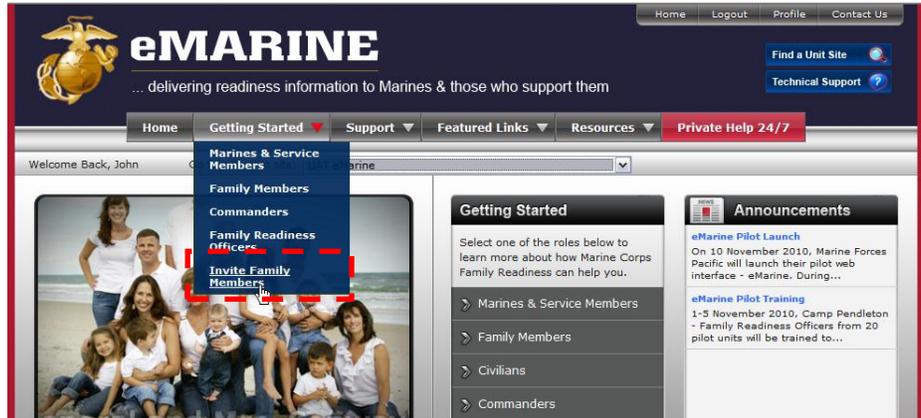
Invite others to join your Unit after logging in

After you are logged in and switched to your Unit site, you can invite others to your Unit site by clicking on **Invite Family Members** in the **Getting Started** menu in the top navigation bar.

Existing Sponsored Users can be approved or re-invited by clicking on the user in the list.

New sponsored users can be added by entering their names and email addresses into the appropriate fields and clicking on the **Invite Users** button.

Up to five users can be invited to the site. You can invite all five at once by filling information into all of the rows and then clicking **Invite Users**. You can invite less than five users by simply filling in the desired rows for the users you want to invite. If less than five users have been invited, empty rows will remain available to invite up to five total users.



Have a question?

Press the **Contact Us** link at the top-right of the screen to submit a question to the eMarine site administrators.

The screenshot shows the eMARINE website interface. At the top right, there are links for Home, Logout, Profile, and Contact Us. Below these are buttons for Find a Unit Site and Technical Support. A navigation bar includes Home, Getting Started, Support, Featured Links, Resources, and Private Help 24/7. A user greeting says "Welcome Back, John" and shows the current unit path: "Go to your Unit site: Marine Forces Pacific > Headquarters & Service Battalion". The main header features the eMARINE logo and the text "... delivering readiness information to Marines & those who support them". The main content area is titled "Headquarters & Service Battalion" for "Marine Forces Pacific" and includes a "Base Information" button. A paragraph of text describes a program being implemented by the Family Readiness Officer (FRO). Below this are three columns: "Navigation" with links to Home, Marines, Spouses, Parents & Extended Family, and Downloads & External Links; "Announcements" for the 235th U.S. Marine Forces, Pacific Birthday Ball on 5 November 2010; and a "Poll" titled "How did you hear about eMarine?" with radio button options: Flyer, Commanding Officer, Family Readiness Officer, Another Marine, Another Family Member, and Web-Marines.mil. A "Commander's Message" section is also visible, along with a "Featured Photos" section at the bottom.