

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

Go to the eMarine Site.

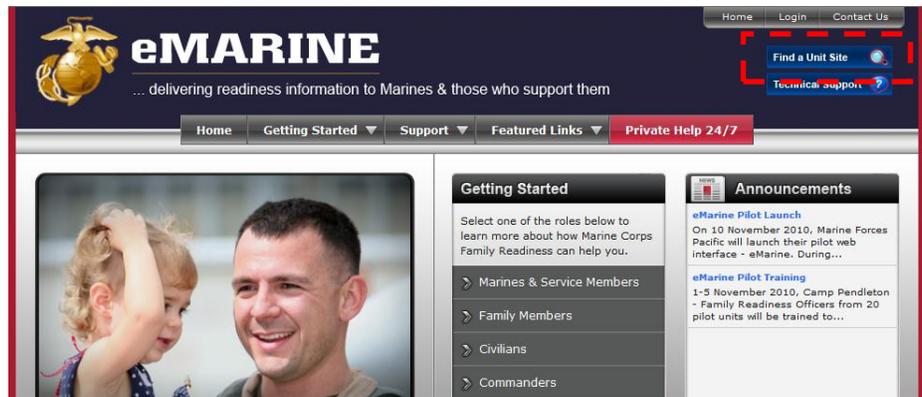
Open your web browser and type in the eMarine address.

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.).

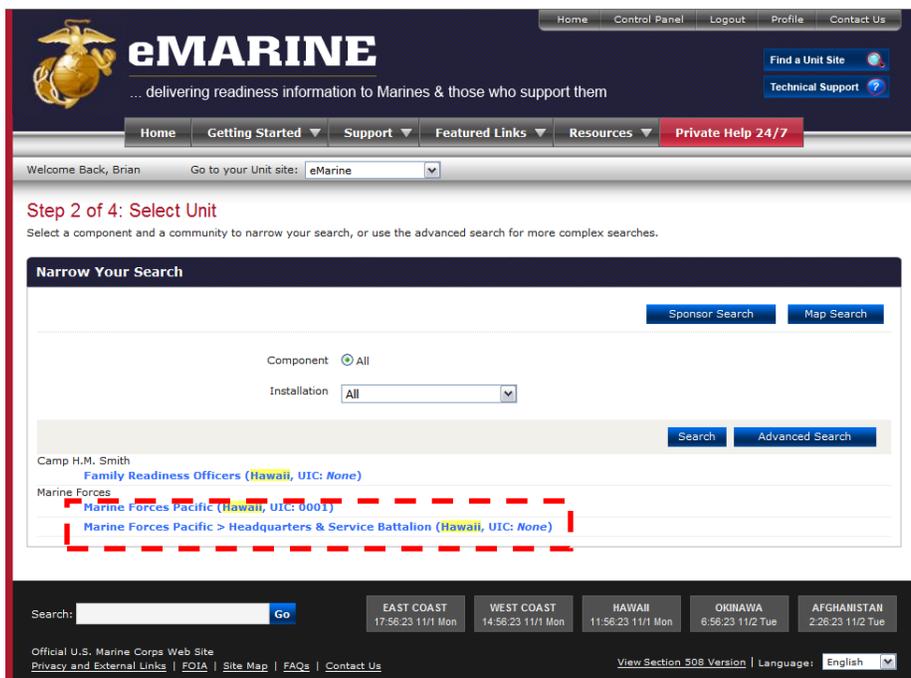


Identify your Unit.

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.



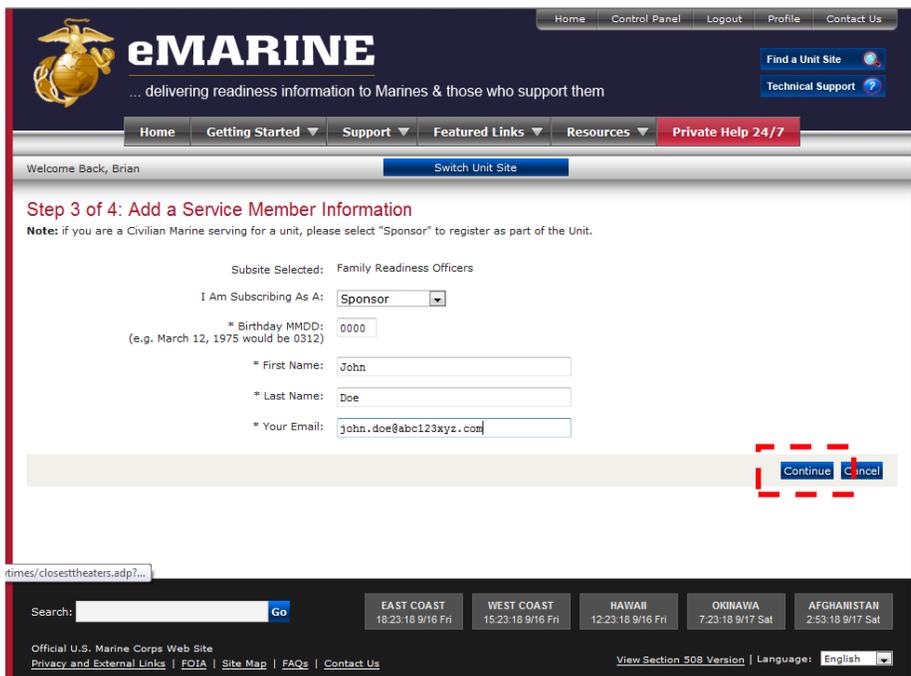
Enter your information.

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.



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**.

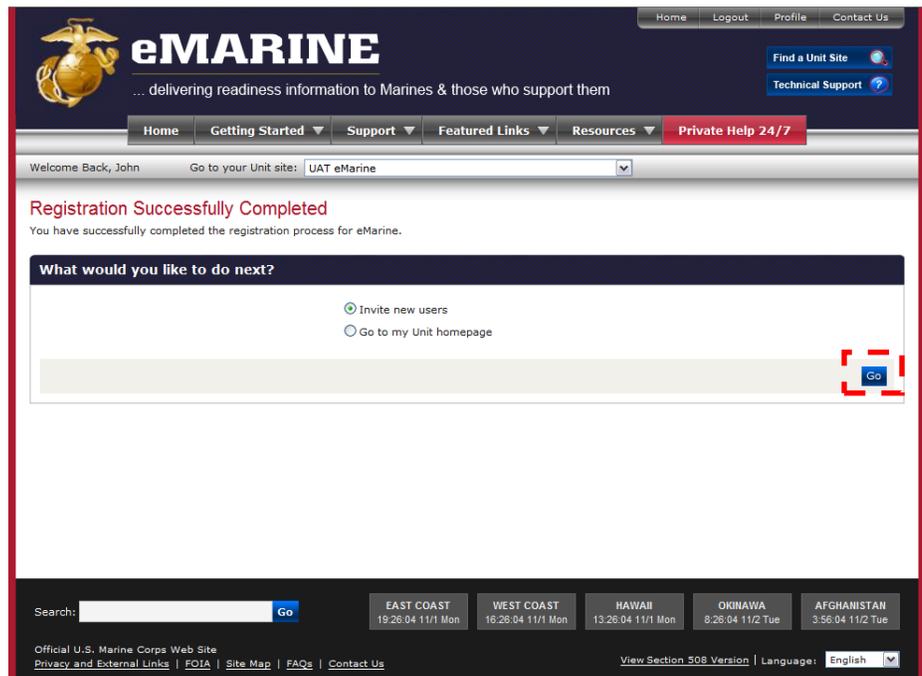
The screenshot shows the eMARINE website interface. At the top, there is a navigation bar with links for Home, Login, and Contact Us. Below this is a search bar and a 'Find a Unit Site' button. The main header features the eMARINE logo and the tagline "... delivering readiness information to Marines & 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 registration form. The form fields are: First Name (John), Last Name (Doe), Username (john.doe), Password (masked with dots), Confirm Password (masked with dots), E-mail (john.doe@abc123xyz.com), and Confirm Email (john.doe@abc123xyz.com). A red dashed box highlights the "Complete Registration" button. At the bottom of the page, there is a search bar, a "Go" button, and a row of location-specific links for EAST COAST, WEST COAST, HAWAII, OKINAWA, and AFGHANISTAN. The footer contains the text "Official U.S. Marine Corps Web Site" and various links including 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. At the top, there is a navigation bar with links for Home, Logout, Profile, and Contact Us. Below this is a secondary navigation bar with Home, Getting Started, Support, Featured Links, Resources, and Private Help 24/7. The main header area displays the eMARINE logo and the tagline "... delivering readiness information to Marines & those who support them". The user is logged in as "John" and is viewing the "Headquarters & Service Battalion" page for "Marine Forces Pacific". The "Invite Users" section is active, showing a table with 5 rows for entering invitee information. 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](#)

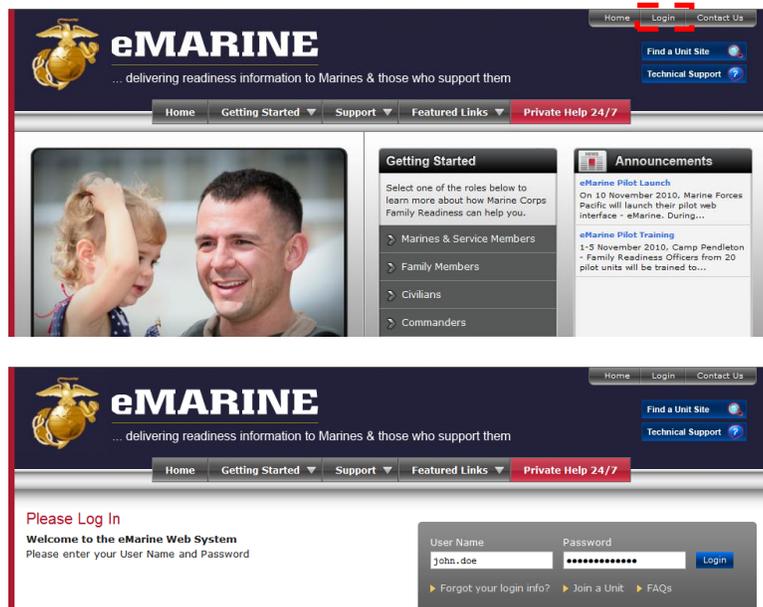
Getting Started on eMarine (Marines or Service Members)

Logging in on future visits.

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

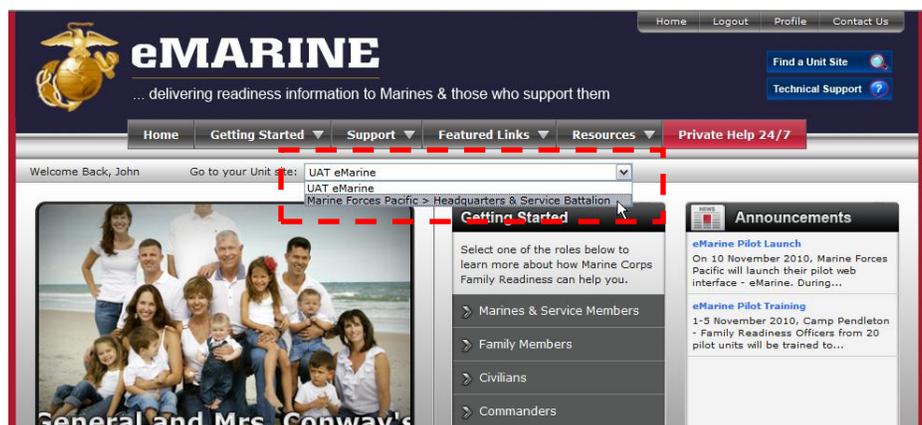
Then, enter the User Name and Password you selected during the registration process.

Press **Login**.



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.



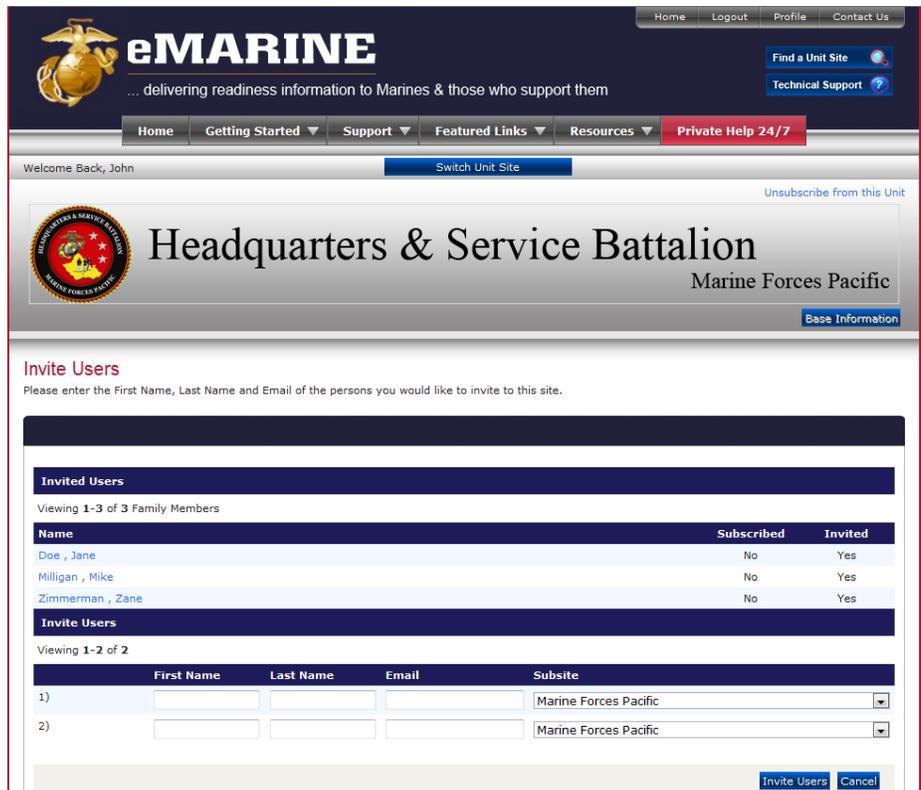
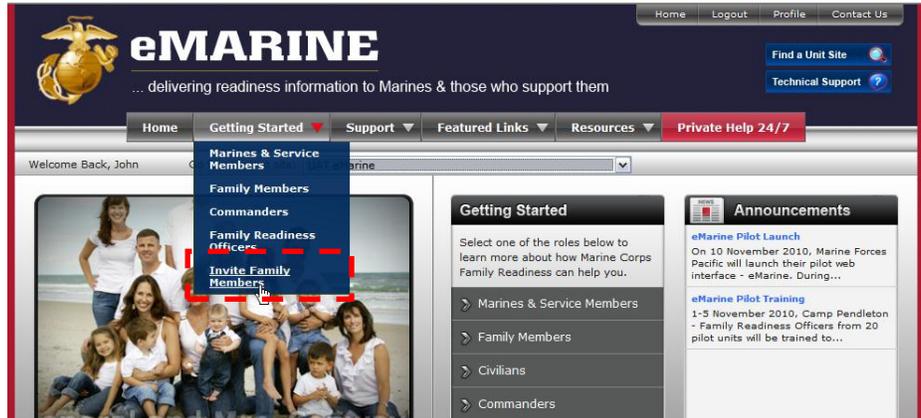
Invite others to join your Unit after logging in

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 as "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" and "Marine Forces Pacific", with 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; and a "Poll" titled "How did you hear about eMarine?". A "Commander's Message" section is also visible, along with a "Featured Photos" section at the bottom.