

## MCTIMS Access Process (First Time or Returning User)

All MCTIMS users must have a signed copy of the MCTIMS user agreement on file with their account. Each time you launch MCTIMS, the system checks against your CAC to verify that you have accepted the agreement.

If you are either A) a first time user or B) a returning user who has not accessed MCTIMS for a long time, you must complete the MCTIMS Access Process to get to the Homeport and launch individual modules, as shown in the slideshow and accompanying steps below:



**Figure 42: MCTIMS Access Process Slideshow. Click to play or to advance to the next slide.**

1. With your CAC inserted, open Internet Explorer, navigate to the MCTIMS Homeport, and select the correct security certificate (Steps 1-4 of the previous section).
2. Click **Next** to continue and view the User Agreement screen.
  - a. Select the check box.
  - b. Click **Sign** to view the confirmation screen.
3. Click **Continue** to complete the process.
  - As a **Returning user**, MCTIMS takes you directly to the MCTIMS Homeport.
  - As a **First time user** with only default roles, MCTIMS takes you to Security Manager.