Accessing the Sexual Assault Prevention and Response (SAPR) SharePoint Site Collection

What is SharePoint?

SharePoint, developed by Microsoft, is a very powerful collaboration and information sharing tool. It can be utilized to build workspaces and collaboration pages, implement business processes, and supply immediate access to essential information via document libraries and announcements. Discussion boards, surveys and sharing of Microsoft Office documents between users are just a few of the features.

The SAPR Site Collection is hosted on eHQMC. Since this is CAC enabled anyone wishing to access the site collection will just need to fill out a short electronic form requesting an account. The SAPR Site Collection can be found at the below link.

SAPR SharePoint: https://ehqmc.usmc.mil/sites/family/mfc/mfc3/default.aspx

SAPR Toolkit: https://ehqmc.usmc.mil/sites/family/mfc/mfc3/workspace/toolkit/default.aspx

How do I get access to the SharePoint sites?

Instructions on how to register for an eHQMC account are below. Follow the instructions to register. Once your account has been built you will receive an email confirmation.

Who do I contact if I have questions about the MF SharePoint sites or problems accessing them?

Issues and problems concerning access to the SAPR SharePoint Site Collection should be directed to the HQMC SAPR Program Site Collection Administrator, Ms. Gail Reed (gail.reed@usmc.mil), to gain access to the appropriate site that you are trying to access.

eHQMC Registration Procedures

For access to the SAPR SharePoint Site Collection you must first obtain an eHQMC account. Instructions on how to register are below:

Go to https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx.   This is the eHQMC account creation website.

1.   Click on "REQUEST eHQMC PORTAL ACCOUNT".

2.   Click on "I Agree." Users must "agree" to the user agreement or an account will not be created.

3.   Complete the form. Fields with a * must be completed or the form may not be submitted.

Please Note: .org users must enter their correct email first followed by a semicolon then default@usmc.mil . For example, an email address of helmsj@usmc-mccs.org should be entered as helmsj@usmc-mccs.org; default@usmc.mil . The electronic form is currently configured to only except .gov or .mil email addresses but the above procedure will allow .org account creation and account submission.

A.   If you input your EDIPI (CAC card digital signature) per the form instructions, there is no need to submit a follow-up, digitally signed email. You must ensure your EDIPI is correct prior to submission. If the EDIPI is entered incorrectly, the account will be created, however you will not be able to access the account as it uses your EDIPI for authentication. Should this occur, contact the HQMC IT Center Help Desk.

To insert your EDIPI (digital signature) on the form, do the following (instructions are also listed on the electronic form):

1) Double-Click on the "ActivClient Agent" Smart card reader on the bottom right of your desktop screen.
2) Double-Click "My certificate", and then Double Click on any of the certificates in the right pane.
3) Copy the last 10 digits inside the "Issue To" field. This is your CAC-EDIPI #

B.   If you **do not** input your EDIPI, you must follow-up the form submission with a digitally signed email to the HQMC IT Center Help Desk at HQMCITCenterHelpDesk@usmc.mil . The HQMC IT Center will use the digitally signed email to extract your EDIPI.