

MOVE TO ORGANIZATION INSTRUCTIONS

1. Logon to a MCB Quantico computer with your Government Issued Common Access Card (CAC).

2. Right click the “purple globe” on the bottom right toolbar of your desktop

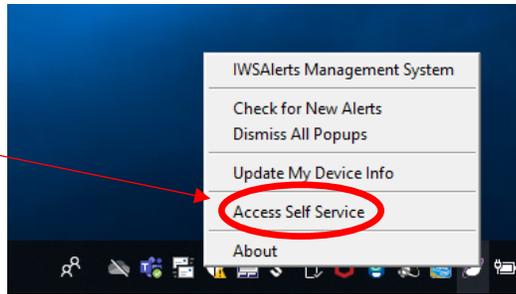
- a. If there is no globe, left click on the up arrow (^)
(users may want to drag the globe down to the bottom tool bar)



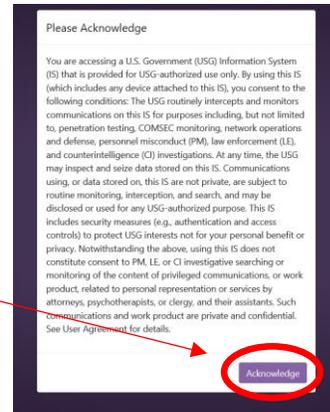
- b. As an alternative, use the following link for Quantico:

<https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060360>

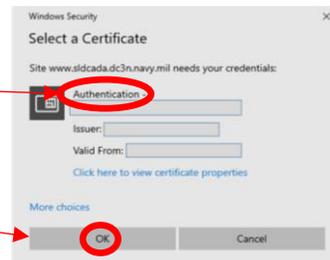
3. Left click on “Access Self Service”



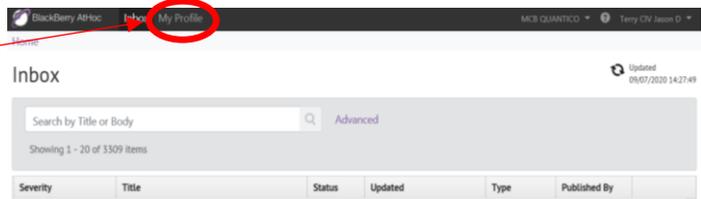
4. Read and Acknowledge Banner Statement.



5. If prompted, select “Authentication Certificate” then click “OK”



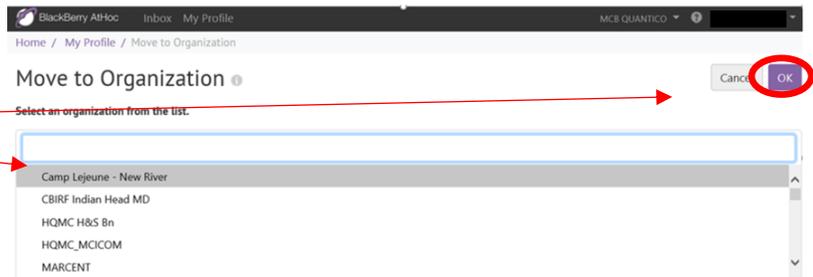
6. Left click on "My Profile"



7. Left click on "Move to Organization"



8. Type Quantico and select MCB Quantico and click "OK"



Your profile now falls under MCB Quantico system