



CIMS HOW TO:

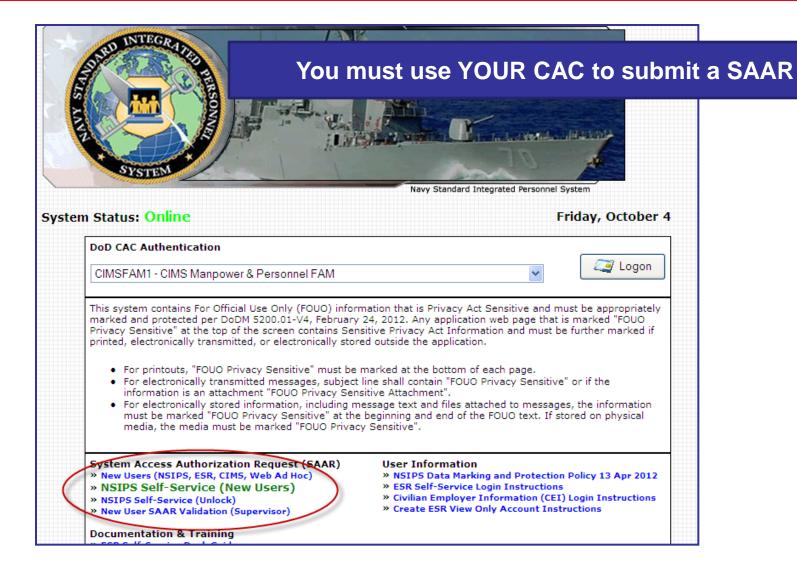
Create/Fill out a CIMS/NRMS SAAR

4 OCT 2013



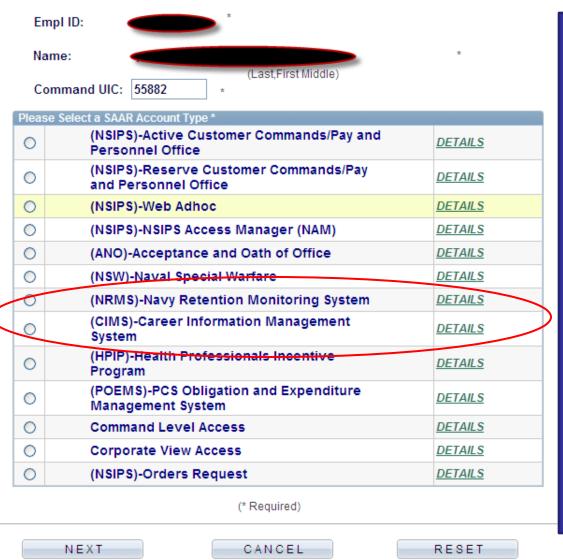












- -You must have an ESR account before you can establish a CIMS account.
- -Your CAC will automatically generate your information.
- -Choose which account you want. Remember in order to get both NRMS and CIMS access you have to submit 2 separate SAAR's. I suggest you request your CIMS access first because you use it more often.
- -If you are unsure on what account you need, click on the Details link next to it.



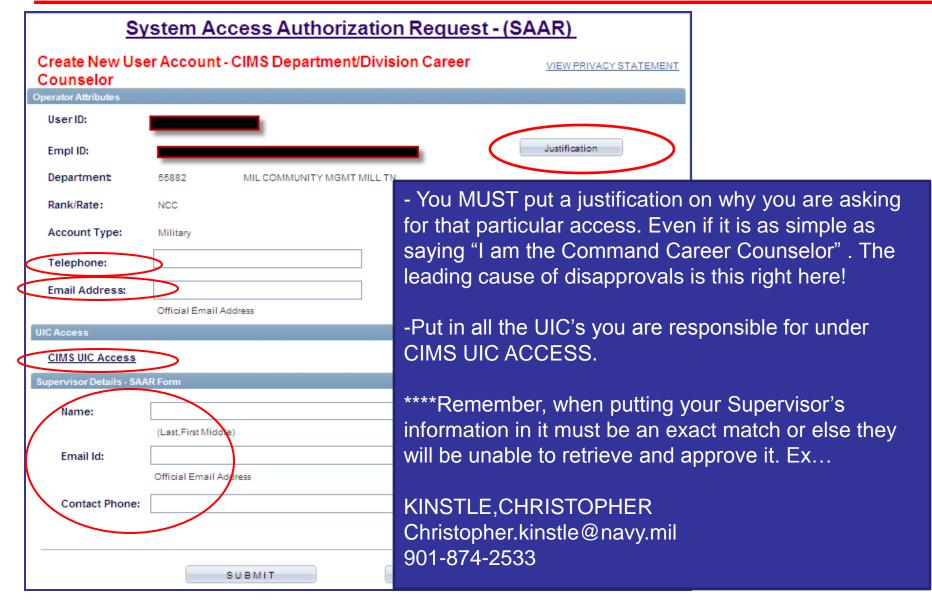




- -Select what type account you are trying to obtain.
- -CIMS Command View Only is the old Admin Level-Inquiry account that is utilized by ISIC's / TYCOM's.
 - ****** Never select the CIMS Corporate User*****











- An email will be sent to you and to your Supervisor.
 Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3rd notification will be sent with the status of access granted or denied.
- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil