CIMS HOW TO:
Approve a SAAR as the Supervisor
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- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email
Approve a SAAR as the Supervisor

System Status: Online
Thursday, April 24

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)
- New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
- NSIPS Self-Service (New Users)
- NSIPS Self-Service (Unlock)
- [New User SAAR Validation (Supervisor)]

Training
- E-Leave Job Performance Aids (JPA)
- Pers/Pay Job Performance Aids (JPA)
- Command Job Performance Aids (JPA)

User Information
- NSIPS Data Marking and Protection Policy 13 Apr 2012
- ESR Self-Service Login Instructions
- Civilian Employer Information (CEI) Login Instructions
- Create ESR View Only Account Instructions
- ESR Self-Service Desk Guide
- ESR Frequently Asked Questions (FAQ)
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**NSIPS SAAR Review/Verification Process**

- Paste the Code from the email and click “Confirm”.

- Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

**Supervisor Details**

- Name: KINSTLE, CHRISTOPHER
- Email Id: christopher.kinstle@navy.mil
- Phone: 901-874-2533
Approve a SAAR as the Supervisor

- Verify all information is correct and the proper justification has been entered.
- Click the submit button.
Approve a SAAR as the Supervisor

- Verify all information is correct and the proper justification has been entered.

- Click the submit button.
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- Select CIMS Super FAM Primary and click “OK”
Approve a SAAR as the Supervisor

• 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