**CTW5 SAAR-N (DD 2875) FORM INSTRUCTIONS**

The SAAR-N and all other documents turned into the CTW-5 ISSO must be **typed** and **digitally signed with your CAC**. You SHALL log in to your NMCI account at least once every 30/45 days, otherwise your account will be disabled/deleted.

1. Fill out the SAAR-N FORM
* Date: Today’s date
* Block 1: Last, First, Middle Initial
* Block 5: @navy.mil email address (ONLY **NAVY** EMAIL, DO NOT USE PERSONAL, USMC, USCG, MIL, ETC AND LEAVE BLANK OTHERWISE)
* Block 6: SNA/O-1/ENS (Change to your information eg. SNA/O-2/1stLt)
	+ Branch: YOUR BRANCH (USN/USMC/USCG etc.)
* Block 10: Check box and mark the date of completion of your 2025 Cyber challenge cert
* Block 11: User must sign using a CAC issued DOD Digital Signature (no physical signatures/scans, no .edu or gmail)
* Block 13: User must read and understand, enter requested info.
	+ EDIPI: Your DoD ID number
	+ CAC Expiration: **Full date** of expiration (DDMMMYYYY) (e.g. 01NOV2024)
		- You can find this halfway down your CAC
* Save SAAR-N as: Last, First STUCON SAAR DD 2875 CTW5
	+ E.g. Skywalker, Luke STUCON SAAR DD 2875 CTW5.pdf
* Save Cyber Awareness pdf as: Last, First CA FY25.pdf
	+ E.g Skywalker, Luke CA FY25.pdf
1. Submit the completed SAAR-N form and Cyber Awareness (CA) Certificate:

Email to Student Services at: tw5.stucon.oic@gmail.com

**Subject**: Last Name, First Name NMCI Account Request

**Attach**: SAAR-N and Cyber Awareness pdfs

 **(no image files/JPGs/PNGs or .SEAM files)**

 **To complete CA FY24 on Navy eLearning by following the below steps:**

1. navigate to my.navy.mil -> quick links -> Navy e-Learning
2. login with CAC
3. Select “course catalog”
4. Enter “Cyber” in the title search field (no quotes needed)
5. Apply the filter
6. Enroll in the DOD Cyber Awareness Challenge 2024 when available.
7. Select the my learning tab at the top of the page after you’ve been successfully enrolled
8. Under my Training, launch the course and complete it.
9. Earn your certificate and keep for your records. Save file as Last, First, CA FY25.
10. **You can also complete the training on personal machine without logging in with your CAC at the following URL: https://public.cyber.mil/training/cyber-awareness-challenge/**
11. DOWNLOAD AND CAC SIGN ACCEPTABLE USE POLICY (AUP)
* **CAC SIGNATURE AT THE BOTTOM**
* Save AUP pdf as: Last, First AUP DATE.pdf