



MRSI Account Creation Guide



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Introduction

Welcome to MRSI, the MILCON, Requirements, Standardization and Integration site! MRSI strives to present Military construction policy, regulations, standards and designs to provide the tools needed to build and maintain Army facilities and infrastructure.

Within MRSI, users can find information about the Army's standardized facility types, the Army Standards and Standard Designs, and reach out to Subject Matter Experts, access the MCA Code 2 Wizard, and use the Model RFP to guide in the development of Requests for Proposal to ensure compliance with the latest policies, regulations, and best practices.

The MRSI Team is part of the Engineer Research and Development Center (ERDC), Construction Engineering Research Laboratory (CERL).

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Construction Engineering Research Laboratory
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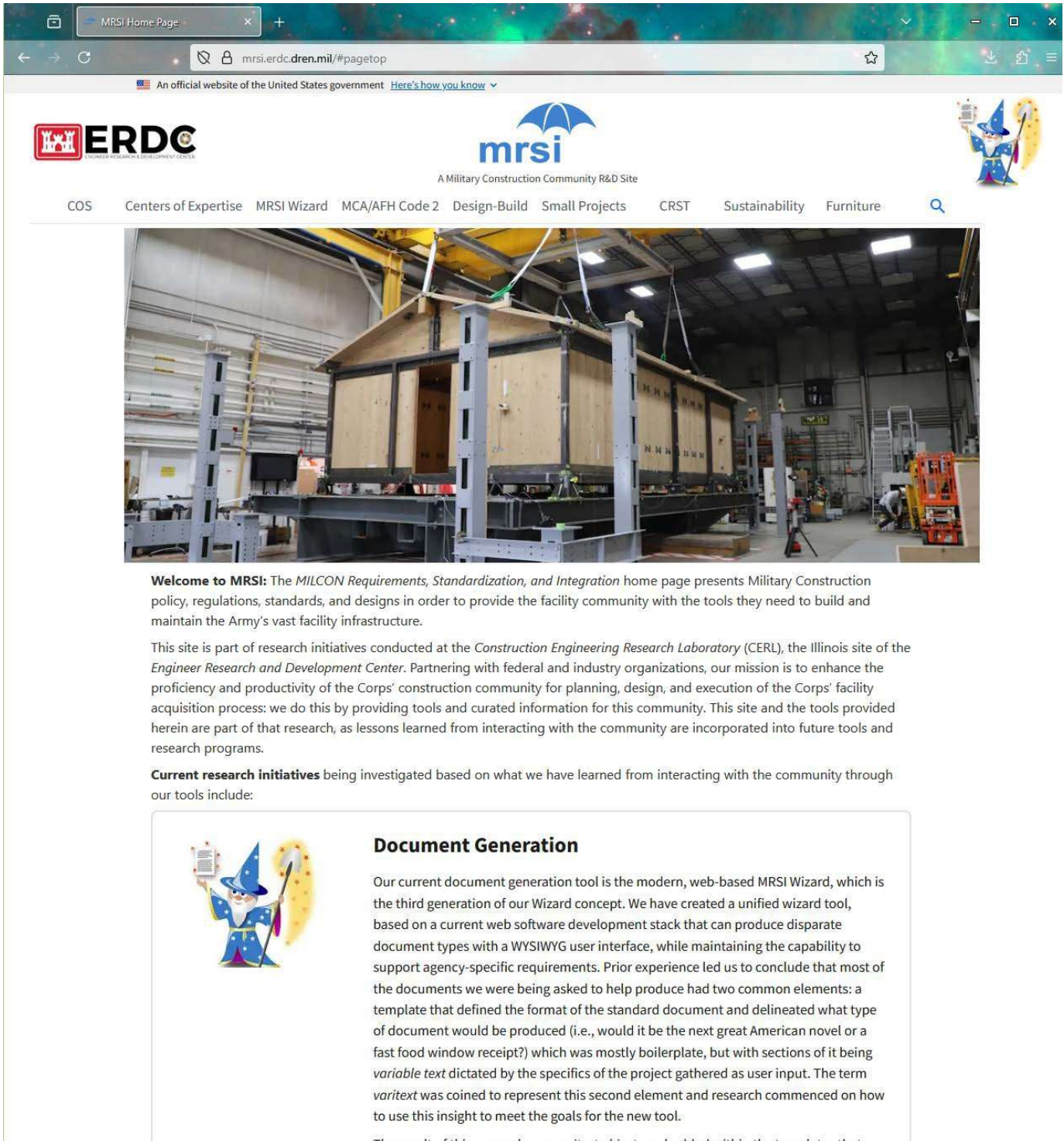
If you have questions about the MRSI site or our applications, please contact our support team at:

MRSI_support@usace.army.mil



MRSI Home Page

The MRSI home page provides a hub where users may access information on the tools, policies, and subject areas that help serve the Army facilities community. We encourage you to explore each of the tabs featured on the home page to learn more about how the facilities community is shaped!



The screenshot shows the MRSI Home Page in a web browser. The browser's address bar displays "mrsi.erd.c.dren.mil/#pagetop". The page header includes the ERDC logo (Engineer Research & Development Center) and the MRSI logo (Military Construction Community R&D Site). A navigation menu lists various categories: COS, Centers of Expertise, MRSI Wizard, MCA/AFH Code 2, Design-Build, Small Projects, CRST, Sustainability, and Furniture. A large image of a construction site is featured below the navigation menu. The main content area contains a welcome message, a description of the site's purpose, and a section titled "Document Generation" which includes a wizard icon and text about the MRSI Wizard tool.

Welcome to MRSI: The *MILCON Requirements, Standardization, and Integration* home page presents Military Construction policy, regulations, standards, and designs in order to provide the facility community with the tools they need to build and maintain the Army's vast facility infrastructure.

This site is part of research initiatives conducted at the *Construction Engineering Research Laboratory (CERL)*, the Illinois site of the *Engineer Research and Development Center*. Partnering with federal and industry organizations, our mission is to enhance the proficiency and productivity of the Corps' construction community for planning, design, and execution of the Corps' facility acquisition process: we do this by providing tools and curated information for this community. This site and the tools provided herein are part of that research, as lessons learned from interacting with the community are incorporated into future tools and research programs.

Current research initiatives being investigated based on what we have learned from interacting with the community through our tools include:

Document Generation

Our current document generation tool is the modern, web-based MRSI Wizard, which is the third generation of our Wizard concept. We have created a unified wizard tool, based on a current web software development stack that can produce disparate document types with a WYSIWYG user interface, while maintaining the capability to support agency-specific requirements. Prior experience led us to conclude that most of the documents we were being asked to help produce had two common elements: a template that defined the format of the standard document and delineated what type of document would be produced (i.e., would it be the next great American novel or a fast food window receipt?) which was mostly boilerplate, but with sections of it being *variable text* dictated by the specifics of the project gathered as user input. The term *varitext* was coined to represent this second element and research commenced on how to use this insight to meet the goals for the new tool.

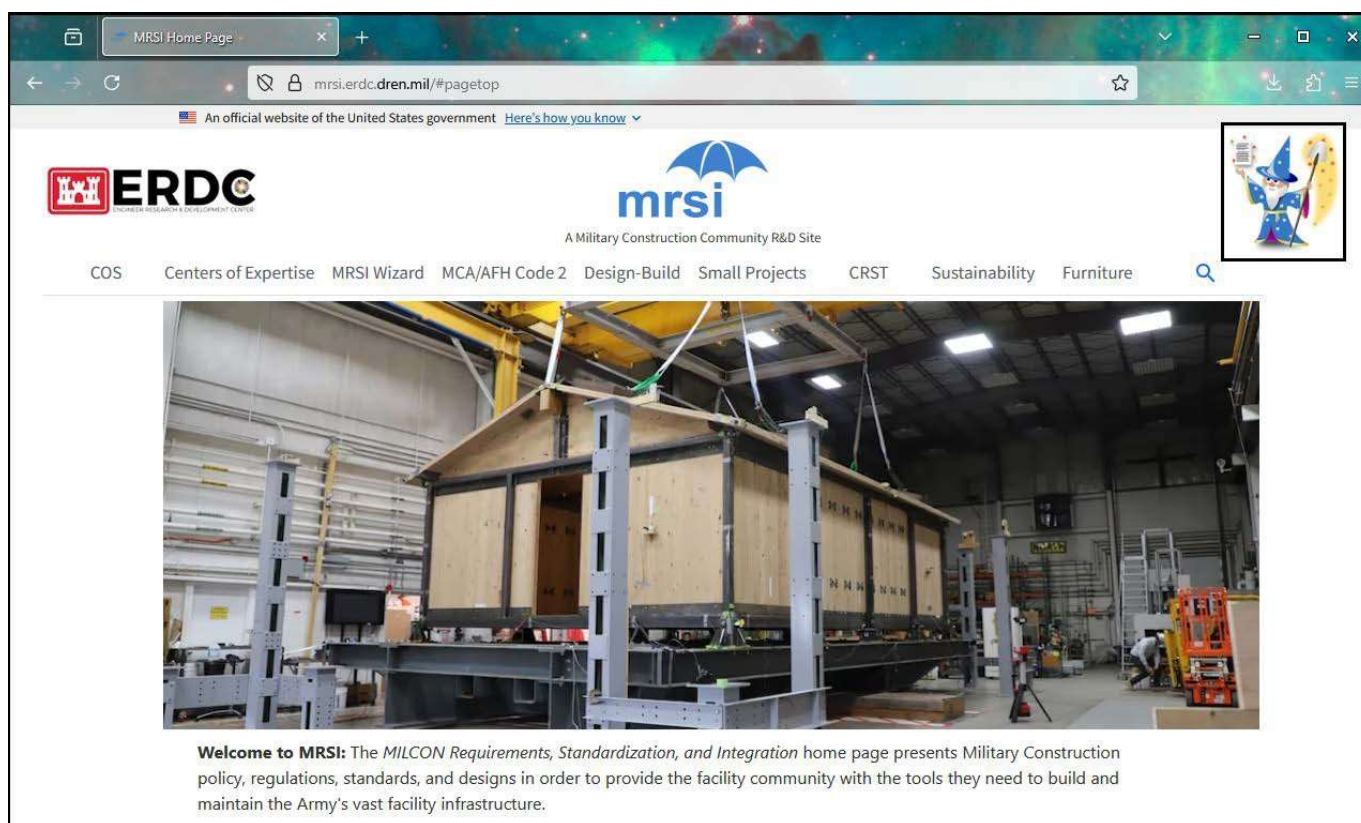
The result of this research was *varitext* objects embedded within the templates that

Creating an Account – Government Users

In order to use the tools within the MRSI site, users will need an account through login.gov. It is not necessary to create a new login.gov account if the user has a pre-existing account. If you already have a login.gov account, please skip this section and proceed to the Final Steps: Logging In section. Users may begin the account creation process in a couple of ways. While the process may begin slightly differently, the overall process for account creation will be the same regardless.

Method One: General Account Creation from Any Page

Account creation can be initiated directly from any MRSI Page where the blue wizard appears. Begin by clicking the blue wizard icon seen in the top right corner.



From here, the user will be directed to the MRSI Wizard Login page. At the bottom of the page, two buttons will be featured, a gray button reading “create your account at login.gov” and a light red button reading “I have an official account– Let’s get started”. The figure below shows these buttons as they appear on the page. Click the “Create your account” button to proceed.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

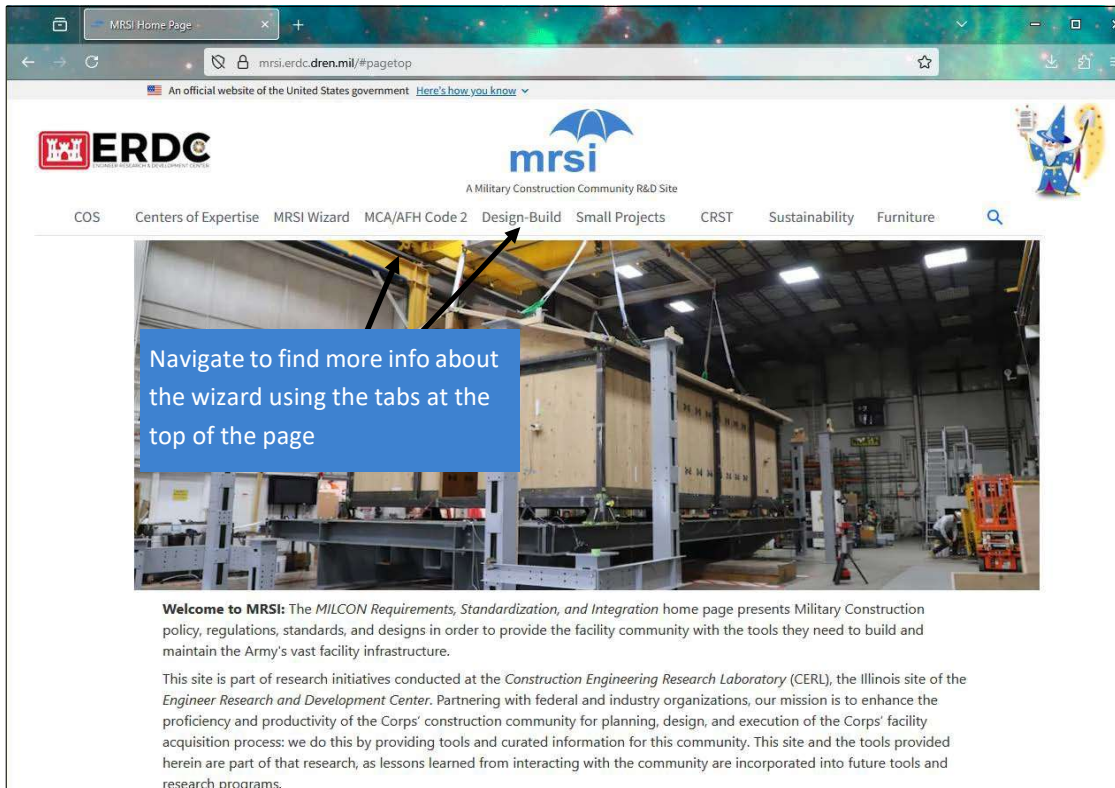
CREATE YOUR ACCOUNT AT  LOGIN.GOV

I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED!

Creating an Account – Government Users

Method Two: Use Case Specific Account Creation

Users may also begin the account creation process from the MCA/AFH Code 2 and Design-Build Tabs. Each tab provides information on processes, features, and policy to provide more background on the MRSI wizard.



From each tab, users will see text prompting them to create a new account next to the image of a wizard. They may either click the [login.gov](#) link from this document or the page shown below to proceed. They may also click on the graphic of the Wizard or the link directly below to be directed to the log-in page as seen in method one.

Policy and Guidance

Instructions for the Army MILCON Code 2 are specific to a project's Fiscal Year. These instructions provide an outline of the Army's Code 2 process, required deliverables, and instructions for submitting the PDR, ENG 3086, and 35% Design Certification Deliverables. The instructions include Appendices with flowcharts/timelines, Points of Contact, Acronyms & Example AE Scope of Work Verbiage, a PDR Desktop Reference (explains what's in a section of the PDR), the Acquisition Strategy Memo Template, ENG 3086 Guidance, the DCA Assessment & Risk Neutral Estimate Guidance. **Links to the Library.** Additional guidance and templates can be found at the bottom of the sidebar on the left side of the page.

You shall not pass!
(without making
an account first)

MCA Code 2 on the MRSI Wizard

To Create a MRSI Wizard Account:

1. Create a [Login.gov account \(external site\)](#) *using your official work email*.
2. Log in to the Wizard using [this link](#) (or the Wizard image to the left of this text).
3. Email the [Code 2 Review Team](#) for project assignment (or request access from PDT Members already assigned to the project). Please

include Project Number, Project Location, and Project Title in the request.

***AE Firms require an extra step after an account is created:** Send an email to the [Code 2 Review Team](#) with the firm's USACE POC included to confirm the need for project assignment. Please also include Project Number, Project Location, and Project Title in the request.

When navigating the MRSI website, users will always be able to return to the home page by clicking the MRSI logo at the top of the page. The login page can always be found by clicking the wizard in blue robes!

Creating an Account – Government Users

As before, users may select the gray “create your account at login.gov” button to begin the account creation process. **Please Note:** if you are a government user of the MCA Code 2 on the MRSI Wizard capability, you will need to send an email requesting project assignment to the Code 2 Review Team. Be sure to include the Project Number, Project Location, and Project Title for the project to which you wish to be assigned in your request, as this differs from the general account request process.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

CREATE YOUR ACCOUNT AT  **LOGIN.GOV**

I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED!

Please use your **primary work e-mail address** when creating your account. Unofficial addresses, such as Gmail, yahoo, or Hotmail, should not be used for official business and will not be verified for government users, whose emails should end in “.mil” or “.gov”. Non–government users will require additional verification to be granted access, please see the Non–Government Users section for more details.

For difficulties in account creation at login.gov, please refer to their guidance by clicking [HERE](#) or in the box below:

[Help with LOGIN.GOV](#)

If you already have a login.gov account, you may be presented with the message “This email address is already associated with an account” when trying to enter your email address. If you have forgotten your login.gov credentials, please proceed to login.gov and select “forgot password” from the log in page. Otherwise, you may proceed with MRSI account creation.

Creating an Account – Government Users

Once you have verified your email address, you may access your MRSI account! Proceed to the Login page and select the red button which reads, “I already have an official account! Let’s Get Started”.

MRSI Wizard

INTRODUCING the NEW MRSI Wizard
Version 3.0
Welcome to the new MRSI Wizard. This version brings all our tools together into a single browser-based application, making it easier for you to access all your documents in one place using a common interface.
This version of the MRSI Wizard:

- Is available everywhere - there are no applications to download and install. All you need is a modern web browser such as Firefox, Chrome, or Edge.
- Features an improved editing process that lets you see the document while you answer the questions. Your responses are filled in and are immediately visible.
- Uses modern technologies to create a responsive and fast approach for delivering documents developed by subject-matter experts.

If you have other documents you would like to standardize, please contact our support team. We would be happy to speak with you about our application and how we can enable your team to collaborate faster while improving document quality. Our new technology stack allows us to quickly create new document types for your document generation needs.
MRSI Wizard Accounts
The MRSI Wizard uses [Login.gov](#) accounts for secure two-factor authentication using PIV/CAC, authenticator applications, or SMS messaging.
Email addresses that are not [.gov](#) or [.mil](#) will require additional verification before they are granted full access.

- Contractors should use [official email addresses](#) provided by their company and will need to be verified by a government POC.
- The use of Gmail, Outlook, Hotmail, and other public email providers is discouraged and will only be approved by exception.
- We will not verify non-government email addresses for government users. Official business should not be conducted with personal email addresses.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

[CREATE YOUR ACCOUNT AT LOGIN.GOV](#) [I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED](#)


MRSI is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users
Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Back to MRSI](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)

From here, you will be prompted to use your login.gov account to access MRSI. Enter your email address and password or select “Sign in with Government employee ID” to use a PIV or CAC. Keep reading to learn how to link your CAC or PIV in login.gov! This can be done as part of your first log in.

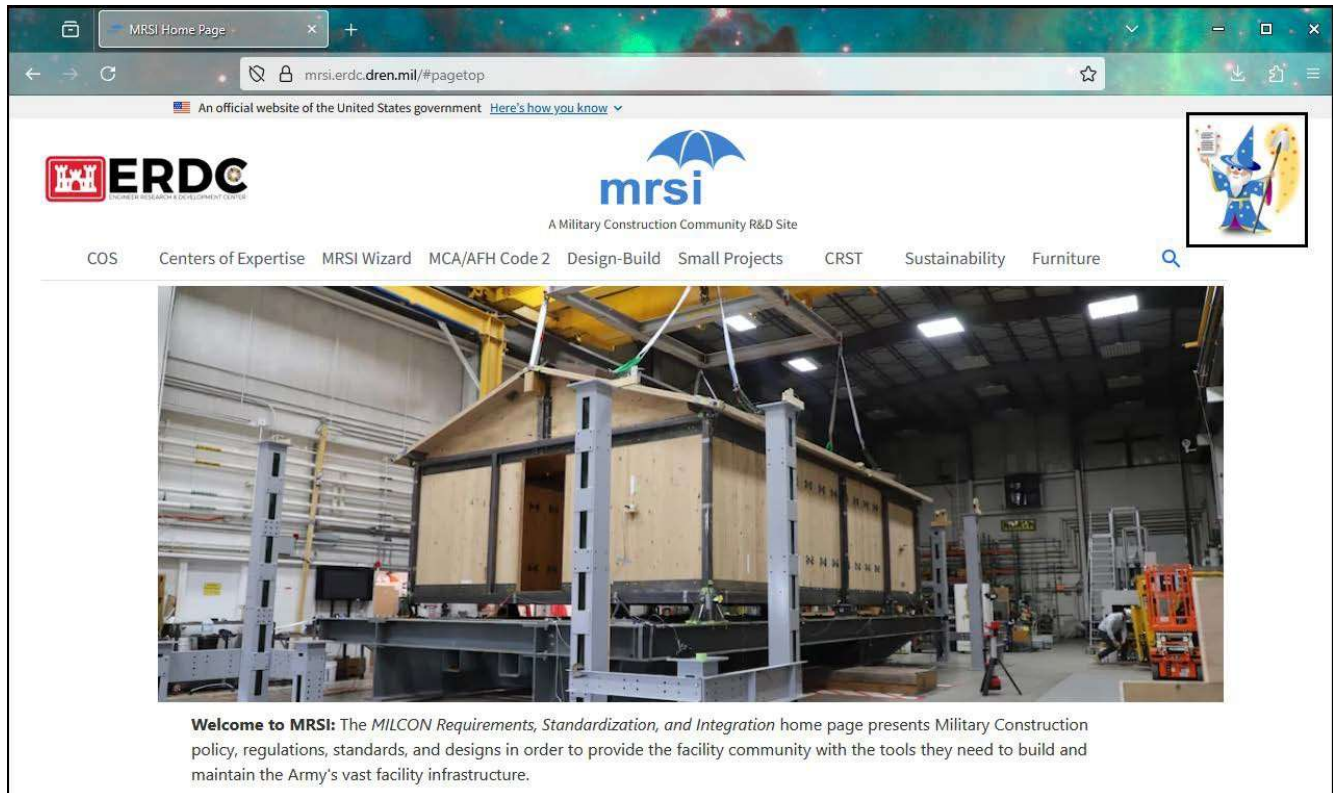
Sign in with your government employee ID
Make sure you have a Login.gov account and you've set up your Personal Identity Verification (PIV) or Common Access Card (CAC) as a two-factor authentication method.

[Insert PIV/CAC](#)

[Cancel](#)

Creating an Account—Non-Government Users

To gain access to the MRSI wizard, Non-Government Users will need both a login.gov account and a government sponsor. As with Government Users, Non-Government Users do not need to create a new login.gov account if they already have one, and may proceed to the end of this section. If the user does not have a pre-existing login.gov account, they may begin by clicking the blue wizard icon seen in the top right corner of any screen.



From here, the user will be directed to the MRSI Wizard Login page. At the bottom of the page, two buttons will be featured, a gray button reading “create your account at login.gov” and a light red button reading “I have an official account— Let’s get started”. Click the “Create your account” button to proceed. Please use your **primary work e-mail address** when creating your account. Unofficial addresses, such as Gmail, yahoo, or Hotmail, should not be used for official business and will not be verified.

For difficulties in account creation at login.gov, please refer to their guidance by clicking [HERE](#) or in the box below:

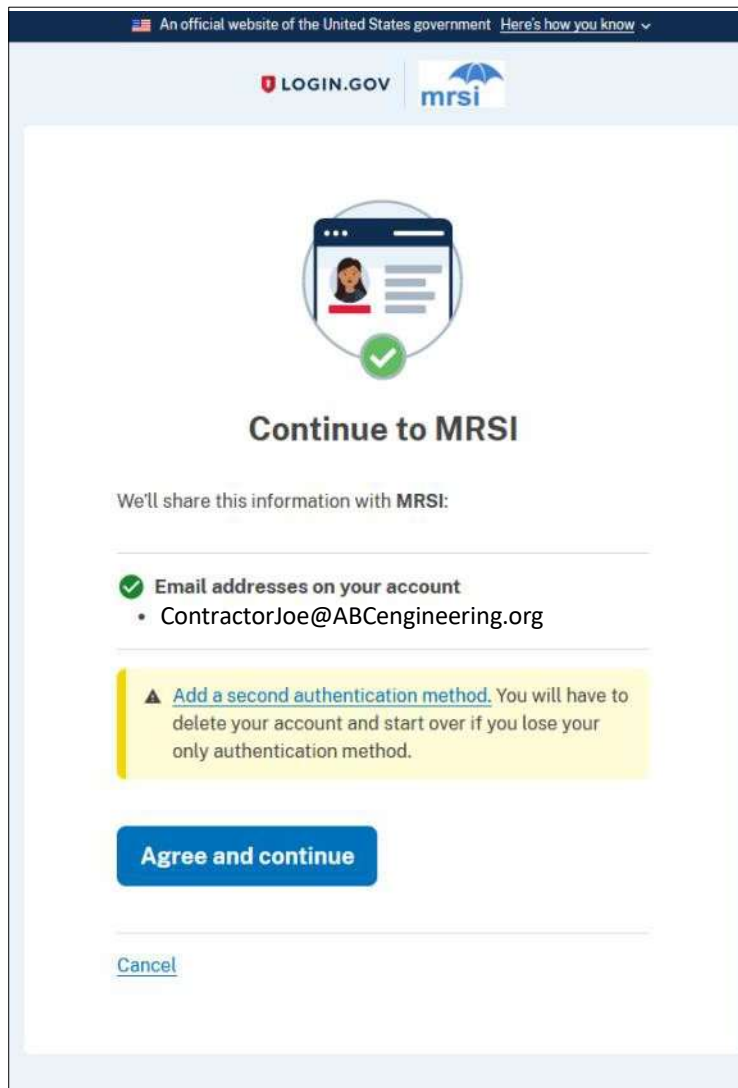
[Help with LOGIN.GOV](#)

What do you mean I’m not a qualified sponsor?!



Creating an Account—Non-Government Users

You will create your login.gov account through their website. Once complete, you should see the email address you used to create your account displayed as seen below.

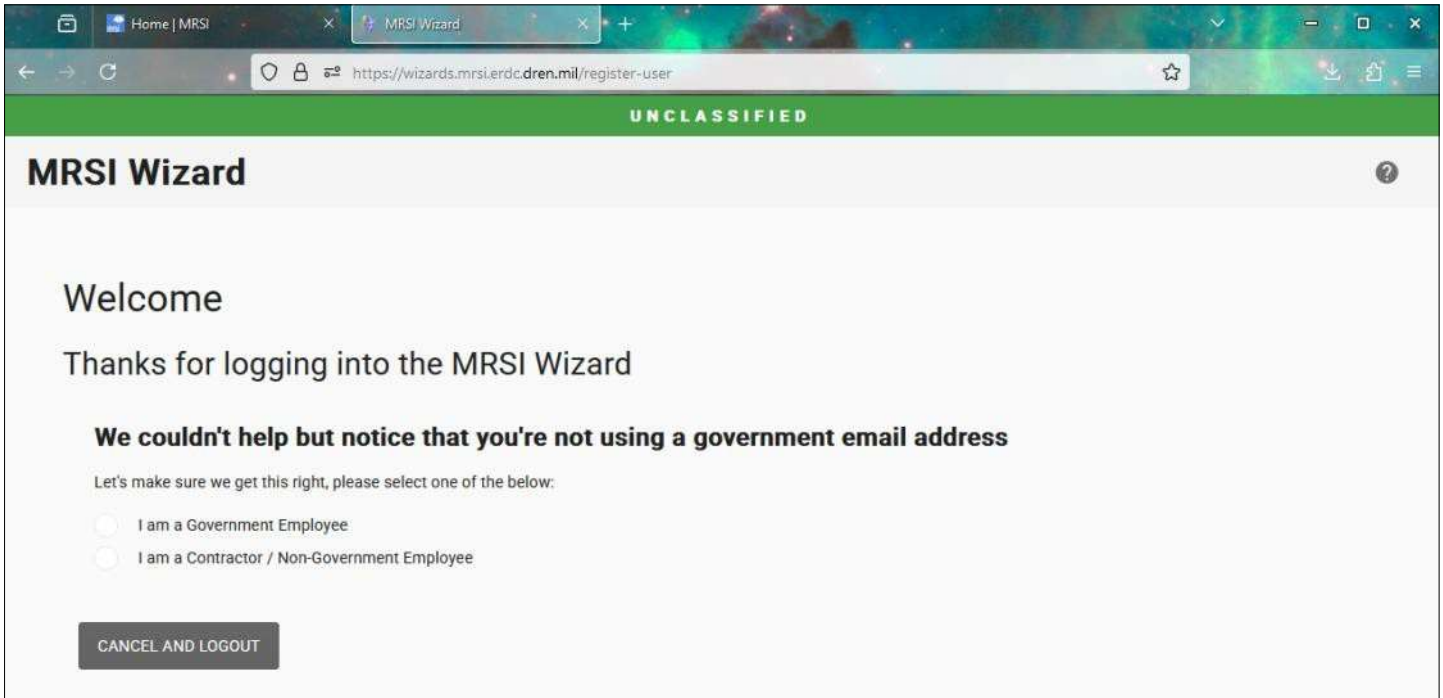


The screenshot shows the 'Continue to MRSI' screen on the login.gov website. At the top, there is a dark blue header with the text 'An official website of the United States government' and a link 'Here's how you know'. Below the header, the 'LOGIN.GOV' logo and the 'mrsi' logo are displayed. The main content area features a circular icon with a person's profile and a green checkmark. Below the icon, the text 'Continue to MRSI' is centered. Underneath, it says 'We'll share this information with MRSI:'. A green checkmark icon precedes the text 'Email addresses on your account', followed by a bulleted list containing 'ContractorJoe@ABCEngineering.org'. A yellow warning box contains a triangle icon and the text: 'Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.' At the bottom, there is a blue button labeled 'Agree and continue' and a link labeled 'Cancel'.

To continue your account request, click, “agree and continue” to be redirected back to the MRSI site.

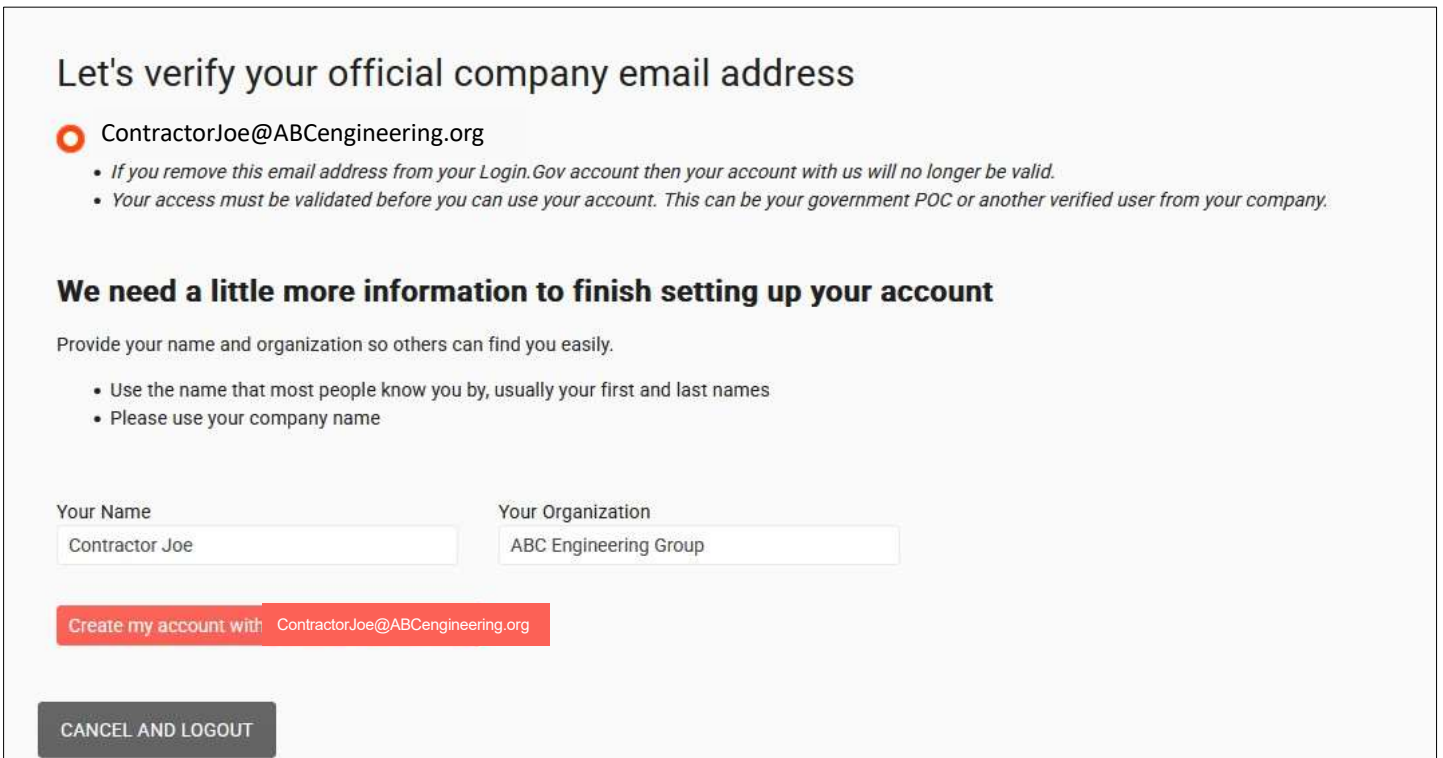
Creating an Account—Non-Government Users

After Creating your account with login.gov, select the “I am a Contractor/Non-Government Employee” option



The screenshot shows a web browser window with the URL <https://wizards.mrsi.erdrc.dren.mil/register-user>. The page has a green header with the text "UNCLASSIFIED". Below the header, the title "MRSI Wizard" is displayed. The main content area says "Welcome" and "Thanks for logging into the MRSI Wizard". A bold message states: "We couldn't help but notice that you're not using a government email address". Below this, a prompt says: "Let's make sure we get this right, please select one of the below:". There are two radio button options: "I am a Government Employee" and "I am a Contractor / Non-Government Employee". The second option is selected. At the bottom left, there is a button labeled "CANCEL AND LOGOUT".

Select the email your primary work email address, then enter your name and organization



The screenshot shows the next step in the MRSI Wizard registration process. The heading is "Let's verify your official company email address". Below this, the email address "ContractorJoe@ABCEngineering.org" is listed with a red circle icon. Two bullet points provide instructions: "If you remove this email address from your Login.Gov account then your account with us will no longer be valid." and "Your access must be validated before you can use your account. This can be your government POC or another verified user from your company." Below the email address, a bold heading states: "We need a little more information to finish setting up your account". A prompt says: "Provide your name and organization so others can find you easily." There are two bullet points: "Use the name that most people know you by, usually your first and last names" and "Please use your company name". Below the prompts, there are two input fields: "Your Name" with the value "Contractor Joe" and "Your Organization" with the value "ABC Engineering Group". At the bottom left, there is a red button labeled "Create my account with ContractorJoe@ABCEngineering.org". At the bottom right, there is a button labeled "CANCEL AND LOGOUT".

Creating an Account—Non-Government Users

Finally, have your government sponsor or contact reach out to the MRSI support team to verify and activate your account. For users of the MCA Code 2 MRSI Wizard capability, you must send an email requesting project assignment to the Code 2 Review Team at with contact info for your USACE POC who will confirm the need for project assignment. Please also include Project Number, Project Location, and Project Title for the project to which you wish to be assigned in your request.

For access to the MILCON Design-Build MRSI Wizard capability, you must send an email requesting Wizard access to the MRSI Support Team. Please include your government point-of-contact and demonstrate a valid requirement for Wizard access in your request.

Once this is complete, you should be notified and be able to log in and use your account.



Final Steps: Logging In

Once registered with Login.gov, you may proceed with logging into MRSI. The MRSI Wizard will prompt you to select which email account you have associated with login.gov that you want to proceed with. Select your desired email and fill in the boxes for name and organization.

MRSI Wizard

WELCOME

Thanks for logging into the MRSI Wizard

Nice, we found at least one government email address assigned to your Login.Gov account

Please select your official government email address to continue:

 MRSI.Engineer@usace.army.mil

If this is not correct then *Cancel* and *Logout* below, update your *Login.Gov* account, and try again with us.

Note: If you remove this email address from your Login.Gov account then your account with us will no longer be valid.

We need a little more information to finish setting up your account

Provide your name and organization so others can find you easily.

- Use the name that most people know you by, usually your first and last names
- Please include your Agency or Department and section, branch, or division

Your Name

Your Organization

Create my account with MRSI.Engineer@usace.army.mil

Congrats! You now have a MRSI account.

Thanks for creating an account with the MRSI Wizard

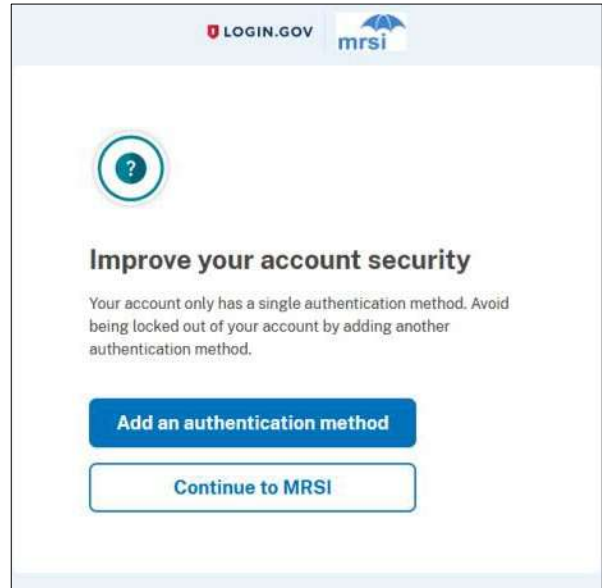
IF YOU'RE A GOVERNMENT USER - PLEASE LOGOUT AND LOGIN AGAIN USING YOUR OFFICIAL WORK EMAIL ADDRESS (E.G.: A.GOV.USER@USACE.ARMY.MIL). PERSONAL EMAIL ADDRESSES WILL NOT BE VERIFIED.

LOGOUT

Adding Additional Authentication Methods

The first time you log in to your new account, you will be prompted to add additional authentication methods.

You may select your preferred method of 2-factor authentication from the list seen here. There are five different options for 2-factor authentication. For the purposes of this document, the “Authentication application” option will be used. Select your preferred method and click continue.



Your authentication methods

✓ Government employee ID

☒  **Government employee ID** Added
PIV/CAC cards for government and military employees. Desktop only.
Recommended

☒  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

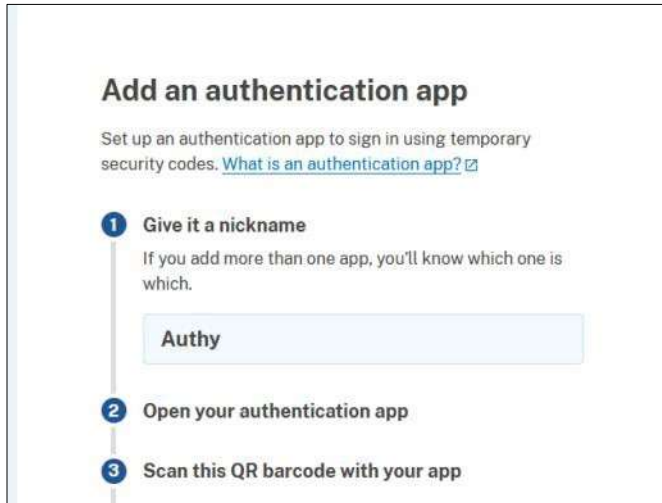
As shown in the image to the left, available authentication methods include:

- Government Employee ID, such as a PIV or CAC
- Authentication Applications such as Authy that provide a temporary code
- Text or Voice Message via a cellular device
- Physical Security Key, which may be connected directly to your device
- Backup Codes, which are recommended only as a last resort use case

Home is behind,
MRSl ahead!



Adding Additional Authentication Methods



Add an authentication app

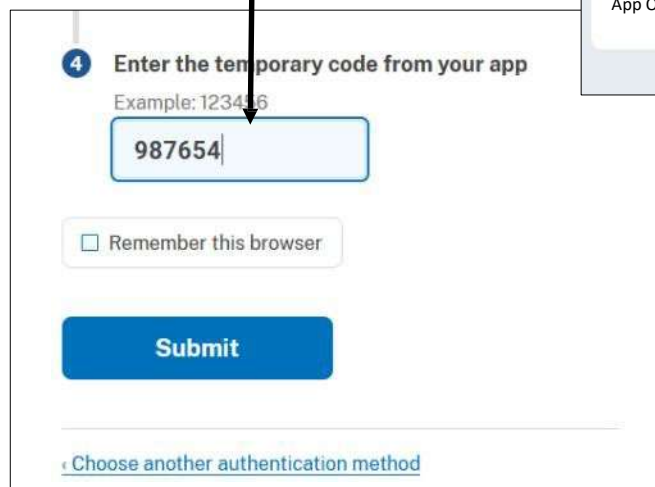
Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

- 1 Give it a nickname**
If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**

Once you select your authentication method, you can give it a name to help you identify it in the event that you wish to register more than one of that authentication type. Here, the authentication method is called “Authy” to correspond with the app. Next, open the app on your mobile device and select “Add Account” Authy will automatically bring up the camera so that you can scan the displayed QR Code

Note: If you do not have a camera on the device from which you are using Authy, you may also enter a passcode which will be displayed beneath the scannable QR Code!

Finally, make sure you have the Login.gov account selected from within Authy and enter the six-digit code in the box beneath step 4 and click submit.

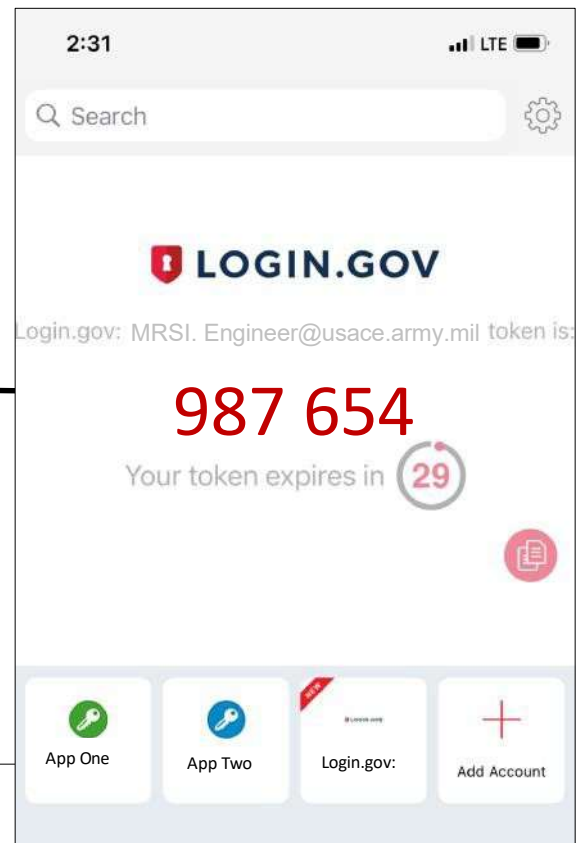


4 Enter the temporary code from your app
Example: 123456

☐ Remember this browser

Submit

[Choose another authentication method](#)



The view of Authy from a cellular phone screen

Final Summary

In Summary, creating a MRSI Wizard account may be accomplished in the following three steps:

1. Create an account through Login.gov and verify your email. If you already have a Login.gov account, proceed directly to step two.
2. Proceed to the MRSI Wizard Login page and select the red button that reads, "I already have an official account - Let's Get Started!". If you are a government user of the MILCON Design-Build on the MRSI Wizard capability you are done; if you are a government user of the MCA Code 2 on the MRSI Wizard capability, you will need to send an email requesting project assignment to the Code 2 Review Team .
3. AE firm users or other non-government users will need to have their accounts approved for access. This process will vary slightly depending on the type of access desired and is detailed further above.

If you encounter difficulties while creating your account, please contact MRSI Support for further assistance at mrsi_support@usace.army.mil