Welcome to the My Navy Portal (MNP) June 2018 Release Quick Tour! This Quick Tour summarizes and replaces all previously released Quick Tours to provide the most up to date overview of MNP capabilities. With the June 2018 release, the software platform used to build MNP was upgraded to a new version (Liferay DXP). Every page in MNP has been completely redesigned for a clean, modern design. This upgrade also allows for significant performance enhancements across the entire portal.

Here are some of the changes users will notice in the June 2018 release:

- The MNP home screen has been redesigned and the photo carousel has been removed
- All Career & Life Event (CLE) icons have been updated with new images
- The MNP Search function has been improved
- MNP pages will load faster and overall performance has been improved
- Ability to fill out and submit a Physical Activity Risk Factor Questionnaire (PARFQ) now available in MNP

Also included in this release are data interfaces and back-end updates required for future MNP capabilities.

To access MNP, please visit: https://my.navy.mil
The MNP public login page can be found at: http://my.navy.mil. To login to the MNP private site, please choose your CAC email certificate. Upon clicking the Login button, Sailors are given the option of accessing either the Low Bandwidth or High Bandwidth versions of MNP. Choose the High Bandwidth version if you do not have any bandwidth constraints. Learn more about the Low Bandwidth version of MNP on Page 3 - MNP Low Bandwidth Version.
The Low Bandwidth version of MNP removes all photos, graphics, and formatting found on the standard version of MNP in order to minimize the time it takes for each page to load in your browser. The Low Bandwidth version of MNP will load faster, perform smoother, and allow you to quickly complete Navy career tasks in MNP. The release of the MNP low bandwidth capability was in response to Sailor feedback and has been the most requested feature since the MNP BETA was released.

When logging in to MNP, users have a choice of which version of MNP to access. Click the MNP Login button and choose either High Bandwidth mode or Low Bandwidth mode. Once inside MNP, users have the option to toggle between Low Bandwidth and High Bandwidth versions of any compatible page in the portal (please see Page 4 - MNP Home Page Orientation for instructions on how to toggle between Low Bandwidth and High Bandwidth mode in MNP).
The MNP Main Menu provides access to the MNP home page (click the MNP logo to always return to the home page) and drop down menus for My Record, Career & Life Events (CLEs), Professional Resources, Help & Info, Feedback, and Quick Links.

Use the MNP Search Bar to help find what you are looking for.

The Career & Life Events section provides access to the same 10 CLE pages that are also found on the MNP main menu. Clicking any of the photo icons will take you to the associated CLE page in MNP.

Click here to access the latest MNP Quick Tour and the Home Page Overview for new users.

The new “Featured Pages” section highlights what’s new in MNP.

Scroll down to see the rest of the MNP home page.

Hover over the bottom right yellow button (NOTE: this feature is available on every page in MNP) to open the Low/High Bandwidth toggle switch (top button) and the Page Feedback tool (middle button). Users can toggle between High and Low Bandwidth mode on any compatible page in MNP. The Page Feedback tool allows users to leave feedback (e.g., report broken links, missing info, suggested improvements, etc.) for any page in MNP.
MNP Main Menu

Click the white arrow in the corner of each section on the MNP Main Menu to expand the menu. From the top MNP Main Menu, you can access the ETJ, OMPF, MNP CLEs, Communities of Practice, Navy Advancement Center, Navy e-Learning, MNP user aids and help desk info in the “About MNP” section, and much more.
Sailors, your feedback is important! Please visit the MNP Feedback section and fill out the MNP Feedback Survey, or leave feedback in the Technical Suggestions for Improvement section to share your constructive ideas on how we can continue to improve the MNP experience. MNP is built for Sailors, by Sailors, so make your voices heard as we continue to develop and update MNP!

Please be sure to click the drop down menu and choose the category that best corresponds to the type of feedback that you are submitting. This will ensure that your feedback is routed to the correct recipients for action.

Click the Submit button when you finish the MNP Feedback Survey.

Type your comments in the Comments field.

Click the Submit button when you complete the survey.
Did you know that you can leave feedback for any specific page within MNP? Click the yellow button at the bottom right of any page, then click the middle button to open the Page Feedback Form where you can submit your page-specific feedback.

Clicking the middle button at the bottom right of any page in MNP will open the Page Feedback Form, which allows users to leave feedback for any page in MNP. Let the MNP team know if you see an error on the page, if you are having technical difficulty, or if you have an idea for improvement. Sailors, this is your opportunity to let the MNP team know how to improve MNP!

Please be sure to click the drop down menu and choose the category that best corresponds to the type of feedback that you are submitting. This will ensure that your feedback is routed to the correct recipients for action.
The MNP Quick Links page provides access to other important Navy career websites, systems, and portals. Links to the most used sites that Sailors need fast access to in support of their Navy career are consolidated on this page. Systems that require CAC-enabled access are designated with a padlock icon. The MNP Quick Links page on the MNP Main menu is exactly the same as the Quick Links page that is available at the top right of the MNP public login page at http://my.navy.mil.
MNP Support, Help Desks, and Resources

On the right side of the page within each CLE is a Sources of Support, Help Desk, and Resources section to help connect you with the people, systems, support, help desks, policies, and information specific to that particular CLE. The example below shows the Training, Education, Qualifications CLE home page with the Sources of Support, Help Desk, and Resources menus expanded. The content that appears in this section will vary from CLE to CLE, and will always be specific to the CLE you are viewing.
Performance CLE: Physical Readiness

Resources and information for helping you maintain your Physical Readiness are located within the Performance CLE, accessed by: 1.) Clicking Performance in the CLE main menu on the top menu bar; 2.) Choosing PRIMS from the My Record dropdown menu on the MNP Main Menu; or 3.) Clicking the Performance icon on the MNP home page.

Below is a look at the way your Physical Readiness Information Management System (PRIMS) data is displayed in MNP within the Performance CLE. Use your mouse to hover over data elements in the Physical Readiness Data section to learn more about what you are seeing.

Use these buttons to:
1. Open the PFA Calculator
2. Print this page
3. Save a PDF file of your PFA data to your PC
4. See Command Info

Track your Physical Fitness Assessment (PFA) results in the PFA Chart.

View your past PFA history in the PFA History table.

Fill out and view your most recent PARFQ.

See BCA participant status, test results, and date of last assessment.

See your PRT scores.

See the due date of your next PHA.

View your past waivers in the Waivers History table.
The Retirement & Separation CLE provides an interactive timeline helping service members complete required tasks and count down to a successful transition from the Navy. Additional resources include: Links to official references and calculators; Interaction with the NSIPS Retirement & Separation (R&S) Module; Interaction with the step-by-step guidance provided by the Reserve/Retirement and Separation SOPs.

Click Timelines within the Retirement & Separation CLE to begin. Choose Retirement or Separation so the system can populate the correct tasks that need to be completed for the chosen category.

Choose your projected date for Retirement or Separation to begin populating your Timeline. PLEASE NOTE: The date entered may be less than the 12-24 months recommended for completing the Timeline. In this circumstance, the Timeline will display a due date already past and indicate in RED text the specific milestones and activities you should complete as soon as possible.

Follow the order of steps for your Retirement or Separation and mark the check boxes when complete to earn milestones. In this example, the first task towards Separation (verify eligibility) has been marked as completed, which colored in the first milestone.
The Training, Education, Qualifications CLE has an Appointment Scheduler capability that is now available. The Appointment Scheduler allows Sailors to schedule and manage appointments with a Navy College Counselor, academic tests, or schedule a foreign language test. VOLED also provides a list of programs available to assist Sailors interested in earning a higher education degree, job aids, and support resources. PLEASE NOTE: The Appointment Scheduler tool is not available in Low Bandwidth mode.

On the left menu, click Appointment Scheduler to open the Appointment Scheduling tool. Choose Schedule VOLED Counseling Appointments to choose the type of appointment you want to schedule. The system will then walk you through the choices and options for each type of appointment and then schedule the event.

Choose View Appointments to view and manage your scheduled appointments.

Choose Schedule Language Test Appointments to choose the type of language test you want to schedule. The system will then walk you through the choices and options for each type of language test and then schedule the event.

The Appointment Scheduler feature allows you to schedule and manage appointments with a Navy College Counselor, academic tests, or schedule a foreign language test. The Appointment Scheduler can be found in the Training, Education, Qualifications CLE section in MNP.
SWAPS works like an electronic bulletin board and gives Sailors a user-friendly ability to view jobs in the same geographic area that they may want to exchange with a fellow Sailor. When a Sailor finds a SWAPS partner in MNP, they can then request a SWAPS through their detailers. The MNP SWAPS capability will walk you through the process of determining if you are eligible, searching open jobs, finding a SWAPS partner, and requesting a SWAPS.

Within the Assignment, Leave, Travel CLE, click the down arrow to expand the SWAPS menu.

Instructions for using SWAPS are listed in this section. The first step is to use the SWAPS Eligibility tool, which will determine if you are eligible for SWAPS.