

iNAVY User Registration Application - User's Guide

Version 1.3

Current Version

<https://inavy.portal.navy.mil/Support/Documentation/iNAVYWebRegistration-User'sGuide.pdf>

Summary

This document serves as a user guide for the iNAVY User Registration Application.

Target Audience

This document is intended for all users of the iNAVY Portal.

Version

1.3 - Last updated 2014.03.11



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For questions or comments about the contents of this manual send emails to inavyhelp@navy.mil.

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1.0 iNAVY User Registration – An Overview

The iNAVY Portal has an automated Web Registration portal that allows you to self-register so that you can access the iNAVY SharePoint site for your command.

This document provides step-by-step instructions on how to use the registration portal to request an account, submit the request for approval, and to monitor the account request.

1.1 How to Access

You can access the Web Registration site at <https://inavy.accessrequest.portal.navy.mil>. Before you start, take a minute and review the quick steps below:

- Please make sure to have your CAC inserted into your workstation.
- Once you have successfully completed entering your user registration information, you will be asked to select your command sponsor. ***This is very important, as the system will automatically route your request to the authorized approver for that command.***
- When you have submitted your registration, the screen will show a confirmation page showing that your request has been submitted.
- Following successful registration, the authorized approver for your command will be notified to begin reviewing and approving your request.

1.2 Processing Time

Please allow up to (2) business days for your access request to be processed. You can view your status at any time using the User Dashboard.

1.3 Getting Help

If you have any issues with the Web Registration portal or need assistance completing your registration, please submit a Service Request to our iNAVY HelpDesk.

You can contact the HelpDesk using one of two ways:

- Send an email to the iNAVY HelpDesk at inavyhelp@navy.mil, and **be sure to use the subject line "Web Registration Portal"**.
- Call the iNAVY HelpDesk at 1-855-5NAVSEA (1-855-562-8732) option 1. Make sure to tell the help desk associate that you are calling about the Web Registration Portal.

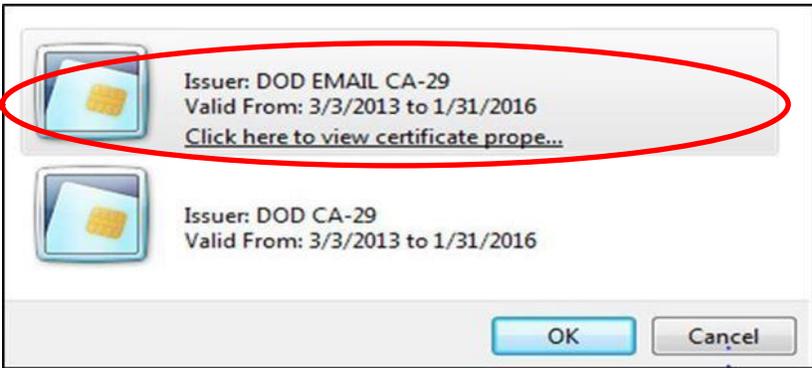
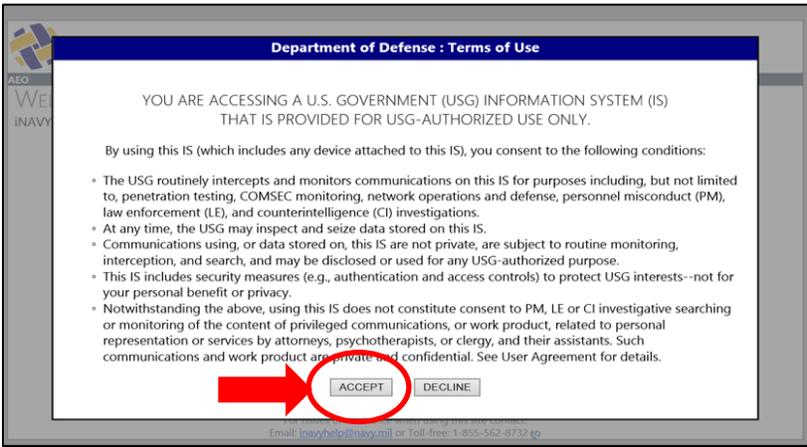
Detailed information regarding the web registration portal is included in the next section.

Thank you for being part of the iNAVY SharePoint portal.

2.0 Part 1: Enter Your User Registration Information

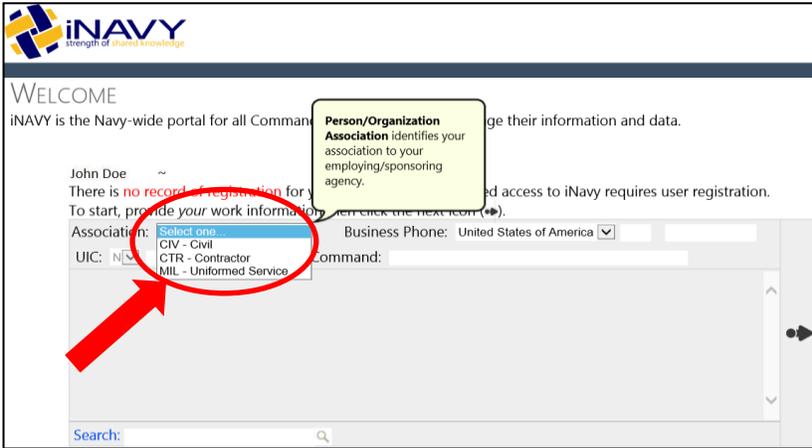
The User Registration process begins with logging into the Web Registration Portal, accepting the Terms of Use Banner, and filling out your user information.

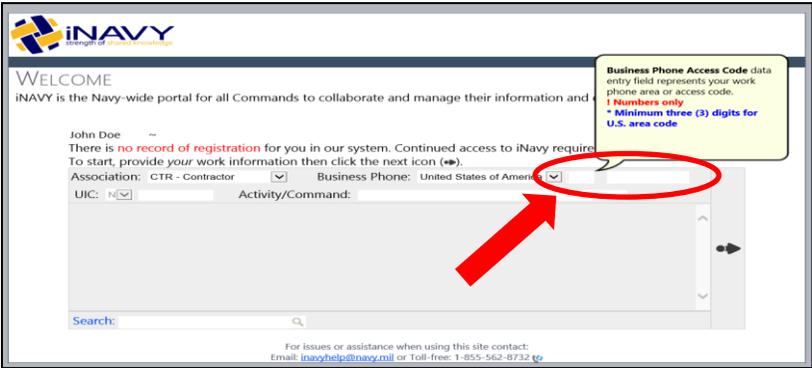
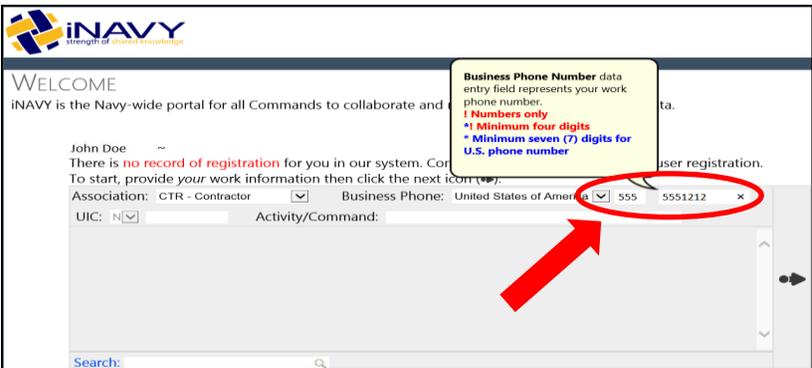
2.1 Login and Accept the Terms of Use Banner

Step	Action
1	<p>To login, start by inserting your valid CAC into a workstation with a CAC reader. Open an instance of the Internet Explorer browser. Navigate to the following URL : https://inavy.accessrequest.portal.navy.mil/</p> <p>When prompted to confirm credentials, choose the DOD EMAIL certificate. When prompted, enter your valid PIN.</p> 
2	<p>Once your pin is validated, you will be presented with the Department of Defense: Terms of Use banner as shown below. Click ACCEPT to agree to the Terms of Use.</p> <p>If you choose <i>DECLINE</i>, you will not gain further access and the application will close.</p> 

Step	Action
3	<p>If you use a CAC certificate without an email address, you will see the following screen:</p>  <p>Go back to Step 1 and make sure you selected the DOD EMAIL certificate</p> <p>Note: If the web registration process still cannot validate your email address, you will see the screen above. If you know that you selected the DOD EMAIL certificate, it is possible that your CAC does not have a valid email address.</p> <p>If you still get the error message, contact the iNAVY HelpDesk for assistance.</p>

2.2 Enter Your Association and Phone Number

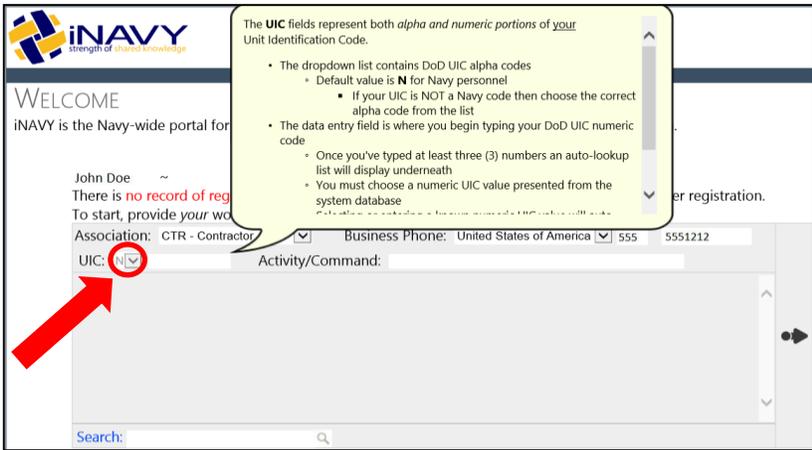
Step	Action
1	<p>On the Welcome page, click on the drop-down for <i>Association</i>. You will be presented with 3 choices: CIV - Civil, CTR - Contractor, or MIL - Uniformed Service. Select the one applicable to you.</p> 

Step	Action
2	<p>Enter your Area Code and Business Phone, using only numbers. (no dashes)</p> <p>Note: By default the country is set to the United States of America. If your business area code belongs to a different country, please click on the drop-down next to the Business Phone field and select your country.</p>  

2.3 Enter Your Unit Identification Code (UIC)

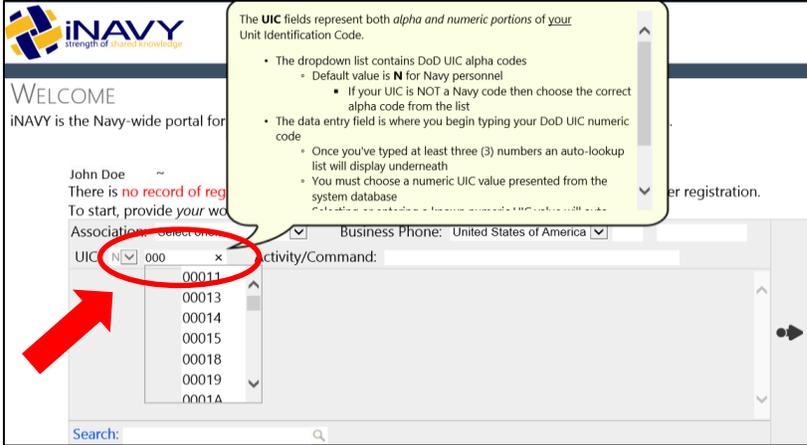
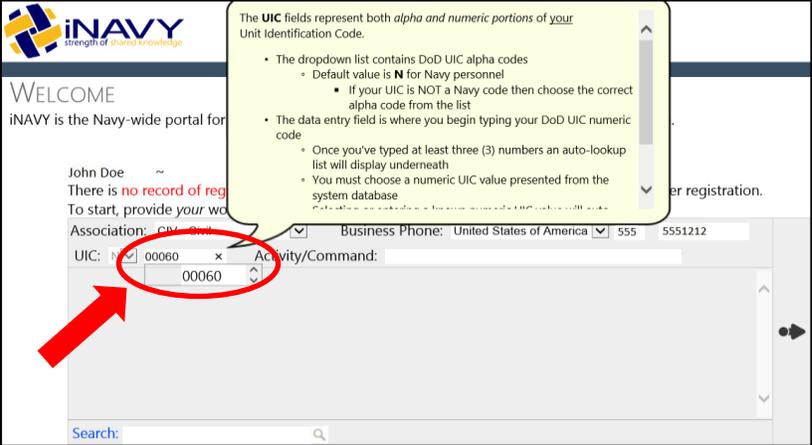
The next step is the Unit Identification Code (UIC) fields. The first field is disabled on purpose, as we are only accepting NAVY UICs. You don't need to change the first field.

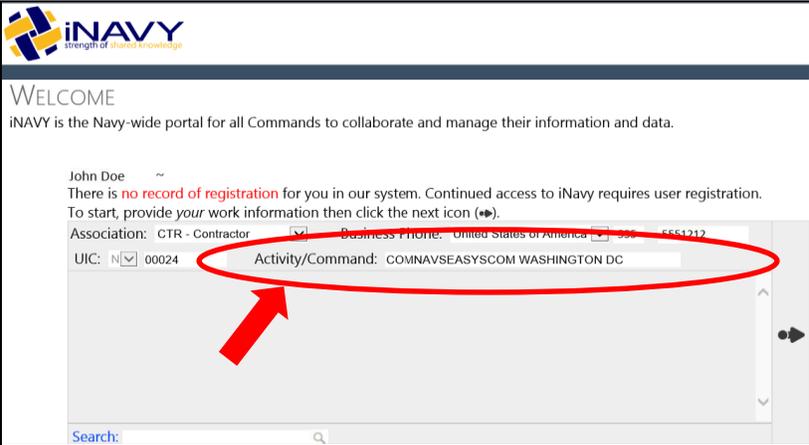
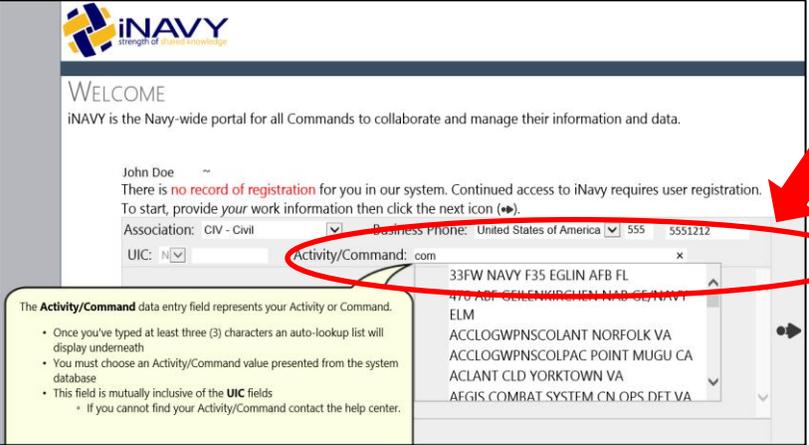
Note: UIC and Activity/Command fields do not represent an iNAVY Sponsor.

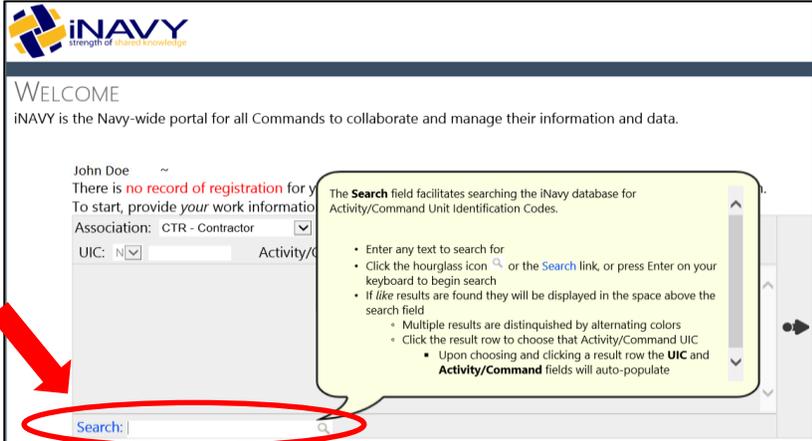
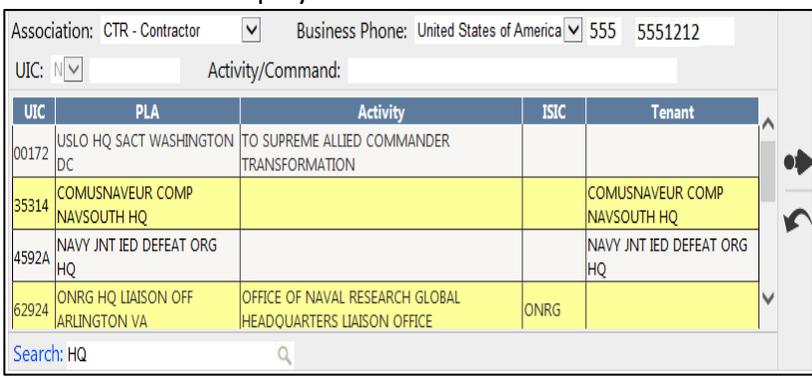


You will need to enter the *UIC* and *Activity/Command* fields. You can fill out this information 3 different ways:

- ⇒ If you know part or all of your numeric UIC:
follow only **Step 1**
- ⇒ If you know the part or all of the exact UIC name of your Activity/Command:
follow only **Step 2**
- ⇒ If you don't know your UIC or the exact UIC name of your Activity/Command:
follow only **Step 3**

Step	Action
1	<p>If you know part or all of your numeric UIC, start typing your numeric UIC code (at least the first 3 numbers) in the <i>UIC</i> field, and you will be presented with an auto-lookup list. Please note you must enter leading zeroes or the lookup will not work.</p> <p>Note: You will not be able to type in your own value; only the standardized selected value will be accepted from the auto-lookup list.</p>  <p>Choose your numeric UIC from the list.</p> 

Step	Action
<p>1 (cont.)</p>	<p>The <i>Activity/Command</i> field will be pre-populated automatically once you select the <i>UIC</i> field. Please do not change anything after it pre-populates.</p> <p>Note: You will not be able to type in your own value; only the standardized selected value will be accepted from the auto-lookup list.</p> 
<p>2</p>	<p>If you know the exact UIC name of your <i>Activity/Command</i>, you can start typing the first 3 characters of your command. The <i>Activity/Command</i> field is a lookup field as well, and you will be presented with a drop-down list to select the necessary value.</p>  <p>The <i>UIC</i> field will be pre-populated automatically once you select the <i>Activity/Command</i> field. Please do not change anything after it pre-populates.</p>

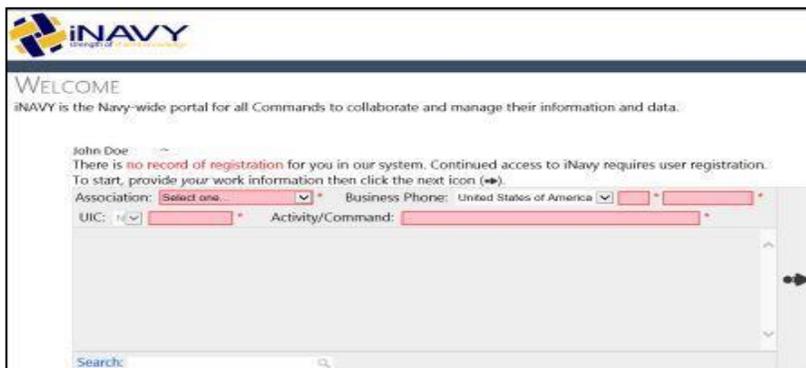
Step	Action
3	<p>If you are unsure what your UIC should be, proceed to the Search box and search the iNAVY database for Activity/Command Unit Identification Codes.</p>  <p>Start typing part or all of your command name.</p> <p>Then click the hourglass icon , or click on the Search link, or press the <i>Enter</i> key on your keyboard. This will start a new search.</p> <p>The search results are displayed in a format as shown below:</p>  <p>You can move up and down this list by using the scroll bar on the right side of the list. When you find your command, click on that row by using your left mouse button, and the <i>UIC</i> and <i>Activity/Command</i> fields will be pre-populated automatically. Please do not change anything after it pre-populates.</p>

Once all the required fields are populated, proceed to the next page by clicking on the forward arrow highlighted below.



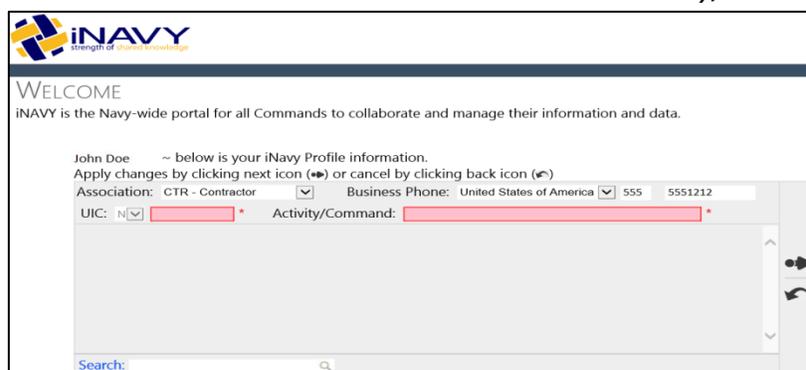
2.4 Troubleshooting Part 1: Entering User Information

All the User Information fields are **mandatory**; you won't be able to proceed to the next page unless all of the fields are populated with accurate information. The fields that need to be completed will be highlighted **in RED**.



The screenshot shows the iNAVY registration page for John Doe. The page title is "WELCOME" and the subtitle is "iNAVY is the Navy-wide portal for all Commands to collaborate and manage their information and data." The user is prompted to provide work information. The form fields are: Association (dropdown menu with "Select one" selected), Business Phone (dropdown menu with "United States of America" selected), UIC (dropdown menu with "N" selected), and Activity/Command (text input field). All four fields are highlighted in red, indicating they are mandatory and currently empty or incomplete. A "Search:" field is visible at the bottom left.

If you only entered your Association and your Business Phone, you still will not be able to proceed to the next page. **You must fill out all the fields.** This includes the *UIC* and *Activity/Command* fields.



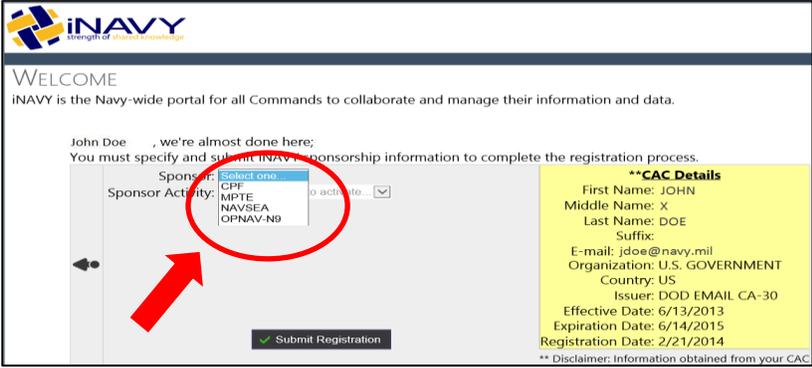
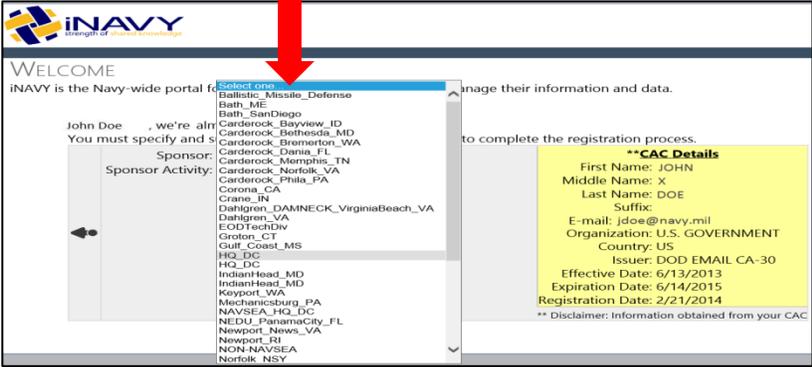
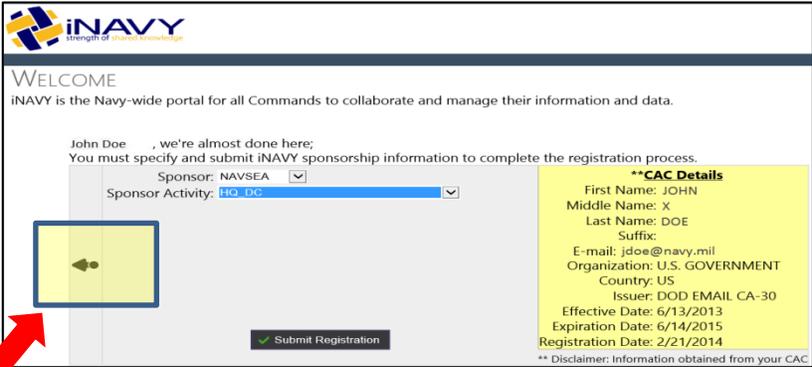
The screenshot shows the iNAVY registration page for John Doe, displaying the user's profile information. The page title is "WELCOME" and the subtitle is "iNAVY is the Navy-wide portal for all Commands to collaborate and manage their information and data." The user is prompted to provide work information. The form fields are: Association (dropdown menu with "CTR - Contractor" selected), Business Phone (dropdown menu with "United States of America" selected, followed by the number "555 5551212"), UIC (dropdown menu with "N" selected), and Activity/Command (text input field). All four fields are highlighted in red, indicating they are mandatory and currently empty or incomplete. A "Search:" field is visible at the bottom left.

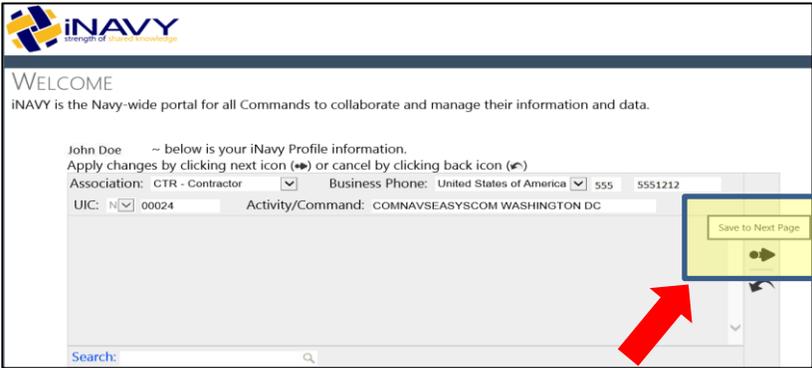
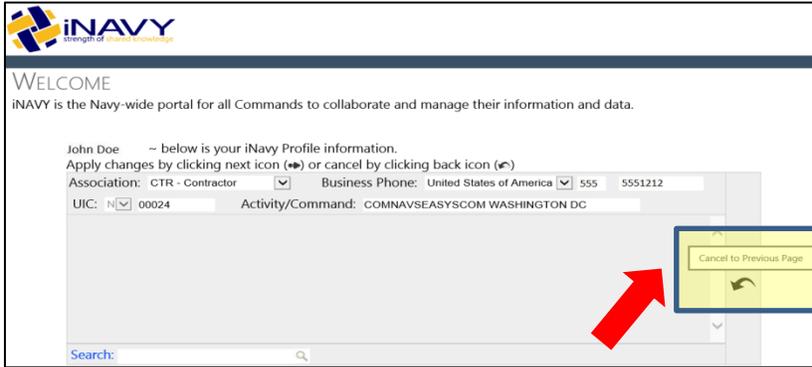
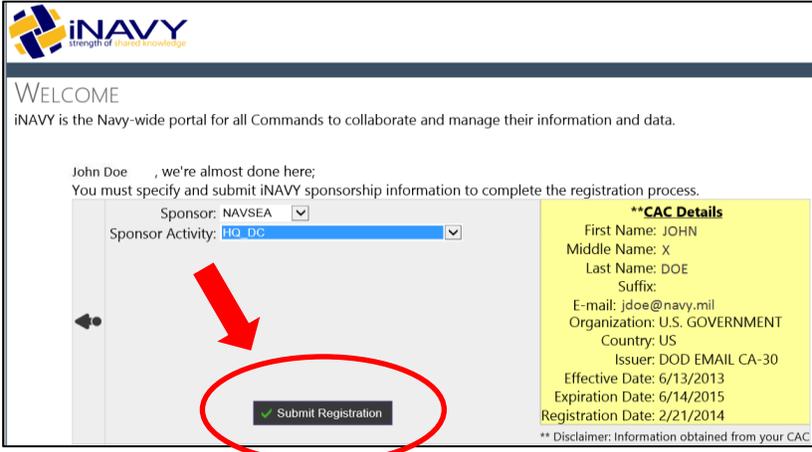
3.0 Part 2: Enter Your Sponsor Information

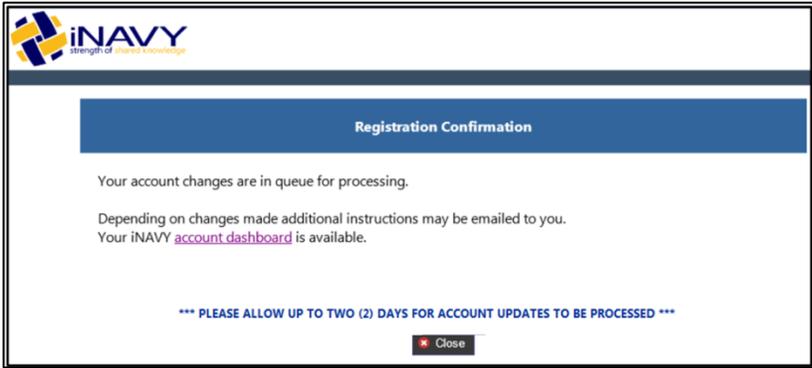
All user registrations must be approved by a sponsor, who authorizes the access to the iNAVY portal. You must supply the sponsor name for the access request to be processed, as the *Sponsor* and *Sponsor Activity* fields are **mandatory**.

Once you have successfully completed entering your user registration information, you will be asked to select your command sponsor. **This is very important, as the system will automatically route your request to the authorized approver for that command.**

Step	Action
<p>1</p>	<p>Your next screen will require you to enter the Sponsor information.</p> <div data-bbox="376 711 1187 1161" style="border: 1px solid black; padding: 5px;"> </div> <p>You must supply the sponsor name for the access request to be processed, as the <i>Sponsor</i> and <i>Sponsor Activity</i> fields are mandatory.</p> <div data-bbox="376 1293 1187 1740" style="border: 1px solid black; padding: 5px;"> </div>

Step	Action
2	<p>Click on the <i>Sponsor</i> field drop-down list and you will be presented with the following choices: CPF, MPTE, NAVSEA, OPNAV-N9. Select an applicable sponsor name.</p> 
3	<p>Once the <i>Sponsor</i> field selection is made, go to the <i>Sponsor Activity</i> drop-down list and select an appropriate Sponsor Activity to further refine your access and/or processing request.</p> 
4	<p>If you would like to go back to the first page and make changes, you may click on the back arrow as highlighted below.</p> <p>Note: If you do go back, keep in mind that the information in the <i>Sponsor</i> and <i>Sponsor Activity</i> fields will not be saved.</p> 

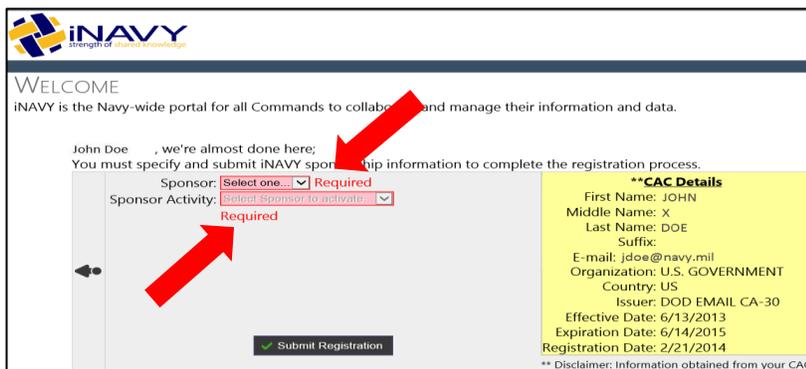
Step	Action
5	<p>If you do not navigate back to the first page and make appropriate changes, you may click on the Save to Next Page arrow as highlighted below.</p>  <p>If you do not make any changes on the first page, you may click on the Cancel to Previous Page arrow as highlighted below. It will return you to the Sponsor and Sponsor Activity page.</p> 
6	<p>Click on the Submit Registration button to proceed to the final screen.</p> 

Step	Action
7	<p>Congratulations! If you see this Registration Confirmation screen, you have successfully submitted your user registration.</p>  <p>If you bookmark the link to this Registration Confirmation webpage and decide to come back to this screen at any time after your initial registration, you will be presented with the following:</p> 

The Registration Confirmation page has a link to the **Account Dashboard**. The next section describes this feature of the Web Registration website.

3.1 Troubleshooting Part 2: Enter Your Sponsor Information

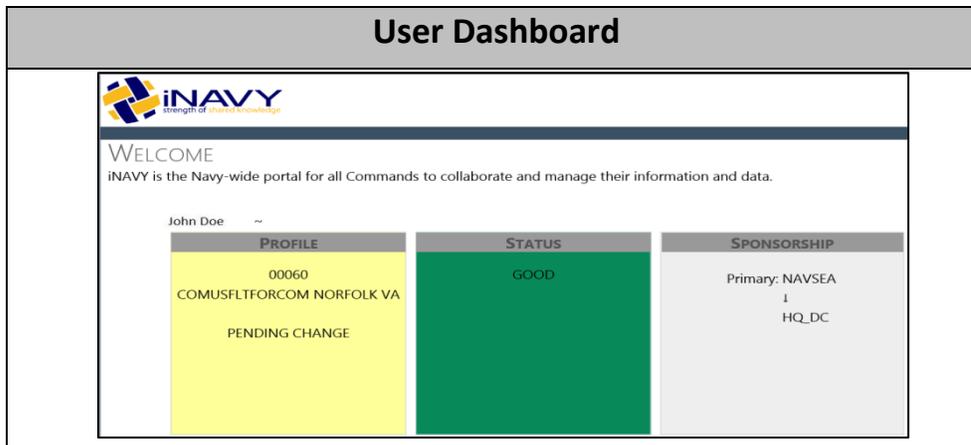
If you try to submit the registration and the information in the *Sponsor* field and/or the *Sponsor Activity* field is not valid, the screen will prompt you to correct the fields. Then you can submit the registration.



4.0 Part 3: The User Dashboard

On the **User Dashboard page**, you can view information relating to your account registration, and the status of a submitted registration request. Your dashboard is divided into three (3) parts:

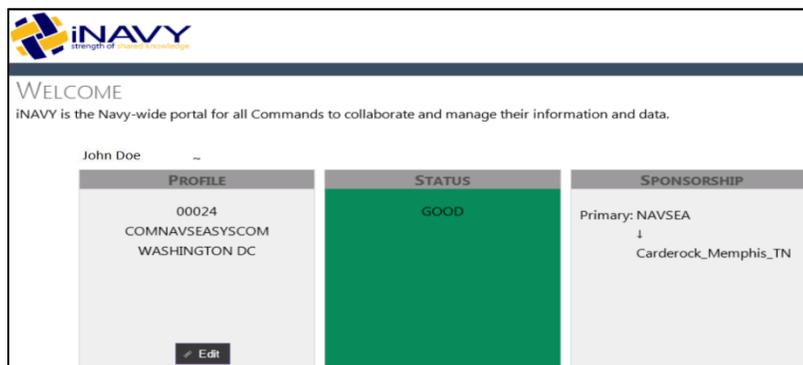
- **Your Profile (UIC)** - Here you can find information on what UIC is linked to your profile
- **Your Account Status** – This shows you the current status of your iNAVY portal account.
- **Your Sponsorship** – This will show the Primary and Secondary command who sponsors your account.



The dashboards are color-coded as follows:

- **Green** or **Grey** = Good
- **Yellow** = Pending change
- **Red** = Issue

Once you have submitted your registration, you can come back to your Account Dashboard by using the main link to the User Registration website: <https://inavy.accessrequest.portal.navy.mil/>. Once your account has been processed your dashboard will change to look like the following:

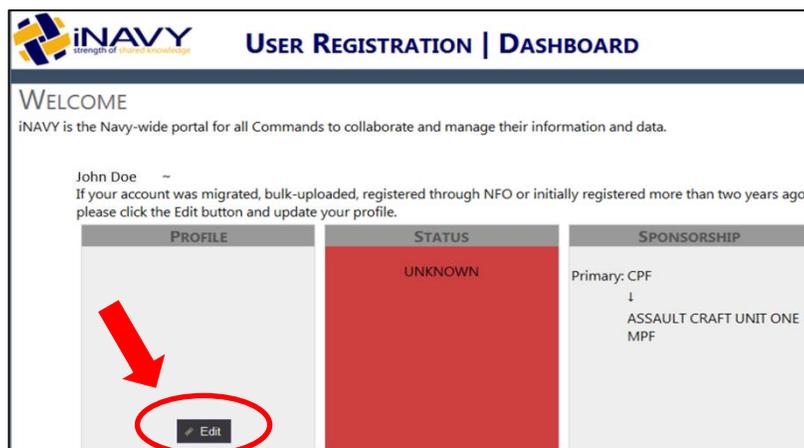


The following table describes each of the three (3) parts of the dashboard

Dashboard Section	Description
<p>PROFILE Tile</p> 	<p>This tile captures your work information. You can change your UIC and your Activity/Command information by clicking on the <i>Edit</i> button.</p> <p>Note: If you modify your UIC and/or your Activity/Command information in the Dashboard, it will not change your Sponsorship information.</p>
<p>STATUS Tile</p>  <p>Account Status PENDING APPROVAL</p> <p>-OR-</p> <p>Account Status LOCKED - CHANGE PENDING</p> 	<p>This tile shows the status of your account in the iNAVY system. It is color-coded so that you can easily see your status.</p> <p>Green = GOOD; your account is ready to use</p> <p>Yellow = PENDING CHANGE; your account is awaiting approval, or you have submitted a request that has not yet been processed (such as unlocking your account or changing your UIC)</p> <p>RED = ISSUE; your account is not active or has been locked; You can click on the <i>Unlock</i> button to start the account validation. Note: You will not be able to make any changes to the dashboard once your account is locked.</p>
<p>SPONSOR Tile</p> 	<p>This tile captures your work information.</p> <p>Please keep in mind that you won't be able to edit your Sponsor at this time.</p> <p>If you change your UIC and edit your Profile Information, it will not change your Sponsorship information.</p>

4.1 Troubleshooting Part 3: The User Dashboard

If your account was migrated, bulk-uploaded, registered through NFO, or initially **registered prior to February 25, 2014**, the system will display the following screen.



You will need to edit your profile before your new account can be created.

You will also see this screen if you have registered in the past, but the system was unsuccessful in creating an account. In both cases, simply edit your Profile by clicking on the *Edit* button to update your profile information, and to submit your registration for processing.