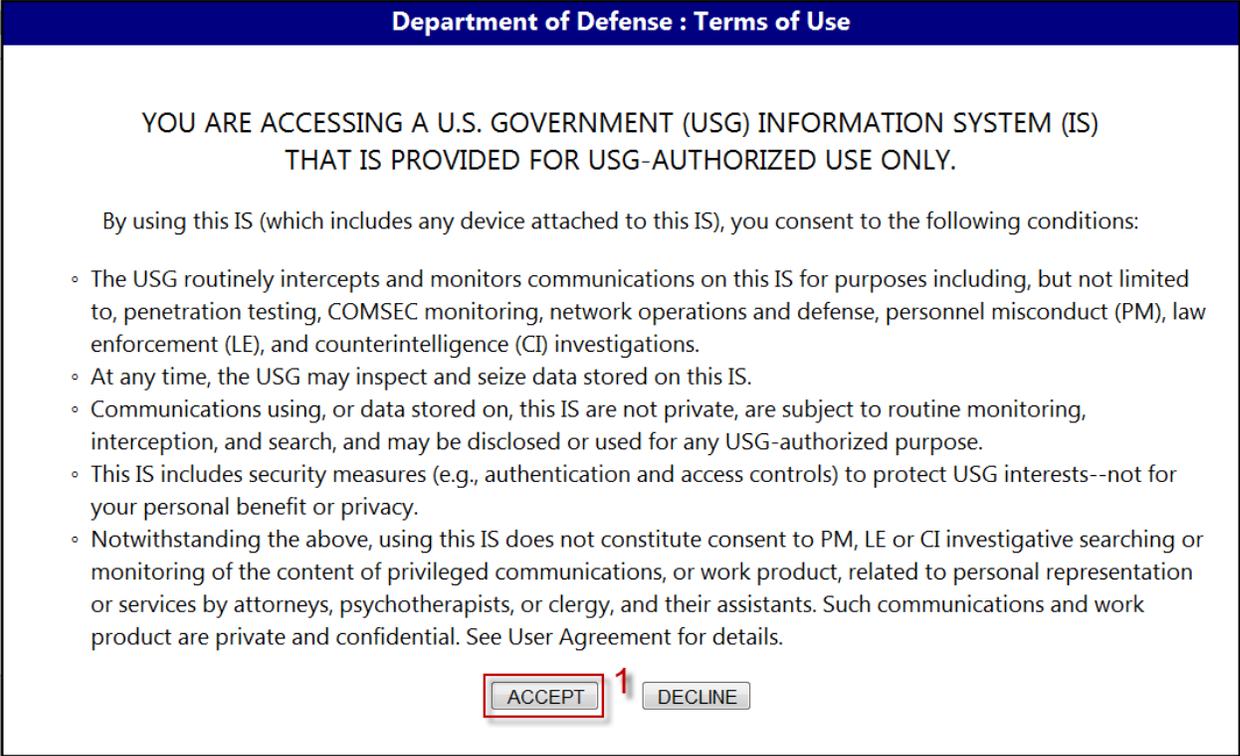# CNAP Portal User Registration Guide
v1.1 (4/28/2014)

Access to the CNAP iNAVY SharePoint Portal requires an active iNAVY SharePoint account. Please go to the iNAVY registration page at https://inavy.accessrequest.portal.navy.mil and fill out the registration form using the following guidelines.

Step 1: When you go to the registration page, be sure to select your **EMAIL** certificate. You will be presented with the DoD "Terms of Use" banner as shown below. You must click on the "Accept" button to enter the registration page.

Note: As you click through each form field, a balloon with useful tips should pop out to help you fill in the correct information.

Step 2: The first page of the registration form collects information about the user requesting the account. Fill out the registration form by selecting your **association** using the drop down box.

Step 3: Enter your **business phone** using numbers only.

Step 4: If you know your UIC, you can enter it in the **UIC** textbox. As you enter your UIC, a dropdown list of UICs will show up below the textbox, and you can then select your UIC by clicking on it from the list. Doing so will automatically fill in the Command's name.

Step 5: If you do not know your UIC, you can try to enter the name of your command in the **Activity/Command** textbox. As you enter your command's name, a dropdown list of matching command names will show up below the textbox. Clicking on your command's name will automatically fill in the UIC textbox.

Step 6: You can also use the **Search** box at the bottom of the form to quickly find your command's name and UIC. Selecting your command from the search result will automatically fill in the UIC and Command name textboxes.

Step 7: After you have completed all the fields on the first page, click on the "**next**" icon to save your changes and go to the next page.

Step 8: The registration process should now take you to the second page of the registration form, which collects sponsor information. Your CAC information will also be displayed on this page.

Step 9: Select "CPF" from the **Sponsor** dropdown. This will populate the **Sponsor Activity** dropdown with a list of commands under COMPACFLT.

Step 10: Select your command activity from the dropdown list. This list is used to identify your security group memberships. If your command is not listed, select your TypeWing.

Step 11: Once completed, click on the "**Submit Registration**" button.

Step 12: A "**Registration Confirmation**" page should show up to let you know that your registration request was successfully submitted. If you click on the "**account dashboard**" link, you can view the status of your account request.

Registration Confirmation

Thank you for registering with iNAVY! Your information is in queue for processing.

Please standby for additional instructions that will be emailed to you shortly.

Your iNAVY account dashboard is now available.
Use this dashboard to help manage your account status, and keep personal and sponsor information up-to-date.

*** PLEASE ALLOW UP TO TWO (2) HOURS FOR ACCOUNT UPDATES TO BE PROCESSED ***

✖ Close

The **User Registration Dashboard** indicates the status of your iNAVY account. The **PROFILE** box shows the command you are currently assigned to. This is the same information you selected in the first page of the registration form. Once your account is approved this box should turn Grey. The **STATUS** box shows the status of your iNAVY account in Active Directory. Once your account is created, this box should turn Green. The **SPONSORSHIP** box indicates your OU (Organizational Unit) membership in Active Directory. It should correspond with the sponsor and activity you selected in the second page of the registration form.

WELCOME

iNAVY is the Navy-wide portal for all Commands to collaborate and manage their information and data.

Jasper Conner ~
Your iNavy access request is pending review from Command Approvers.

PROFILE	STATUS	SPONSORSHIP
57025 COMNAVAIRPAC SAN DIEGO CA PENDING CHANGE	PENDING APPROVAL	Primary: CPF ↓ COMNAVAIRPAC

You should receive an email confirmation that your account request has been submitted and also once your account has been approved. If you still cannot access the site after your account is created, please contact the Site POC to make sure that you have the proper permissions to access the site.