

# 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.

**Department of Defense : Terms of Use**

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS)  
THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

<sup>1</sup>

*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.

The screenshot shows the 'iNAVY strength of shared knowledge' logo and the title 'USER REGISTRATION | DASHBOARD'. Below the title is a 'WELCOME' message: 'iNAVY is the Navy-wide portal for all Commands to collaborate and manage their information and data.' The user is identified as 'Jasper Conner ~'. A message states: 'There is no record of registration for you in our system. Continued access to iNavy requires user registration. To start, provide your work information then click the next icon (➡️)'. The registration form includes: 'Association: Select one...' (1) with a red box and number 2; 'Business Phone: United States of America' (2) with a red box and number 3; 'UIC: N' (3) with a red box and number 4; and 'Activity/Command:' (4) with a red box and number 5. A 'next' icon (➡️) is circled in green with a number 7. At the bottom, there is a 'Search:' box with a magnifying glass icon and a number 6.

**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. 

## WELCOME

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

Jasper Conner, we're almost done here;

You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: CPF 9

Sponsor Activity: 10

- Select one...
- 33RD FIGHTER WING NAVY F35
- ACCLOGWPNSCOLANT NORFOLK VA
- ACCLOGWPNSCOLPAC POINT MUGU CA
- AFLOATRAGRU PACNORWEST
- AFLOATRAGRU SAN DIEGO
- AFLOATRAGRUMIDPAC PEARL HARBOR
- AFLOATRAGRUWESTPAC DET SASEBO
- AFLOATRAGRUWESTPAC YOKOSUKA JA
- AIMD MCBH KANE OHE BAY
- APSPAC OSD SEA DUTY COMP
- ARDM 5 ARCO
- AS 39 EMORY S LAND
- AS 39 MAINT/SUPPORT COMP
- AS 40 FRANK CABLE
- AS 40 MAINT/SUPPORT COMP

**\*\*CAC Details** 8

First Name: JASPER  
Middle Name: J  
Last Name: CONNER  
Suffix:  
E-mail: jasper.conner@fe.navy.mil  
Organization: U.S. GOVERNMENT  
Country: US  
Issuer: DOD EMAIL CA-30  
Effective Date: 3/18/2012  
Expiration Date: 3/18/2015  
Registration Date: 4/24/2014

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

## WELCOME

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Jasper Conner, we're almost done here;

You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: CPF

Sponsor Activity: COMNAVAIRPAC

**Submit Registration** 11

**\*\*CAC Details**

First Name: JASPER  
Middle Name: J  
Last Name: CONNER  
Suffix:  
E-mail: jasper.conner@fe.navy.mil  
Organization: U.S. GOVERNMENT  
Country: US  
Issuer: DOD EMAIL CA-30  
Effective Date: 3/18/2012  
Expiration Date: 3/18/2015  
Registration Date: 4/24/2014

\*\* Disclaimer: Information obtained from your CAC

**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.



## USER REGISTRATION | DASHBOARD

### 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](#)<sup>12</sup> 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.



## USER REGISTRATION | DASHBOARD

### 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.