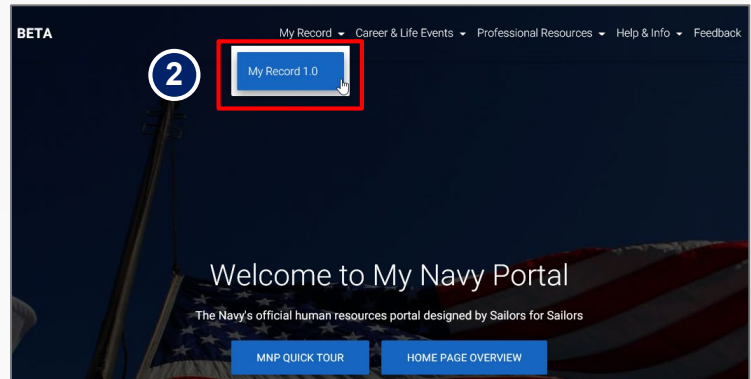


How to View Your My Record 1.0 Data and Submit an Inquiry for Updates on MyNavy Portal

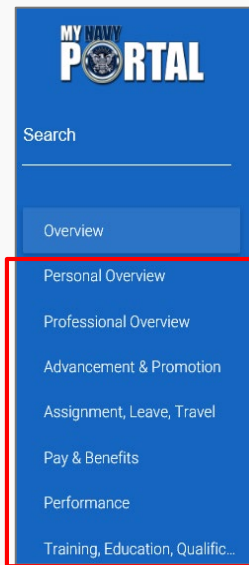
My Record 1.0 is the first implementation of a new military service record that will consolidate all manpower, personnel, training, and education data into a single display on MyNavy Portal, supporting your Navy career and life events. **It is imperative that you verify your personnel data is accurate and complete.** Follow the below steps to review your data and submit an inquiry on MyNavy Portal to request updates if you discover any errors.

View Your My Record 1.0 Data

- 1 Log in** to MyNavy Portal at <https://my.navy.mil/>
- 2 Click** on the “My Record” tab at the top of the page and **select** “My Record 1.0” from the dropdown
- 3** A list will appear on the left side of the screen presenting options linking to different types of data (e.g., Personal Overview and Training, Education, Qualifications); **click** on any of the tabs for data you wish to review
 - *For example, to view your Training, Education, and Qualifications, you can click on the “Training, Education, Qualifications” tab*
- 4 Review** your information for accuracy and completeness
 - **If your information is correct:** Click the “Dismiss” button at the bottom of the page to return to the previous screen
 - **If your information is incorrect:** Follow the steps below to submit an inquiry to update your data



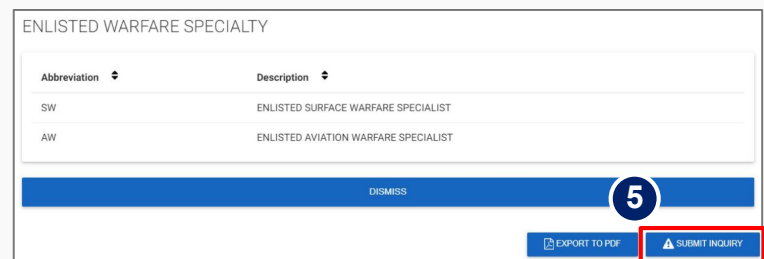
“My Record” Tab on MyNavy Portal Homepage



My Record Data Categories

Submit an Inquiry to Update Your Data

- 5** Where incorrect information exists, **scroll** to the bottom of the data page and **click** on “Submit Inquiry”
 - *The “Submit Inquiry” button is located in the same location at the bottom of every data page*



Bottom of Training, Education, Qualifications Page



Quick Start Guide

FOR SAILORS

How to View Your My Record 1.0 Data and Submit an Inquiry for Updates on MyNavy Portal

- 6 A pop-up window will appear; **click** on the “Highlight” box and then **click** on the data that needs to be corrected, **dragging** the box to expand it as needed
- You can do the same with the “Black Out” box to black out any personal data you do not want visible to the person reviewing your inquiry
 - “Highlight” and “Blackout” are not options when using MNP on low-bandwidth mode

The screenshot shows a 'Submit Inquiry' dialog box with a close button (X) in the top right. Below the title bar, there is a message: 'Click and drag on the page to help us better understand your inquiry. You can move this dialog box if it's in the way.' Below this message are two buttons: 'HIGHLIGHT' and 'BLACK OUT'. The 'HIGHLIGHT' button has a pencil icon and the text 'Highlight areas relevant to your feedback.' The 'BLACK OUT' button has a black square icon and the text 'Black out any personal information.' At the bottom right of the dialog box, there is a 'NEXT' button.

“Submit Inquiry” highlight/black out pop-up window

- 7 **Click** “Next” at the bottom right corner when finished; this will take a screenshot of the page you edited in the previous step to be submitted with your inquiry

The screenshot shows the 'Submit Inquiry' dialog box with a form. The form has several fields: 'Name', 'Email', 'Service member phone number *', 'Unit Identification Code (UIC)', 'Alternate email', 'My Record Issue Data Service', and 'Personal Data (Unavailable)'. Below the form is a section for attaching documents, with a 'CHOOSE FILE' button and an 'Upload your file' button. There is also a 'Screenshot' section with a preview of a screenshot and a 'CHOOSE FILE' button. At the bottom right, there are 'BACK' and 'SUBMIT' buttons.

“Submit Inquiry” pop-up window with screenshot

- 8 A new pop-up window will appear with the screenshot; **enter** your full name and email address in the space provided

- 9 **Click** “Select Inquiry Type” and **select** “Correcting Document in Record” from the dropdown

- 10 **Type** a detailed description of the information you need corrected in the “Description” field

- 11 **Click** “Choose File” to attach any additional documentation to support your inquiry, if necessary, and follow the prompts to attach a file

- 12 **Click** “Submit” when you are ready

What happens next?

Your My Record 1.0 inquiry will be sent for intake and processing to the **MyNavy Career Center (MNCC)**. MNCC will then open a **service request** on your behalf and work to get your information updated in the authoritative system. You will receive automated **email updates** when the service request is opened and throughout the resolution process.

Tip: Use the Records Review User Aid

On MNP, open the “My Record” tab and click “Records Review” in the left-hand navigation menu. This User Aid provides a step-by-step inventory of OMPF and ESR. It is important to verify your personnel data tied to your career milestones such as advancement/promotion, retention, reenlistment, and assignment.

The screenshot shows the 'Submit Inquiry' dialog box with the form filled out. The 'Name' field contains 'Priya Lall', 'Email' contains 'priya.lall.ctr@navy.mil', and 'Service member phone number *' is empty. The 'Unit Identification Code (UIC)' is 'Unavailable', 'Alternate email' is empty, 'My Record Issue Data Service' is 'Personal Data (Unavailable)', and 'Personal Data (Unavailable)' is 'Personal Data (Unavailable)'. The 'Select Inquiry Type *' dropdown is set to 'Correcting Document in Record'. The 'Description *' field is empty. The 'CHOOSE FILE' button is highlighted with a red box. At the bottom right, the 'SUBMIT' button is highlighted with a red box.

“Submit Inquiry” pop-up window with screenshot

Questions? Contact the MyNavy Career Center (MNCC) any time, day or night

Online: <https://my.navy.mil/>

Tel: 1-833-330-MNCC (1-833-330-6622)

Email: askmncc@navy.mil

Feedback for MyNavy Portal? Scroll over the yellow button at the bottom right of any page and click on the feedback icon



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Other requests for this document shall be referred to: MPTE.Transform.fct@navy.mil.

For the latest information on the MPT&E Transformation, visit <http://www.navy.mil/local/cnp/mptestratdesign.asp>

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