Welcome to the MyNavy Portal (MNP) Quick Tour! This Quick Tour provides the most current overview of MNP capabilities. New capabilities have been added to MNP to give Sailors more self-service functions, along with the ability to connect with customer service representatives at MyNavy Career Center (MNCC) Contact Center for help in resolving career-related issues.

With this release, users have access to the following new features and functionalities:

**Advancement Dashboard** is the newest feature available on MNP and is part of the content for Advancement & Promotion Career & Life Event (CLE). The dashboard is a dynamic, intuitive, web-based capability to give E4 to E6 candidates a detailed, personal view of their eligibility status for advancement, and instructions and documentation to prepare for the advancement process. Specifically, Sailors have the ability to:

- View eligibility status based on MyRecord and Enlisted Advancement Worksheet information
- Manually calculate a Final Multiple Score
- Auto-populate Advancement Exam checklists and timeline for action items
- Learn where to get study materials, FAQs and other information about Enlisted Advancement
- Review and understand Enlisted Advancement eligibility
- Submit MyRecord inquiries through service request feature on MNP

*Future updates will include support for E7 to E9 candidates.*

**MyRecord Web** – Enhancements include access to the Official Military Personnel File via a link from within MNP and the ability to view C-WAY and security clearance data.

**Voluntary Education (VOLED) Proxy Scheduling** – Staff, supervisors and administrators have the ability to schedule requests for language testing or educational counseling on behalf of Sailors. This is a feature of the Training, Education & Qualifications CLE.

To access MyNavy Portal, please visit: [my.navy.mil](http://my.navy.mil)
**My Dashboard (E4-E6) **

**Advancement Dashboard**

To access Advancement Dashboard within My Dashboard (E4-E6), use the Main Menu to (1) navigate to Career & Life Events, (2) select Advancement & Promotion, and from the left menu (3) choose My Dashboard (E4-E6).

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**MyNavy Career Center**

Customer service representatives are available 24/7/365 to answer questions about the advancement process.
Advancement Dashboard

From the dashboard, E4 to E6 candidates can access a detailed, personal view of their eligibility status for advancement, with instructions and documentation to prepare for the process. My Dashboard and Advancement Checklists are based on specific cycles and exam dates.

View progress in completing exam preparation actions in Advancement Checklists. (See pages 4 and 6 for more information.)

Profile Summary highlights status based on information from Navy Enlisted Advancement System. (See page 7 for more information.)
Exam Prep Checklist tracks completion of tasks. (See page 6 for more information.)

TIR (Time-in-Rate) Eligibility uses information from EAW (Enlisted Advancement Worksheet) that is available from Navy Standard Integrated Personnel System (NSIPS). When users click View EAW, they are taken to NSIPS. (See page 5 for more information about EAW.)

Drop down menus allow users to select the Cycle Date and Prospective Paygrade that applies to them.
Advancement Dashboard: Enlisted Advancement Worksheet


Enlisted Advancement Worksheet (EAW)

The automated Enlisted Advancement Worksheet (EAW) continues to be developed in the Navy Standard Integrated Personnel System (NSIPS). System testing and development of training modules will help ensure there is a seamless transition from paper worksheets to this new enlisted advancement modernization capability.

EAW Smart Sheet No. 1 - June 2018
EAW Smart Sheet No. 2 - October 2018

What's New For You:

- EAW Sailor Self-Service
- EAW ESO
- EAW Command ESO
- EAW Command Reviewer

EAW User Roles in NSIPS
NAVADMIN 316/18
Advancement Dashboard: Advancement Checklists

From the Advancement Dashboard, when users click **CONTINUE** they can view an itemized list of actions they need to take to prepare for their exams, including the **Exam Prep Checklist** and **Post Exam Checklists**.
Profile Summary view provides E4 to E6 candidates prepopulated information that lets them know their points based on data from Navy Enlisted Advancement System.
FMS (Final Multiple Score) Calculator gives Sailors a projected total score based on input of each FMS component. A tutorial is available that explains how FMS elements are calculated and includes other information for using Navy Enlisted Advancement System.

FMS Calculator is also available as a mobile app from Navy App Locker [https://www.applocker.navy.mil], Apple App Store and Google Play Store.
The MyNavy Portal team values your feedback. Please complete the **Advancement Dashboard Feedback Survey** to share your experience and let us know your ideas for improving the Advancement Dashboard.

Click **CONTINUE** to be taken to a brief survey.
MyRecord Web: Enhancements

MyRecord Web now includes security clearance data and C-Way application status. From the Main Menu, select MyRecord. From the MyRecord menu on the left side, choose Professional Overview, then select applicable option, either enlisted or officer.
Support, Help Desk and Resources

On the right side of the page within each Career & Life Event (CLE) section is Sources of Support, with phone and fax numbers, URLs and email addresses to help connect users with people, systems, support, help desks, policies and information. The example below shows the home page for Training, Education & Qualifications with the Sources of Support view expanded. The content that appears in this section varies among CLEs, but is always be specific to the CLE.
The MNP Quick Links page provides access to other important Navy career websites, systems and portals. Links to the sites Sailors commonly need fast access to 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 available at the top right of the public login page.
Feedback

MNP is designed by Sailors, for Sailors! Your feedback is important. Please visit the Feedback section and fill out the MyNavy Portal Feedback Survey, or leave feedback in the Technical Suggestions for Improvement section to share constructive ideas on ways to improve the portal and the MNP experience.

Click Category to select the type of feedback to ensure feedback is routed to the correct recipients for action.

Click Submit when the survey is completed.

Scroll down for additional questions and to add feedback into the Comments field.