

# Support Provider Directory (SPD) Advanced Access

## Directions:

1. This form is only to be used to submit requests for advanced privileges to the Navy 311 Support Provider Directory if you are a support provider or a Support Provider Directory manager. All CAC Users may register on the Navy 311 Home page under the Search Support Provider Directory section by clicking on CAC Users. Once registered, support providers will be able to search and view source of support providers who are part of the Navy 311 support community. Registered support providers will also be able to request changes to the Support Provider Directory. Managers are those individuals who have been selected by their support organization to edit the Support Provider Directory on behalf of their activity.
2. Tab to move through the form - or - click to enter a field.
3. Mandatory fields are highlighted in **BOLD RED**.
4. Review the "What's Next?" section below before submitting.

Name:

Email Address:

Daytime Phone: ( ) -

DSN No. (if applicable):

Organization:

I would like to request advanced access to the Navy 311 Support Provider Directory (SPD) as a (check one):

**Support Provider:** I am in the Navy 311 community and I provide support to customers. Please provide the Support Provider Directory Manager for your activity:

Activity:

SPD Manager Name:

SPD Manager Email:

**Manager:** I am the authority agent for my activity and request access to update records for my activity that are already part of the SPD.

Additional Comments:

NOTE: If you are requesting that your activity become a new community partner within the Support Provider Directory please go to the Support Community Services page under "Navy 311 Services" on the Navy 311 Website. Click the "Request a Service" link and complete the form. You will be contacted to arrange for a Support Provider Directory Manager for your activity and follow-on steps.

## What's Next?

1. Make sure the point of contact information you entered is correct before submitting. The information you provided will be used to complete your registration request.
2. When you have completed the form, save it and then click the "Submit by Email" button below. Please note that due to some user computer hardware configurations, it may take several minutes for the form to render in your email client. Please be patient. The email will be automatically addressed for you.
3. Your request will be sent to the activity manager or Navy 311 for processing. Once your request is processed, you will receive an email indicating that you now have increased permissions within the Support Provider Directory.
4. If you should have a need to follow up on this request please contact Navy 311 via email at [Navy311@navy.mil](mailto:Navy311@navy.mil). To learn more about Navy 311, visit <http://www.Navy311.navy.mil>.