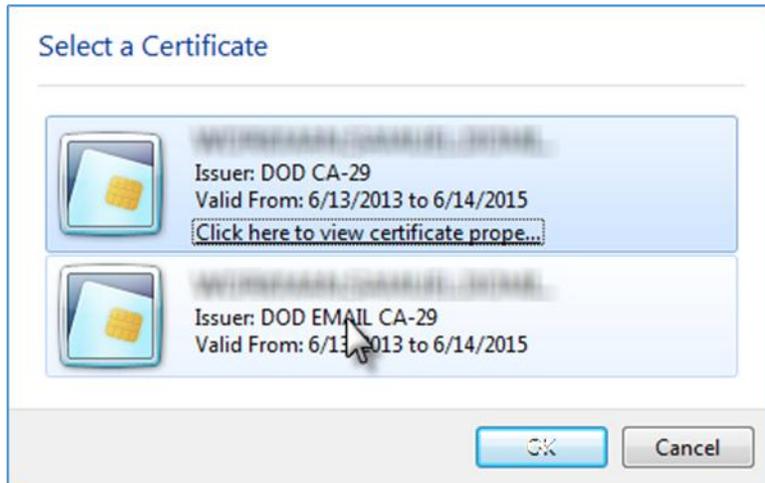
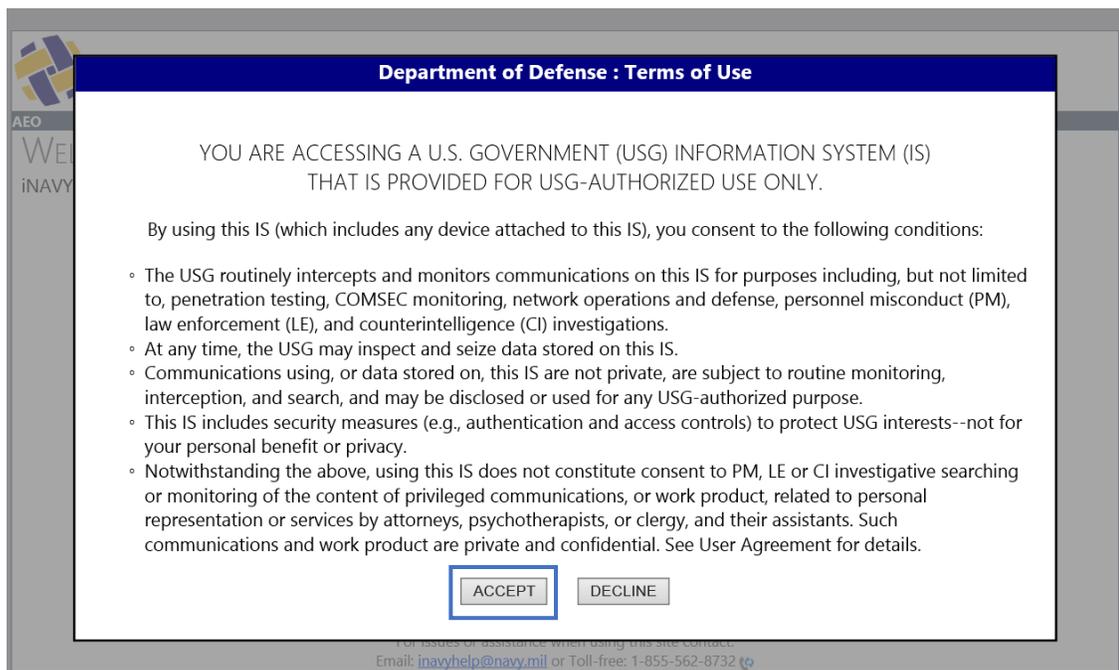


iNAVY User Registration Step by Step User Guide

1. To login to the iNAVY User Registration page navigate to the following URL <https://inavy.accessrequest.portal.navy.mil/>, you will be prompted to select a certificate, choose the Email Certificate.



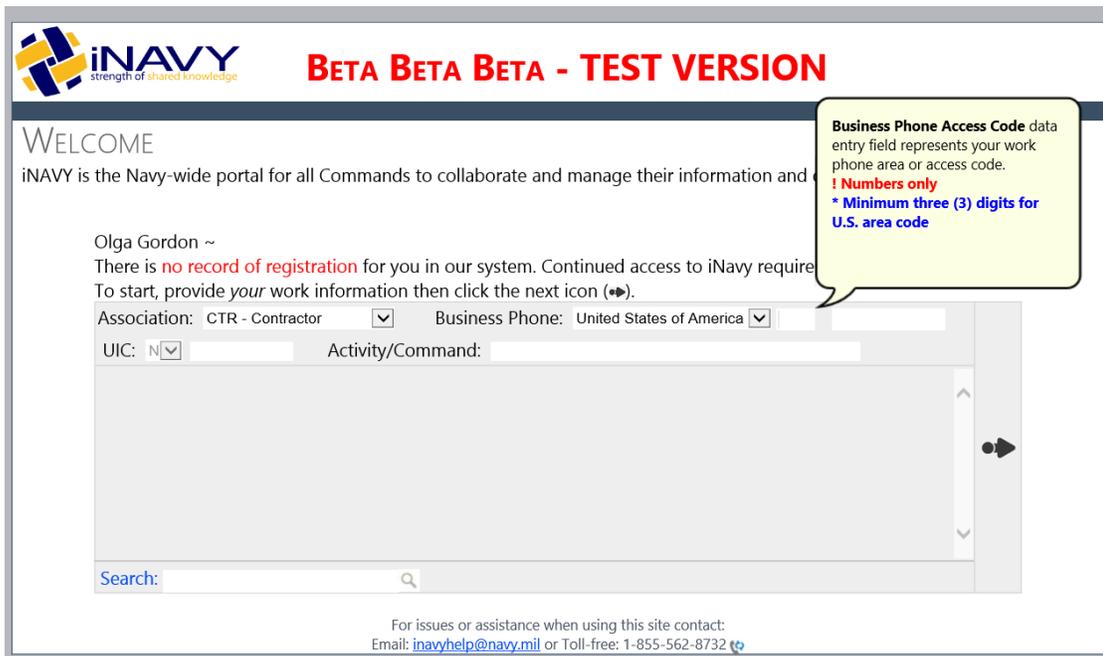
2. Once your pin is validated, you will be presented with the “**Department of Defense: Terms of Use**” banner shown below. Click the “ACCEPT” button to agree to the **Terms of Use**. If you choose to select the “DECLINE” button, you will not gain further access and the application will close.



- On the Welcome page click on the drop-down for Association. You will be presented with 3 choices: Civil, Contractor, Uniformed Service. Select the one applicable to you.



- Enter your Area Code and Business Phone (**no dashes are necessary**).
Note: By default the country code is set to the United States of America, if your business area code belongs to a different country, please click on the drop-down next to the Business Phone field and select your country area code.



iNAVY strength of shared knowledge

BETA BETA BETA - TEST VERSION

WELCOME

iNAVY is the Navy-wide portal for all Commands to collaborate and...

Olga Gordon ~

There is **no record of registration** for you in our system. Complete your user registration.

To start, provide *your* work information then click the next icon (▶).

Association: CTR - Contractor Business Phone: United States of America 215 5014348 x

UIC: N Activity/Command:

Search:

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

Business Phone Number data entry field represents your work phone number.
! Numbers only
***! Minimum four digits**
*** Minimum seven (7) digits for U.S. phone number**

- Proceed to the Unit Identification Code (UIC) fields. The first field is an alpha field, it is only accepting NAVY UIC codes and disabled on purpose. You don't need to change the first field.
Note: UIC and Activity/Command fields do not represent an iNAVY Sponsor.

iNAVY strength of shared knowledge

BETA BETA BETA - TEST VERSION

WELCOME

iNAVY is the Navy-wide portal for...

Olga Gordon ~

There is **no record of reg** for you in our system. Complete your user registration.

To start, provide *your* wo...

Association: CTR - Contractor Business Phone: United States of America 215 5014348

UIC: N Activity/Command:

Search:

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

The **UIC** fields represent both *alpha and numeric portions of your* Unit Identification Code.

- The dropdown list contains DoD UIC alpha codes
 - Default value is **N** for Navy personnel
 - If your UIC is NOT a Navy code then choose the correct alpha code from the list
- The data entry field is where you begin typing your DoD UIC numeric code
 - Once you've typed at least three (3) numbers an auto-lookup list will display underneath
 - You must choose a numeric UIC value presented from the system database

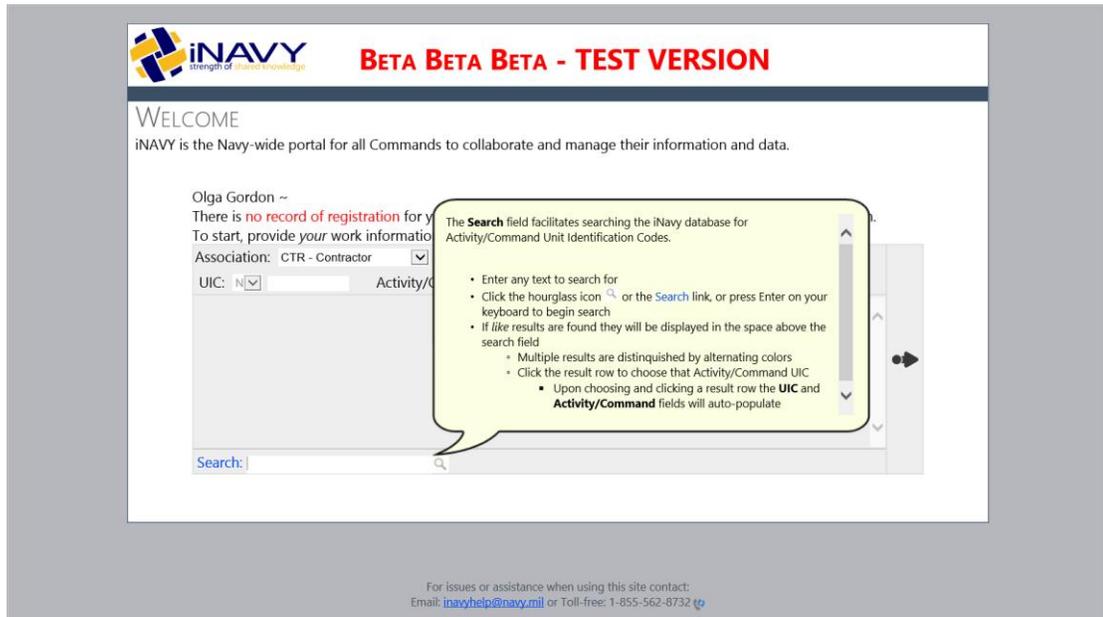
6. Start typing your numeric UIC code (at least the first 3 numbers) in the second field and you will be presented with an auto-lookup list. Choose your numeric UIC code (NRD OH is '62416') from the list.

Note: You will not be able to type in your own value, only standardized selected value will be accepted from the auto-lookup list.

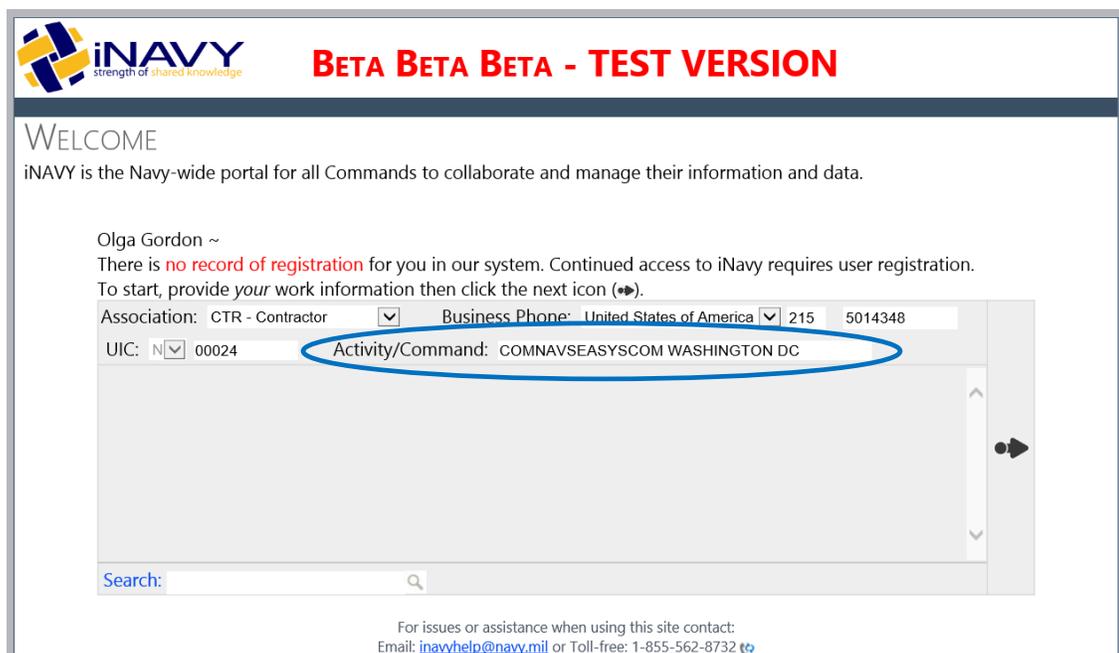
The screenshot shows the iNAVY portal interface. At the top left is the iNAVY logo with the tagline "strength of shared knowledge". Below the logo, it says "WELCOME" and "iNAVY is the Navy-wide portal for...". The user's name "Olga Gordon ~" is displayed, followed by a message: "There is no record of registration. To start, provide your work information." The registration form includes fields for "Association" (set to "CIV - Civil"), "Business Phone" (set to "United States of America"), and "UIC". The UIC field is currently set to "000" and has a dropdown menu open showing a list of alphanumeric codes: 00011, 00013, 00014, 00015, 00018, 00019, and 0001A. A yellow callout box with a speech bubble icon contains the following text: "The UIC fields represent both alpha and numeric portions of your Unit Identification Code." followed by a bulleted list: "• The dropdown list contains DoD UIC alpha codes", "• Default value is N for Navy personnel", "• If your UIC is NOT a Navy code then choose the correct alpha code from the list", "• The data entry field is where you begin typing your DoD UIC numeric code", "• Once you've typed at least three (3) numbers an auto-lookup list will display underneath", and "• You must choose a numeric UIC value presented from the system database". At the bottom of the page, there is contact information: "For issues or assistance when using this site contact: Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732".

This screenshot is similar to the one above, showing the iNAVY portal registration form. The "UIC" field now displays "00060" and the dropdown menu is open, showing a different set of alphanumeric codes: 00060. The yellow callout box and its content are identical to the previous screenshot. The "Association" field is now set to "CIV - Civil" and the "Business Phone" field is set to "United States of America" with the number "215 5001022" visible next to it. The same contact information is at the bottom of the page.

7. **Skip this step.** If you are unsure what your UIC should be, proceed to the Search box and search the iNAVY database for Activity/Command Unit Identification Codes.



8. Activity/Command will be pre-populated **automatically** once you select the UIC code.
Note: You will not be able to type in your own value and only standardized selected value will be accepted from the auto-lookup list.



9. Activity/Command field is a lookup field as well and once you start typing the first 3 characters of your command, you will be presented with a drop-down list to select the necessary value.
Note: If your Activity/Command is already pre-populated after you selected your UIC number, please do not change anything.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon ~
 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 (➡).

Association: CIV - Civil Business Phone: United States of America 215 5004445

UIC: N Activity/Command: com

33FW NAVY F35 EGLIN AFB FL
 470 ABF GEILENKIRCHEN NAB GE/NAVY ELM
 ACCLOGWPNSCOLANT NORFOLK VA
 ACCLOGWPNSCOLPAC POINT MUGU CA
 ACLANT CLD YORKTOWN VA
 AEGIS.COMBAT.SYSTEM.CN.OPS.DET.VA

The **Activity/Command** data entry field represents your Activity or Command.

- Once you've typed at least three (3) characters an auto-lookup list will display underneath
- You must choose an Activity/Command value presented from the system database
- This field is mutually inclusive of the **UIC** fields
 - If you cannot find your Activity/Command contact the help center.

For issues or assistance when using this site contact:
 Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

10. Once all the required fields are populated, proceed to the next page by clicking on the forward arrow highlighted below.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon ~
 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 (➡).

Association: CTR - Contractor Business Phone: United States of America 215 5014348

UIC: N 00024 Activity/Command: COMNAVSEASYS COM WASHINGTON DC

➡

Search:

For issues or assistance when using this site contact:
 Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

11. All the fields are **mandatory** and you won't be able to proceed to the next page unless all of the fields are populated with accurate information.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon ~
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 (➡️).

Association: * Business Phone: United States of America *
UIC: N * Activity/Command: *

Search:

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

12. If you only entered your Association and your Business Phone, you still will not be able to proceed to the next page. You must fill out all the fields.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon ~ below is your iNavy Profile information.
Apply changes by clicking next icon (➡️) or cancel by clicking back icon (⬅️)

Association: CTR - Contractor Business Phone: United States of America 215 5014348
UIC: N * Activity/Command: *

Search:

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

13. If you selected **an USFF UIC**, your next screen will be The Registration Confirmation screen. **USFF users** please proceed to the step #22 for further details about account dashboard.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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 NOFORN REQUESTS TO BE PROCESSED *****

Close

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

14. If you entered **a NON-USFF UIC**, your next screen will require you to enter the Sponsor information.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon, we're almost done here;
You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: Select one...
Sponsor Activity: Select Sponsor to activate...

****CAC Details****
First Name: OLGA
Middle Name: V
Last Name: GORDON
Suffix:
E-mail: ogordon@microsoft.com
Organization: U.S. GOVERNMENT
Country: US
Issuer: DOD EMAIL CA-30
Effective Date: 6/13/2013
Expiration Date: 6/14/2015
Registration Date: 2/21/2014

Submit Registration

** Disclaimer: Information obtained from your CAC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

15. You will not be able to submit your registration request, unless the Sponsor name and Sponsor Activity are specified. They are both **mandatory** fields.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon, we're almost done here;
You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: **Select one...** Required
Sponsor Activity: **Select Sponsor to activate...** Required

****CAC Details****
First Name: OLGA
Middle Name: V
Last Name: GORDON
Suffix:
E-mail: ogordon@microsoft.com
Organization: U.S. GOVERNMENT
Country: US
Issuer: DOD EMAIL CA-30
Effective Date: 6/13/2013
Expiration Date: 6/14/2015
Registration Date: 2/21/2014
** Disclaimer: Information obtained from your CAC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

16. Click on the Sponsor drop-down list and you will be presented with the following choices: CPF, MPTE, NAVSEA, and OPNAV-N9. Select an applicable sponsor name (NRD OH is 'MPTE').

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon, we're almost done here;
You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: **Select one...**
CPF
MPTE
NAVSEA
OPNAV-N9
Sponsor Activity: **Select Sponsor to activate...**

****CAC Details****
First Name: OLGA
Middle Name: V
Last Name: GORDON
Suffix:
E-mail: ogordon@microsoft.com
Organization: U.S. GOVERNMENT
Country: US
Issuer: DOD EMAIL CA-30
Effective Date: 6/13/2013
Expiration Date: 6/14/2015
Registration Date: 2/21/2014
** Disclaimer: Information obtained from your CAC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

17. Once the Sponsor's selection is made, go to the Sponsor Activity drop-down list and select an appropriate Sponsor Activity (NRD Ohio) to further refine your access and/or processing request.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

WELCOME
iNAVY is the Navy-wide portal for... manage their information and data.

Olga Gordon, we're alr...
You must specify and s... to complete the registration process.

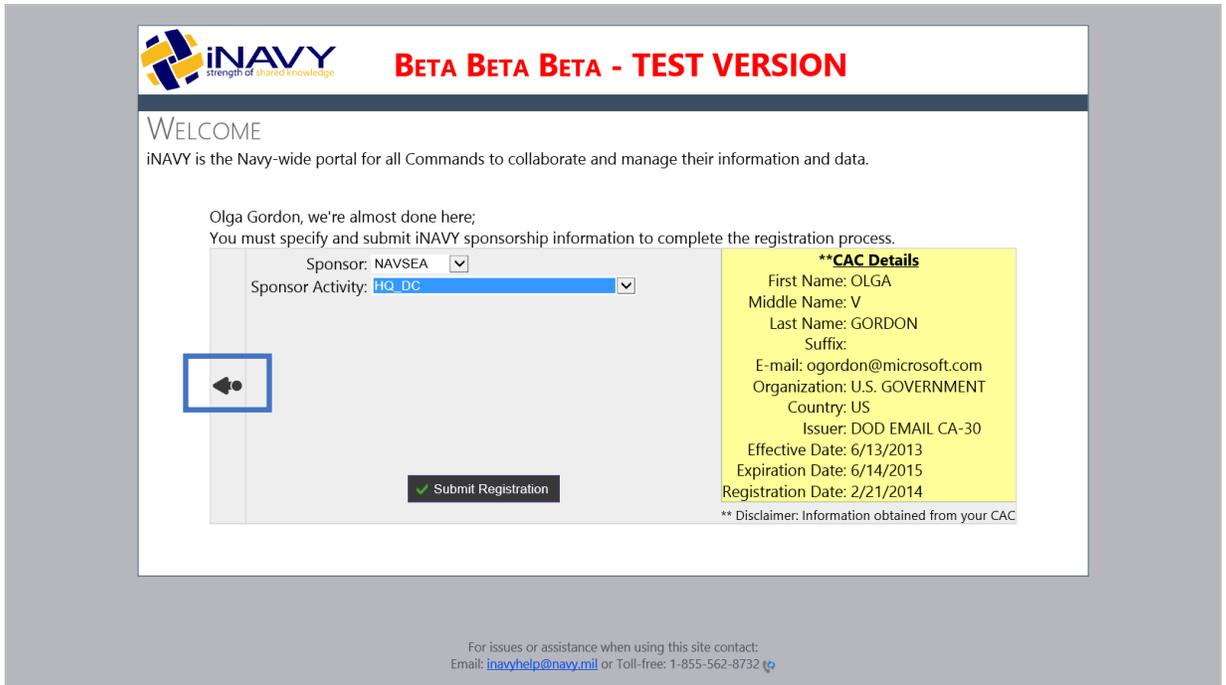
Sponsor:
Sponsor Activity:

Select one...
Ballistic_Missile_Defense
Bath_ME
Bath_SanDiego
Carderock_Bayview_ID
Carderock_Bethesda_MD
Carderock_Bremerton_WA
Carderock_Dania_FL
Carderock_Memphis_TN
Carderock_Norfolk_VA
Carderock_Philadelphia_PA
Corona_CA
Crane_IN
Dahlgren_DAMNECK_VirginiaBeach_VA
Dahlgren_VA
EODTechDiv
Groton_CT
Gulf_Coast_MS
HQ_DC
HQ_DC
IndianHead_MD
IndianHead_MD
Keyport_WA
Mechanicsburg_PA
NAVSEA_HQ_DC
NEDU_PanamaCity_FL
Newport_News_VA
Newport_RI
NON-NAVSEA
Norfolk_NSY

****CAC Details**
First Name: OLGA
Middle Name: V
Last Name: GORDON
Suffix:
E-mail: ogordon@microsoft.com
Organization: U.S. GOVERNMENT
Country: US
Issuer: DOD EMAIL CA-30
Effective Date: 6/13/2013
Expiration Date: 6/14/2015
Registration Date: 2/21/2014
** Disclaimer: Information obtained from your CAC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

18. If all the information looks good, skip to step 21. If you would like to go back to the first page and make changes, you may click on the back arrow, but keep in mind that the Sponsor and Sponsor Activity will not be saved.



19. Once you navigate back to the first page and make appropriate changes, you may click on "Save to Next Page" arrow highlighted below.



20. If you do not make any changes on the first page, you may click on "Cancel to Previous Page" arrow and it will bring you back to the Sponsor and Sponsor Activity page.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon ~ below is your iNavy Profile information.
Apply changes by clicking next icon (➡) or cancel by clicking back icon (⬅)

Association: CTR - Contractor Business Phone: United States of America 215 5004342
UIC: N 00024 Activity/Command: COMNAVSEASYS COM WASHINGTON DC

Cancel to Previous Page

Search:

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

<https://inavy.accessrequest.portal.navy.mil/WR2E/Welcome.aspx>

21. Click on "Submit Registration" button to proceed to the final screen.

iNAVY strength of shared knowledge **BETA BETA BETA - TEST VERSION**

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

Olga Gordon, we're almost done here;
You must specify and submit iNAVY sponsorship information to complete the registration process.

Sponsor: NAVSEA
Sponsor Activity: HQ_DC

****CAC Details****
First Name: OLGA
Middle Name: V
Last Name: GORDON
Suffix:
E-mail: ogordon@microsoft.com
Organization: U.S. GOVERNMENT
Country: US
Issuer: DOD EMAIL CA-30
Effective Date: 6/13/2013
Expiration Date: 6/14/2015
Registration Date: 2/21/2014

Submit Registration

** Disclaimer: Information obtained from your CAC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

22. Once you submit the request, you will be brought to the Registration Confirmation screen:



BETA BETA BETA - TEST VERSION

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 NOFORN ACCOUNT UPDATES TO BE PROCESSED ***

✖ Close

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

23. If you save the Registration Confirmation URL and decide to come back to the Registration URL any time after your initial registration, you will be presented with the following screen:



BETA BETA BETA - TEST VERSION

Registration Confirmation

Your account changes are in queue for processing.

Depending on changes made additional instructions may be emailed to you.
Your iNAVY [account dashboard](#) is available.

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

✖ Close

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

24. Click on the account dashboard to view your request and account statuses:

The screenshot shows a registration confirmation message in the iNAVY BETA BETA BETA - TEST VERSION interface. The message is titled "Registration Confirmation" and contains the following text:

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 NOFORN ACCOUNT UPDATES TO BE PROCESSED ***

Close

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

25. The following dashboard will be displayed for **NON-USFF UIC users**:

The screenshot shows a user dashboard in the iNAVY BETA BETA BETA - TEST VERSION interface. The dashboard is titled "WELCOME" and contains the following information:

Olga Gordon ~

PROFILE	STATUS	SPONSORSHIP
00060 COMUSFLTFORCOM NORFOLK VA PENDING CHANGE	GOOD	Primary: NAVSEA ↓ HQ_DC

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

26. The following dashboard will be displayed for **USFF UIC users**:



BETA BETA BETA - TEST VERSION

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

Olga Gordon ~

PROFILE	STATUS	SPONSORSHIP
00060 COMUSFLTFORCOM NORFOLK VA PENDING CHANGE	GOOD	Primary: USFF ↓ COM US FLEET FORCES COMMAND

For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

27. If you come back to your Account Dashboard in a couple of hours, you will see the following screen:



BETA BETA BETA - TEST VERSION

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

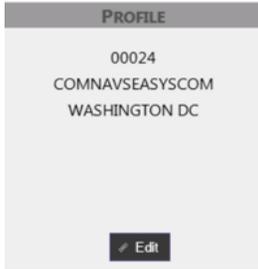
Robert Schumann ~

PROFILE	STATUS	SPONSORSHIP
00024 COMNAVSEASYSOM WASHINGTON DC Edit	GOOD	Primary: NAVSEA ↓ Carderock_Memphis_TN

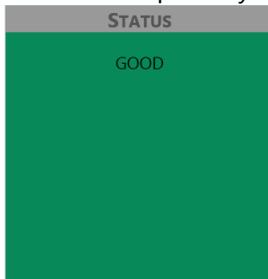
For issues or assistance when using this site contact:
Email: inavyhelp@navy.mil or Toll-free: 1-855-562-8732

28. Profile Tile captures your work information. You can change your UIC and Activity/Command information by clicking on "Edit" button.

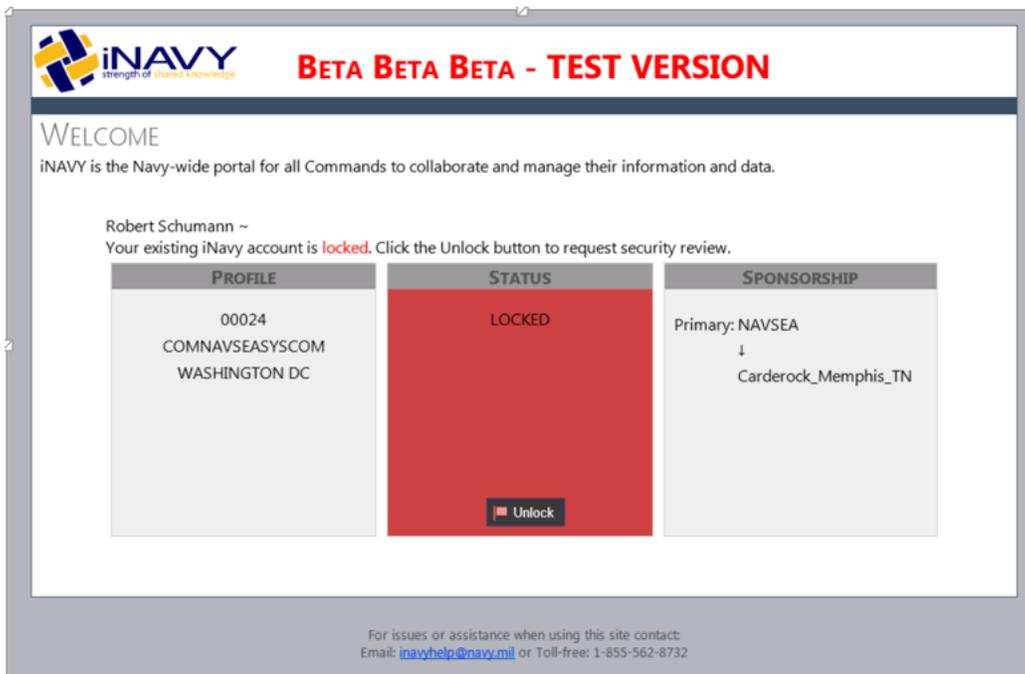
Note: If you modify your UIC and Activity/Command information, it will not change your Sponsorship information.



29. Status Tile captures your Active Directory (AD) account status. Green = Good;



30. If your Status Tile is Red, your AD account is locked. Please click on "Unlock" button to start the account validation. Keep in mind you will not be able to make any changes to the dashboard once your account is locked. If you have already requested to unlock your account, your Status Tile will be Yellow.



31. Sponsor Tile captures your iNAVY Sponsor information. Please keep in mind that you won't be able to edit your Sponsor. If you change your UIC and edit your Profile Information, you will still keep your original Sponsor from the initial request.

