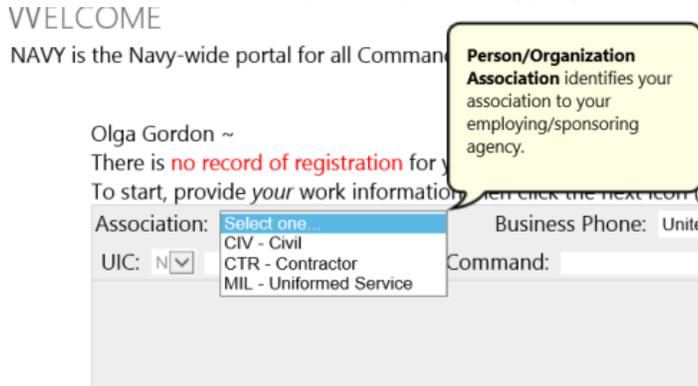
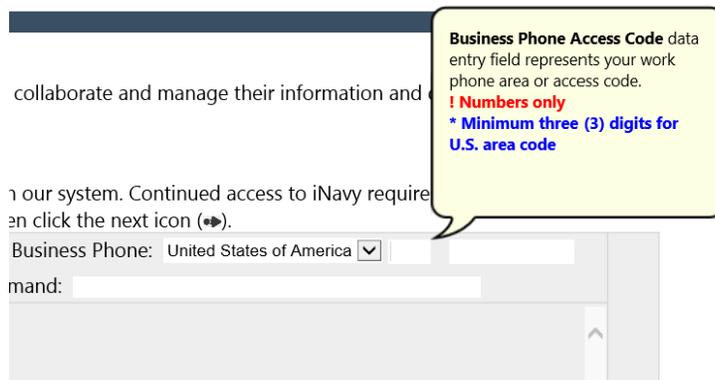


NRD OHIO iNavy Portal Signup Instructions

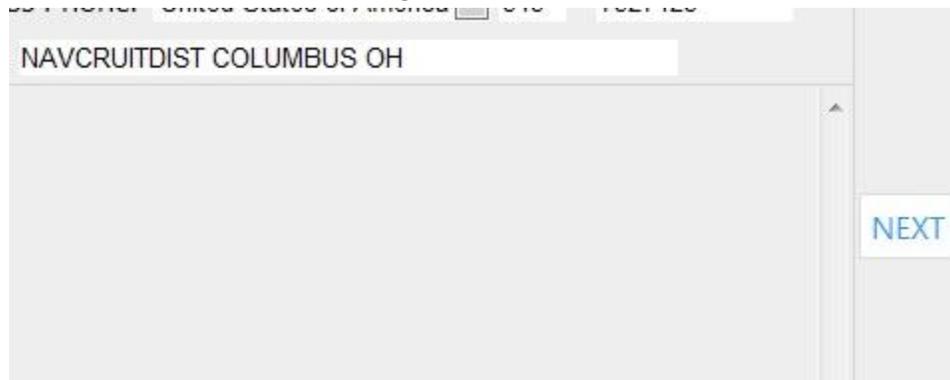
1. Visit the iNavy Portal and request an account:
 - a. <https://inavy.accessrequest.portal.navy.mil/>
 - b. Use your email certificate and pin
 - c. Accept the DOD banner
 - d. From the association dropdown, pick the appropriate entry.



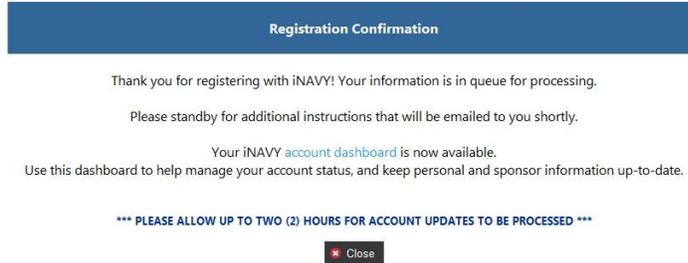
- e. Enter your Office Telephone number



- f. In the UIC Field enter 62416, do not change the “N” it is default for Navy.
 - g. Verify the Activity/Command Field auto-filled with “NAVCRUITDIST COLUMBUS OH”
 - h. Click the “NEXT” button on the right side of the window.



- i. You will be presented with a sponsorship page. Select “MPTE” as your sponsor. (this stands for “Manpower, Personnel, Training, and Education” if you were wondering) Select “NRD OHIO” for Sponsor Activity.
- j. Select “Submit Registration”. As long as all is well, you’ll be presented with the “Registration Confirmation” page, below.



- k. If you click the “Account Dashboard” link here, you’ll be presented with a page you can come back to later to keep track of your account creation status. If you lose the link, use: <https://inavy.accessrequest.portal.navy.mil/>

When your account is requested:

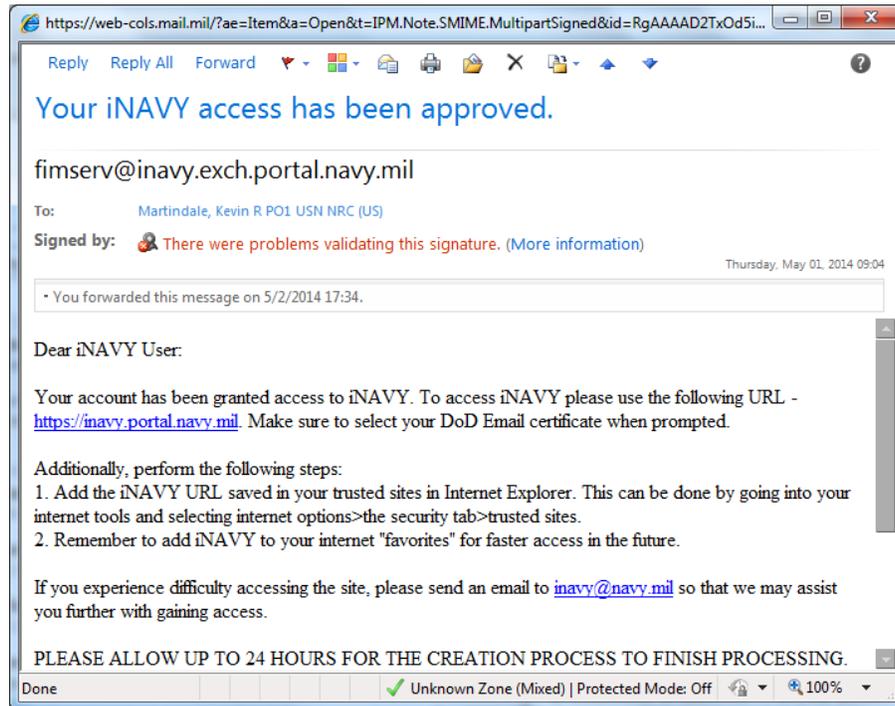
Your iNavy access request is pending review from Command Approvers.

PROFILE	STATUS	SPONSORSHIP
62416 NAVCRUITDIST COLUMBUS OH PENDING CHANGE	PENDING APPROVAL	Primary: MPTE ↓ NRD Ohio

When your account is being created:

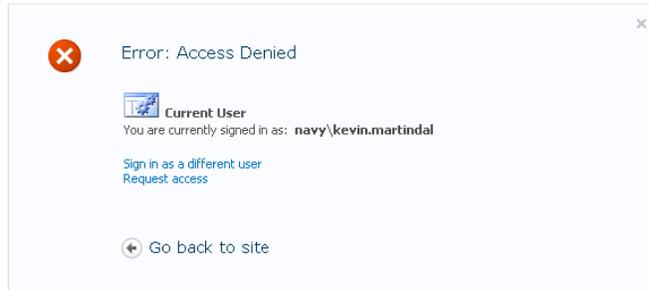
PROFILE	STATUS	SPONSORSHIP
62416 NAVCRUITDIST COLUMBUS OH <input type="button" value="Edit"/>	GOOD	Primary: MPTE ↓ NRD Ohio

- I. When your account is created (This can take a day or two, and is accomplished by iNavy contractors) You will receive an email:

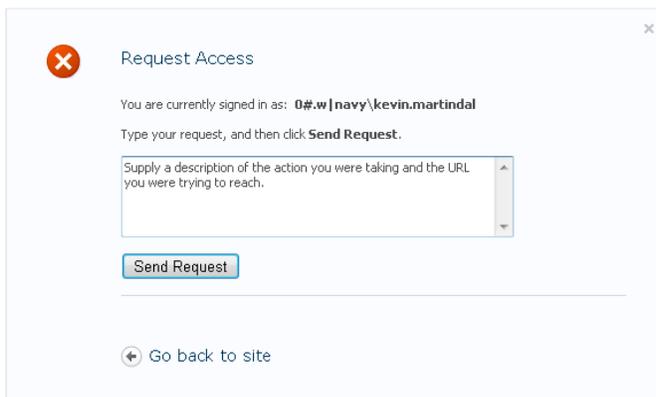


2. Log in to the portal and request access to the NRD OHIO Page.

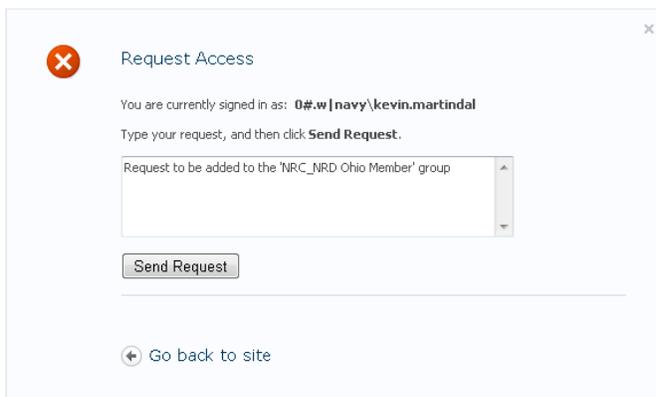
- a. <https://mpte.portal.navy.mil/sites/NRC/regioneast/nrdohio>
- b. If asked, use your email certificate and pin and accept the DOD banner.
- c. You will be denied access, because you have not yet been added to the NRD Ohio Members Group.



- d. Click the "Request access" link.

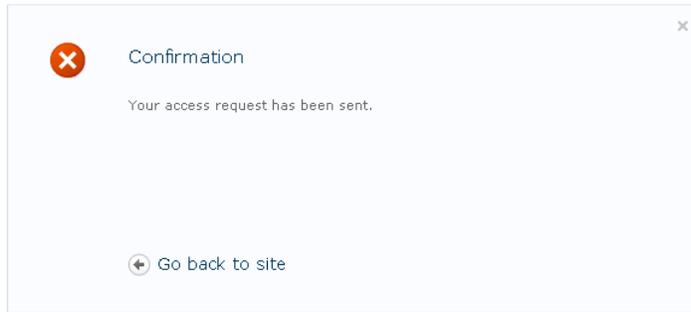


- e. In the field provided, copy/paste, or type the following: "Request to be added to the 'NRC_NRD Ohio Member' group"



- f. Click the "Send Request" button.

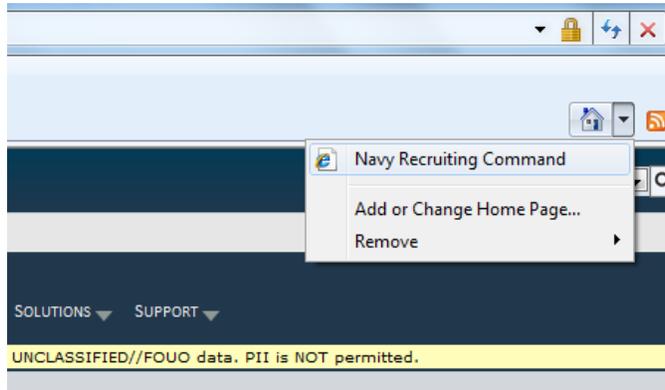
- g. You will be presented with a confirmation your request was sent.



- h. When you are granted access (this can also take a day or two), you will receive an email, Subject line: "Welcome to the SharePoint group: NRC_NRD Ohio Member for site: NRD Ohio"
- i. You now have NRD Ohio Portal Access.

3. Set the portal as your home page:

- a. <https://mp.te.portal.navy.mil/sites/NRC/regioneast/nrdohio>
- b. Select the arrow next to the “Home” icon in internet explorer.



- c. Select “Add or Change Home Page...”
- d. Select the option your prefer, and select yes.

