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.
3. 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.

4. 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.
5. 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.
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.
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.

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

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.
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.

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

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’).
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.

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

22. Once you submit the request, you will be brought to the Registration Confirmation screen:
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:
24. Click on the account dashboard to view your request and account statuses:

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

26. The following dashboard will be displayed for **USFF UIC users**:
27. If you come back to your Account Dashboard in a couple of hours, you will see the following screen:
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.

<table>
<thead>
<tr>
<th>SPONSORSHIP</th>
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</thead>
<tbody>
<tr>
<td>Primary: NAVSEA</td>
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<tr>
<td>↓</td>
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<tr>
<td>HQ_DC</td>
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