

VRC-40 Portal User Registration Guide for

Sea (N45592) and Shore (N09303)

Access to the VRC-40 iNAVY SharePoint Portal requires an active iNAVY SharePoint account. Please go to the iNAVY registration page at <https://inavy.accessrequest.portal.navy.mil> and fill out the registration form using the following guidelines.

Step 1: When you go to the registration page, **be sure to select your EMAIL certificate**. You will be presented with the DOD “Terms of Use” banner as shown below. You must click on the “Accept” button to enter the registration page.

Department of Defense : Terms of Use

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS)
THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

¹

Note: As you click through each form field, a balloon with useful tips should pop out to help you fill in the correct information.

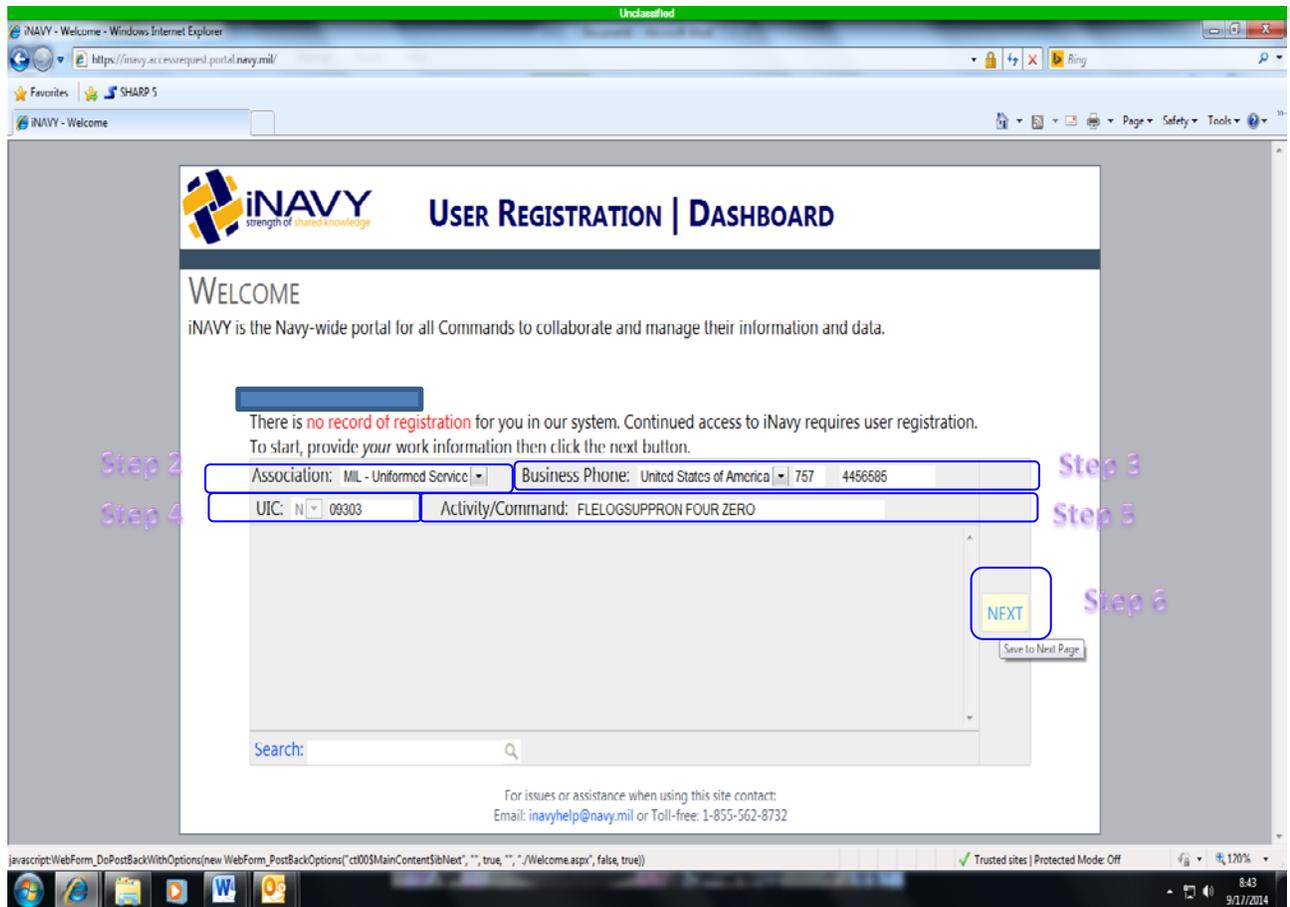
Step 2: The first page of the registration form collects information about the user requesting the account. Fill out the registration form by **selecting your association** using the drop down box.

Step 3: **Enter your business phone** using numbers only.

***** Step 4:** Everybody uses the same shore UIC: 09303***

*****Step 5:** Everybody uses the same Activity/Command: FLELOGSUPPON FOUR ZERO***

Step 6: After you have completed all the fields on the first page, click on the “**next**” icon to save your changes and go to the next page.



Step 7: The registration process should now take you to the second page of the registration form, which collects sponsor information. Your CAC information will also be displayed on this page.

*****Step 8:** Select **“CNAP”** from the **Sponsor** dropdown. This will populate the **Sponsor Activity** dropdown with a list of **commands**. Select **VRC 40** if you are in **shore duty** or **VRC 40 SEA DUTY COMP** if you are in **sea duty**. ***

Step 9: Once completed, **click on the “Submit Registration”** button.

Step 10: A **“Registration Confirmation”** page should show up to let you know that your registration request was successfully submitted. If you **click on the “account dashboard”** link, you can view the status of your account request.

Unclassified

INAVY - Welcome - Windows Internet Explorer

https://inavy.accessrequest.portal.navy.mil/Welcome.aspx

INAVY - Welcome

iNAVY strength of shared knowledge **USER REGISTRATION | DASHBOARD**

WELCOME

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

██████████e're almost done here;
You must specify and submit iNAVY sponsorship information to complete the registration process.

Step 8

Sponsor: CNAP
Sponsor Activity: VRC 40 SEA DUTY COMP

BACK

Step 9

Submit Registration

Step 7

****CAC Details**

First Name: ██████████
Middle Name: ██████████
Last Name: ██████████
Suffix: ██████████
E-mail: ██████████
Organization: U.S. Government
Country: US
Issuer: DOD EMAIL CA-29
Effective Date: 12/18/2012
Expiration Date: 2/24/2015
Registration Date: 9/17/2014

** 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

Welcome.aspx

Trusted sites | Protected Mode: Off

120%

iNAVY strength of shared knowledge **USER REGISTRATION | DASHBOARD**

Registration Confirmation

Thank you for registering with iNAVY! Your information is in queue for processing.

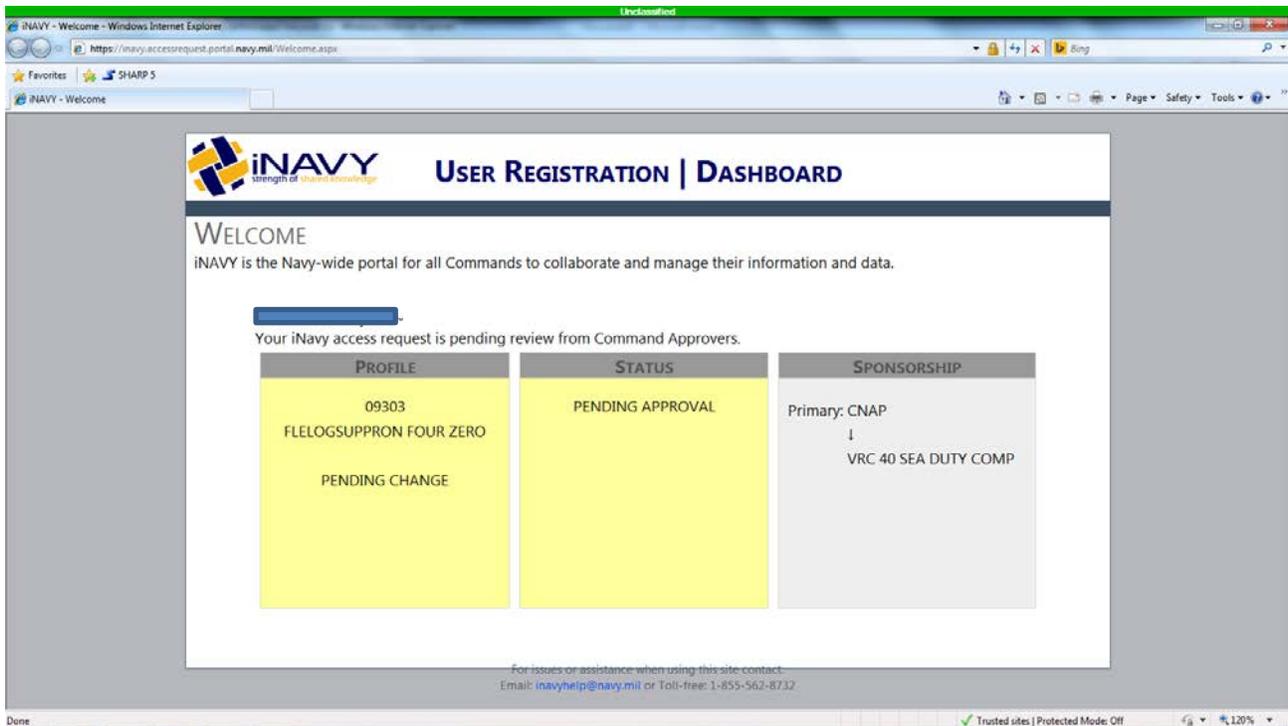
Please standby for additional instructions that will be emailed to you shortly.

Your iNAVY account dashboard¹² 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 ACCOUNT UPDATES TO BE PROCESSED *****

Close

Step 12 : The **User Registration Dashboard** indicates the status of your iNAVY account. The **PROFILE** box shows the command you are currently assigned to. This is the same information you selected in the first page of the registration form. Once your account is approved this box should turn Grey. The **STATUS** box shows the status of your iNAVY account in Active Directory. Once your account is created, this box should turn Green. The **SPONSORSHIP** box indicates your OU (Organizational Unit) membership in Active Directory. It should correspond with the sponsor and activity you selected in the second page of the registration form. You should receive an email confirmation that your account request has been submitted and also once your account has been approved. If you still cannot access the site after your account is created, please contact the Site POC to make sure that you have the proper permissions to access the site.



IMPORTANT NOTE

After registering, contact your IT Admin to have your account pulled into the **'VRC-40 Sharepoint Members'** group to receive the appropriate permissions to upload and edit content.

Share Point POC:

[VRC40 NRFK IT-ADMIN@navy.mil](mailto:VRC40_NRFK_IT-ADMIN@navy.mil)