

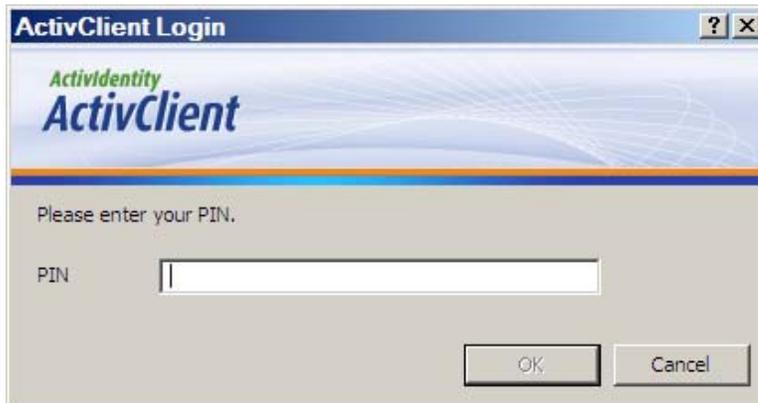
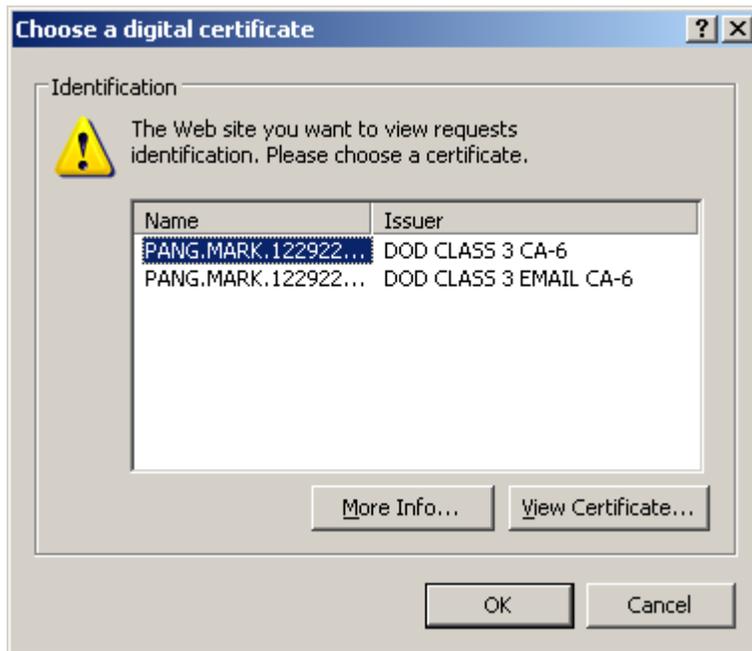


## NAVFAC SIMPLIFIED SIGN-ON (SSO) REGISTRATION

### Purpose:

The purpose of this document is to simplify the Registration and Access processes to the NAVFAC Simplified Sign-On (SSO).

1. To start, launch a web browser and enter URL:  
[https://portal.navfac.navy.mil/portal/page?\\_pageid=887,6479886&\\_dad=portal&\\_schema=PORTAL](https://portal.navfac.navy.mil/portal/page?_pageid=887,6479886&_dad=portal&_schema=PORTAL)
2. Select your identity certificate when prompted. You should be prompted twice. Enter pin if prompted.





3. Result: **NAVFAC Simplified Sign-On Login Screen**

The screenshot shows the NAVFAC Single Sign-on (SSO) login screen. At the top left is the NAVFAC logo. The main heading is "NAVFAC Single Sign-on (SSO)". Below this, it says "Please enter your email address and password and click LOGIN". There are two input fields: "Email Address:" and "Password:". Below the password field is a "Login" button. At the bottom, there are two links: "Request an SSO Account" and "Forgotten Password". Below these links, there is a note: "For login problems: Email the NAVFAC Enterprise Ops Watch; [PRTH\\_NITCOperationsWatch@navy.mil](mailto:PRTH_NITCOperationsWatch@navy.mil) or call at (805) 982-2555 or DSN 551-2555". At the very bottom, it says "Please read the [DoD Notice and Consent](#) document before entering this website for the first time."

4. Click on [Request an SSO Account](#)

5. Result: **SSO User Registration Screen.**

The screenshot shows the "New SSO User Registration" screen in a Microsoft Internet Explorer browser window. The browser title is "New User Registration - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL: "https://portal.navy.mil/pls/portal/PORTAL.www\_app\_module.show?p\_sessionid=216310&p\_header=false". The page header features the NAVFAC logo. The main heading is "New SSO User Registration". Below this, it says "Information collected on this page is required for Self Service registration to the NAVFAC Corporate Portal and supported applications. If you've forgotten your password, please go the [Forgotten Password](#) Page for assistance." The registration form includes the following fields: "First Name", "Middle Initial", "Last Name", "E-mail address", "Confirm E-mail address", "Affiliation" (dropdown menu), "Component" (dropdown menu), "Type" (dropdown menu), "Password", and "Verify Password". There are "Submit Registration" and "Clear Registration" buttons at the bottom. A note below the password field states: "Passwords must be a minimum of 8 characters, with at least one upper case letter, one lower case letter, and one number." A footer note says "( \* Asterisks indicate required fields)".

- Indicates required field. Please enter all required fields and click on the Submit Registration button. If you are a NAVFAC employee (civilian, military or contractor), please choose NAVFAC as your affiliation. If you are a CNI employee (civilian, military or contractor), please choose CNI. All others should choose OTHER as their affiliation and leave the Component field blank.



6. Result: **Sponsor Screen**

**NAVFAC**  
Naval Facilities Engineering Command

### Sponsor Information

Sorry, bob, but we are unable to complete the self-registration process with your supplied credentials. You may hit the back button to correct any errors and try again. Alternatively, you may fill in the following information and we will manually verify your right to access.

\* Sponsor First and Last Name

\* Sponsor E-mail Address

\* Registrant Phone Number

\* Comments (reason for requesting access)

Submit Sponsor    Reset

(\* Asterisks indicate required fields)

**All users must specify a sponsor to create an account. Please send an email to [NFSH\\_NCC\\_WEBMASTER@navy.mil](mailto:NFSH_NCC_WEBMASTER@navy.mil) to get a name for sponsor or call 757-967-3815 for sponsor. Please be as detailed as possible in your reason for requesting access.**

7. Result: **NAVFAC POC Request for Approval Email (Sent to the Sponsor)**

Subject: New portaltest user account request for joe.romero j. romero

### New User Registration Approval Request

johnny.romero,

The following person is requesting your sponsorship for a new private NAVFAC portaltest account. Please access the [myNAVFAC](#) page, scroll down to the SSO Registration Approvals section to process this request at your earliest convenience.

**Person requesting account:**

Name:	joe.romero j. romero
Phone Number:	(805) 982 2653
E-mail:	joe.romero@navy.mil
Command:	NAVFAC
Component:	NAVFACSW

8. After you get an approval email from the NAVFAC Portal, please send email to [mark.pang@navy.mil](mailto:mark.pang@navy.mil).