

## Navy Forces Online - User Registration

User Accounts are being approved for all USFF HQ Staff personnel, selected personnel for NETWARCOM, MHQ-MOC, and COMUSNAVSO. Individuals that need to collaborate with USFF HQ Staff, NETWARCOM, MHQ-MOC, and COMUSNAVSO will be considered on a case-by-case basis. **You can access, download, and view all unrestricted content without a User Account.** You only need a User Account to post content.

Request for SharePoint account at: <https://www.portal.navy.mil/registration/default.aspx>

Direct SharePoint user account questions to: [Mr. Steve Holson, 619-545-2036, DSN: 735, steve.holson.ctr@navy.mil](mailto:Mr. Steve Holson, 619-545-2036, DSN: 735, steve.holson.ctr@navy.mil)

<b>NIPRNET Email Address*</b>	<input type="text"/>	Use your .mil or .gov email address
<b>User Principal Number (UPN)*</b>	<input type="text"/>	UPN is DoD ID number - see back of your CAC
<b>Generational Qualifier</b>	N/A	
<b>First Name*</b>	<input type="text"/>	
<b>Middle Initial</b>	<input type="text"/>	
<b>Last Name*</b>	<input type="text"/>	
<b>Personnel Type*</b>	MIL	
<b>DoD Component*</b>	USN	
<b>Rank*</b>	SR - Seaman Recruit	
<b>UIC*</b>	N <input type="text"/>	Use the UIC of the command you are assigned to
<b>Command*</b>	The Command field is auto-populated based on the UIC you enter.	
<b>Approving Authority*</b>	COMNAVAIRPAC SAN DIEGO CA	COMNAVAIRPAC SAN DIEGO CA or COMNAVAIRLANT NORFOLK VA
<b>Job Title*</b>	Select the command that will approve your account request. If you have questions, please contact your IM/KM team.	
<b>Position*</b>	Enter role or battle position rather than rank, salutation or other non-role or job position designation.	
<b>Work Phone Number* 999-999-9999</b>	<input type="text"/> ext. <input type="text"/> + <input type="text"/> (area code + 7-digit phone number) (optional extension) (optional country code)	
<b>Work Fax Number 999-999-9999</b>	<input type="text"/>	
<b>DSN Number 999-9999</b>	<input type="text"/>	
<b>Staff Code*</b>	Examples of staff code are: N1, N6, OPs. If you don't have one, enter N/A (Not Applicable)	
<b>Building Number*</b>	<input type="text"/>	
<b>Additional Information?</b>	<input type="text"/>	



### Finding your UPN for registration

Using your unclassified **NMCI workstation** or laptop with your CAC card inserted:

- Press Ctrl-Alt-Delete
- Look in the *Logon Information* area
- Look for the "i" is logged on as xxxxxxxx@mil text.

The number contained in the xxxxxxxx@mil is your UPN.

From a **Non-NMCI Computer** you will need to do the following:

- Click "Start" (on the bottom left corner of your screen)
- Navigate to "Programs -> ActivCard ActivClient" and select "User Console"
- When the User Console loads, select "View my personal info" link
- Your info will be displayed (on the right side of the console)
- Locate the DoD EDI Person Identifier number (This is also your UPN number)
- Write this number down to enter into your form (or highlight the number and select "Ctrl - C" to copy it to clipboard)
- Go to the registration form
- Click on the UPN field and select "Ctrl-V" to paste it into the form (or type in the number)