



SMART SHEET



MyNavy Portal (MNP) General Information

MNP Overview

To access MNP, go to <https://my.navy.mil/>

MyNavy Portal integrates many of the Navy's human resources (HR) information technology (IT) systems, resources, and applications into a consolidated, simplified user experience. MNP is a single point of entry for Sailors to manage their careers within an intuitive, self-service environment.

MNP is organized around 11 Career & Life Events (CLE). Within each section, users can see what they need to know to "Learn, Plan and Act," on their career-related tasks. Sailors can also access the Navy Leadership Calendar, MyNavy Family site, the Navy App Locker and other helpful resources.

On the private side, the Sailor Landing Page (SLP)/MyCareer provides a centralized location for Sailors to manage their career and personal data, MyNavy Career Center (MNCC) help requests, and more.

Release 28 - Single Sign-On, CAC-Free & SLP Updates

Recent MNP releases improve the efficiency and effectiveness of the MNP user experience by delivering an expanded, actionable, and intuitive interface across the entire portal. On the private side, Sailors will find it easier than ever to manage their personal data and HR tasks. Access has also gotten easier, as Single Sign-On allows Sailors access to an expanding number of HR systems with one MNP login, and CAC-free access for those unable to use a CAC-reader.

MNP Benefits to Sailors

MNP is the central, online location for Sailors' career information. It simplifies and consolidates Navy HR services, making Sailors' HR tasks faster and easier. The SLP, MNP self-service functions, MNCC Service Request Status page, and MNCC Contact Center support will more efficiently and reliably resolve Sailors' pay and personnel issues.

MNP Features

At login, users may choose either high-bandwidth or low-bandwidth modes. High bandwidth is the full version; low bandwidth removes all photos, graphics and formatting and is better suited to low bandwidth, high-latency environments.

Every MNP page features a yellow Options button in the lower right corner that allows users to switch between high and low bandwidth modes, access support resources, or leave page feedback.

In the Main Menu, click Quick Links to access important Navy career-related systems, portals, and websites. Once logged in, users can find their personal information and a host of tools and resources to further their career via SLP/MyCareer and other dashboards.

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MNP Capabilities

MNP provides Sailors a growing number of career management tools. Examples include:

- **CAC-Free Account Access** – Sailors have multiple options for using their personal devices to access many MNP features without a mobile CAC reader.

To establish a CAC-free account from the MNP landing page, go to the Login drop-down menu, select Login Help & FAQs, then follow directions provided for establishing CAC-free access to MyNavy HR systems.

- **Electronic Personnel Action Request (ePAR)** – Sailors may create, update, or request cancellation of an ePAR. The Sailor’s Command Career Counselor (CCC) can review, sign, and recall an ePAR and then submit it to the Commanding Officer (CO) or to the MNCC. CCCs can also upload an ePAR on a Sailor’s behalf. The CO can then review, send back for rework, cancel, or submit the ePAR to the MNCC.
- **Expanded Quick Links** – The expanded Quick Links section improves upon the classic Quick Links page. The improved Quick Links page now includes hundreds of links and is fully searchable. Search by Career Life Event (CLE), keyword, or simply by browsing the featured Quick Links. Users also have the option of choosing the classic Quick Links.
- **MNCC Service Request Status** – This page replaces the Case Status and MyCase Status pages. Sailors can submit a request for help with general questions about personnel, pay, and training via MNP, by email at askmncc@navy.mil, or by phone at (833) 330-MNCC/6622. Sailors can also view the status of any MNCC case on MNP.
- **MyCareer** – Within SLP, Sailors can review subsets of their career data in a customizable, widget-based display. Each widget comes with its own set of tools and tips, detailing activities and useful resources to help Sailors understand and act on their personal data.
- **MyNavy Family** – Sailors and their loved ones can access MyNavy Family, a source of information, tools, and resources for Navy spouses, dependents, and families. The MyNavy Family app can be found in the Navy App Locker and commercial app stores.
- **MyRecord** – Sailors may view and verify a subset of their personal and professional data and, if necessary, may submit a data correction request to MNCC. MyRecord continues to add more data for Sailors to view, such as security clearance information, Career Waypoints (CWAY) application status, and historical Eval/FitRep data.
- **Navy App Locker** – Sailors may quickly link to more than 80 official Navy mobile applications, such as Warrior Toughness, MyNavy Family, Foreign Culture Guide, Emergency Preparedness, Financial Literacy, and the Professional Military Knowledge Eligibility Exam (PMK-EE). The Navy App Locker can be found in commercial app stores and at <https://www.applocker.navy.mil>.

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MNP Capabilities (continued)

- **Navy Leadership Calendar** – A Fleet favorite, the Navy Leadership Calendar is back, online, and better than ever. Users can filter to display federal holidays, Selection Board convening dates, and key dates supporting the annual performance evaluation cycle. The calendar includes Navy Leadership principles, historical events, and special observances.
- **Physical Readiness** – Sailors can view a graphic display of Physical Readiness Information Management System (PRIMS) data, view and submit a PARFQ, track Physical Fitness Assessment (PFA) results, view PFA history, see Physical Readiness Test (PRT) results, and use the PFA Calculator.
- **Records Review** – Accessed from MyRecord, this user aid helps Sailors perform a thorough review of the HR information in their Official Military Personnel File (OMPF) and Electronic Service Record (ESR).
- **Sailor Landing Page/MyCareer** – A personalized set of pages designed to consolidate, organize, display and track a Sailor's HR information, tasks, objectives, progress, and tools. These pages allow Sailors to take action on their data and track and act on important deadlines and dates. Includes MyCase Status and MyCareer.

MNP Feedback & Support

Use the floating orange button at the bottom right of every MNP page to send page feedback, request new features, report broken links, or identify missing information. You also may send an email to mnpwebmaster.fct@navy.mil. All feedback is reviewed and considered during planning for future enhancements. For help, use the links below. They are also found in the SUPPORT column at the foot of every MNP page.

MyNavy Portal: <https://my.navy.mil>

MyNavy Career Center

Call: 833.330.MNCC or 901.874.MNCC (DSN 882.6622)

Email: askmncc.fct@navy.mil

Chat: <https://my.navy.mil>