

## How to Apply to the Naval Justice School SharePoint

1. Register for access to the SecNav Portal.
2. If you do not receive access to the SecNav Portal within 24 hours, contact Doris M. Soares, Education Technology at the Naval Justice School at (401) 841-3800 x 115 or at [doris.soares@navy.mil](mailto:doris.soares@navy.mil).
3. Apply for a course via the NJS Course Catalog on the NJS SharePoint.



# Registering for the SECNAV Portal

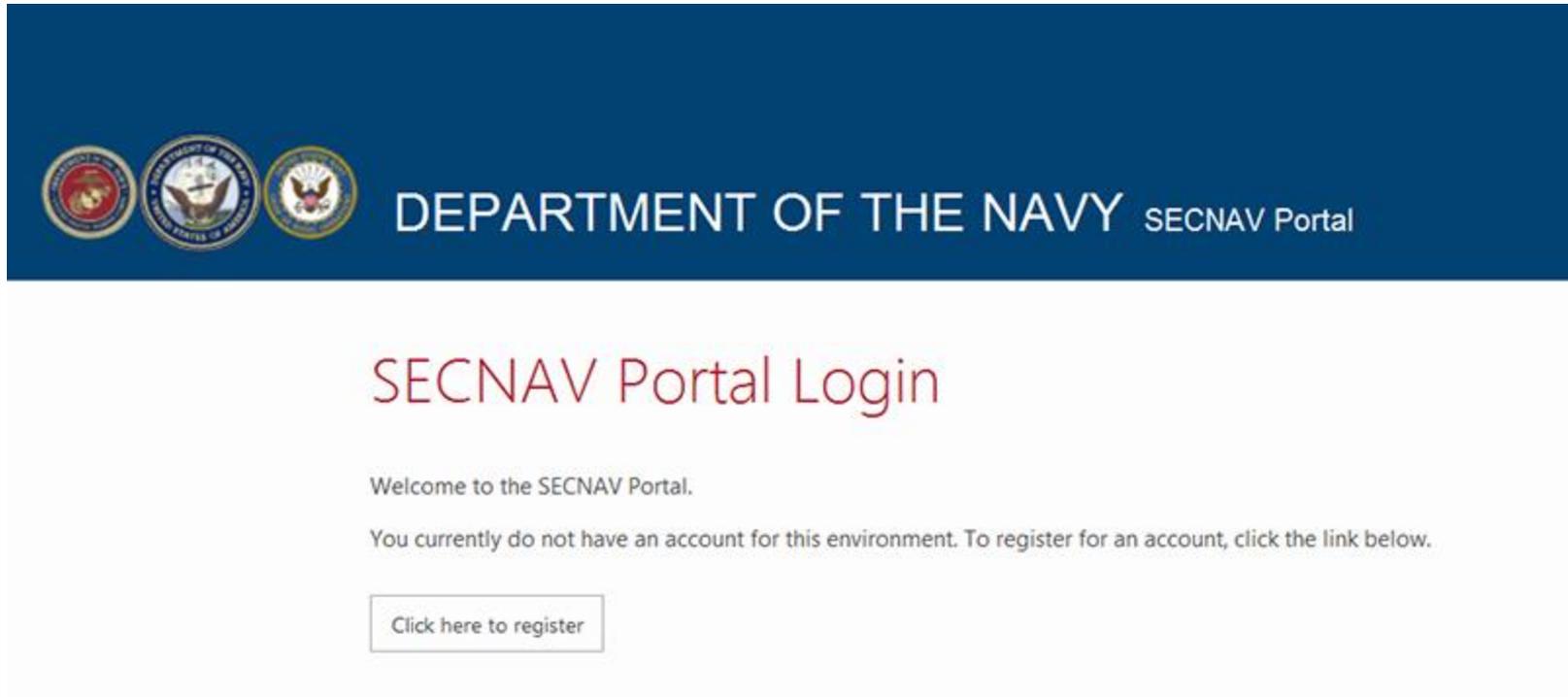
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To register on the SECNAV Private SharePoint Portal (SPSP) Site, please go to <https://portal.secnav.navy.mil/> using your Internet Explorer web browser. If you do not already have an account, you will automatically be redirected to the registration page. Once registered, Code 67 will receive an email from the system and we will register your account in the appropriate place. This process is required only once. Please follow all the steps in this guide to complete the registration process. Always use your **Email Certificate** to access SharePoint.



# Registering for the SECNAV Portal

- **Introductory Screen: Press the “Click here to register” button to begin registration.**



# Registering for the SECNAV Portal

- **Registration Screen: Fill in the fields with your information. Be sure to select "NAVY" from the Department Drop-Down and "JAG" from the Organization Drop-Down. Press the "Register" button when ready to submit. The email from your CAC should be filled in automatically.**



## SECNAV Private Portal Registration

First Name:\*

Middle Name:

Last Name:\*

Rank:\*

Department:\*

Organization:\*

Phone:\*

Use only numbers and dashes for your phone number, for example: "123-123-1234"

Email:\*

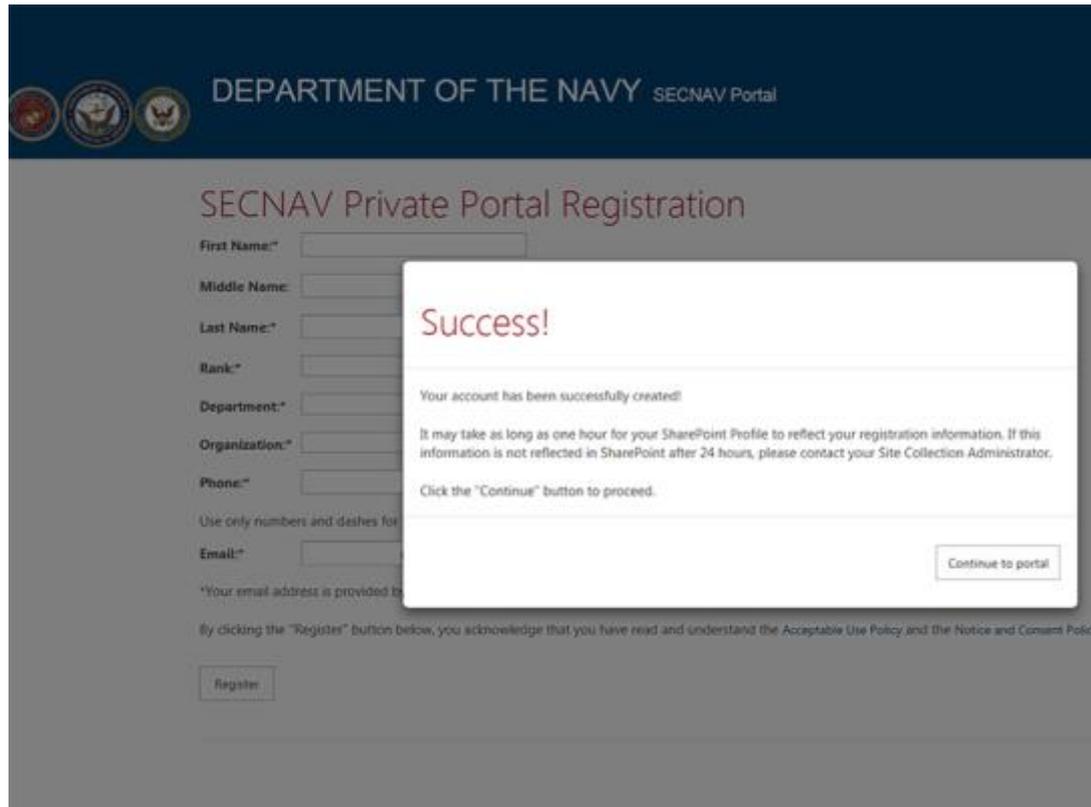
\*Your email address is provided by your PKI certificate (e.g. CAC).

By clicking the "Register" button below, you acknowledge that you have read and understand the Acceptable Use Policy and the Notice and Consent Policy.

Register

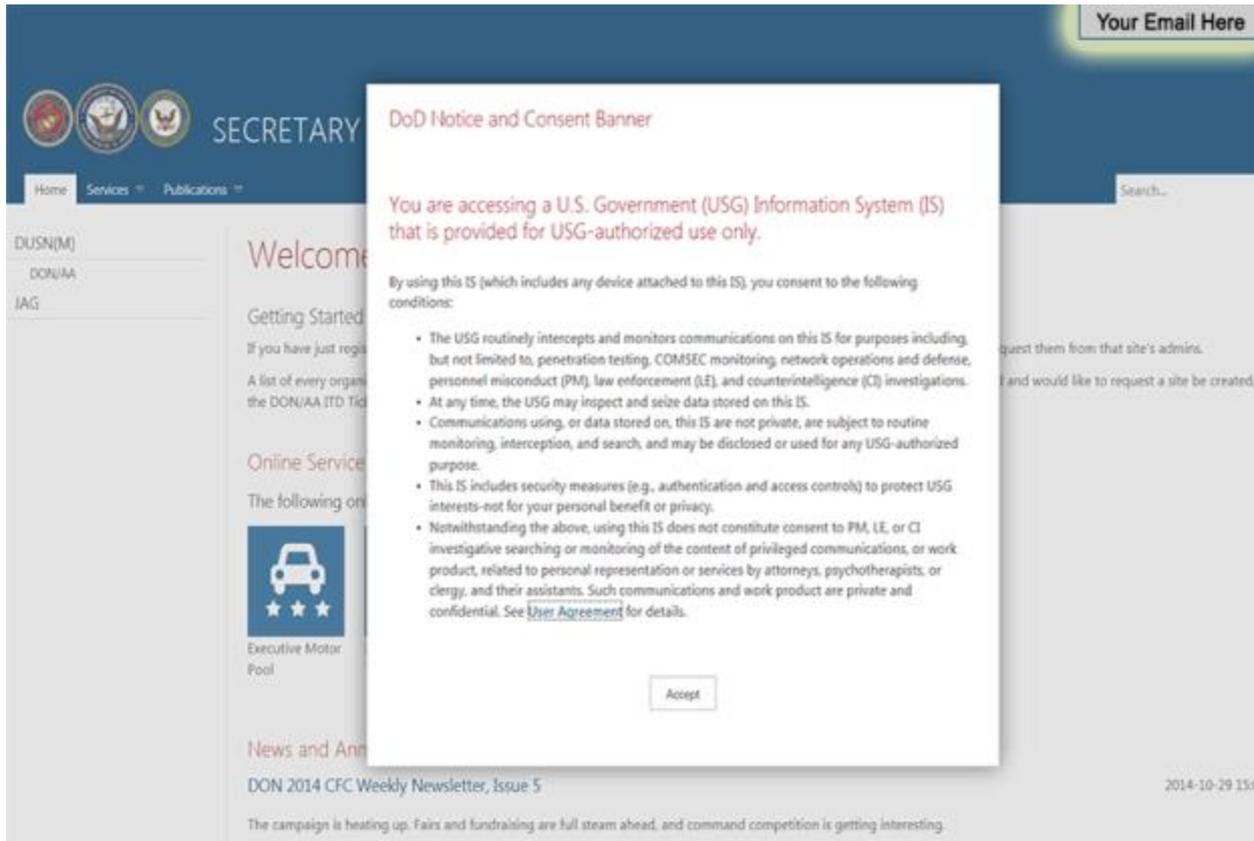
# Registering for the SECNAV Portal

- **Confirmation Screen: Once registered, you will receive this confirmation. Press the “Continue to portal” button to continue. You will then be forwarded to the SECNAV Portal homepage.**

A screenshot of the SECNAV Private Portal Registration page. The page has a dark blue header with the text 'DEPARTMENT OF THE NAVY SECNAV Portal' and three circular logos. Below the header, the title 'SECNAV Private Portal Registration' is displayed. The registration form includes fields for First Name, Middle Name, Last Name, Rank, Department, Organization, and Phone. Below these fields, there is a note: 'Use only numbers and dashes for Phone:'. The Email field is also present. At the bottom of the form, there is a 'Register' button. A white modal window is overlaid on the form, displaying a 'Success!' message. The message text reads: 'Your account has been successfully created! It may take as long as one hour for your SharePoint Profile to reflect your registration information. If this information is not reflected in SharePoint after 24 hours, please contact your Site Collection Administrator. Click the "Continue" button to proceed.' A 'Continue to portal' button is located at the bottom right of the modal window.

# Registering for the SECNAV Portal

- **Portal Homepage: Press the “Accept” button to continue.**



The screenshot shows the SECNAV Portal homepage with a central overlay titled "DoD Notice and Consent Banner". The banner text reads: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only." Below this, it states: "By using this IS (which includes any device attached to this IS), you consent to the following conditions:" followed by a bulleted list of terms and conditions. At the bottom of the banner is an "Accept" button. The background of the page includes a navigation menu with "Home", "Services", and "Publications", a search bar, and various content sections like "Welcome", "Getting Started", "Online Services", and "News and Announcements".

**DoD Notice and Consent Banner**

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.

Accept

# Registering for the SECNAV Portal

- **Portal Homepage:** In the left-hand navigation, press the link to “JAG” to continue. You will then be forwarded to the JAG Portal homepage. If you cannot find the link or experience trouble, you can also follow this direct link:  
**<https://portal.secnav.navy.mil/orgs/JAG>**



The screenshot shows the SECNAV Private SharePoint Portal homepage. The header is dark blue with the text "SECRETARY OF THE NAVY Private SharePoint Portal" and three circular logos. Below the header is a navigation bar with "Home", "Services", and "Publications". On the left side, there is a search bar with "DUSN(M)", "DON/AA", and "JAG" (highlighted) as search terms. The main content area is white and contains the following sections:

- Welcome to the SECNAV Private SharePoint Portal**
- Getting Started**

If you have just registered an account you now have "view" permissions to this site. If you require specific permissions you must A list of every organization with a site can be found on the left under "Quick Navigation". If you do not see your organization list the DON/AA ITD Ticket Request system and complete a ticket for the request.
- Online Services**

The following online services are offered by DON/AA:

					
Executive Motor Pool	Information Technology	Facilities Support	Locksmith Services	Temporary Visitor Parking	Executive Dining
- News and Announcements**

DON 2014 CFC Weekly Newsletter, Issue 5

The campaign is heating up. Fairs and fundraising are full steam ahead, and command competition is getting interesting.



# Registering for the SECNAV Portal

- **JAG Homepage, Final Step:** The first time you visit the JAG homepage, you will be prompted to enter a request for access to the JAG portal. Please be sure to include your Code, Command or Office in your comments. Please include a list of all sites within JAG you need access to. This information is automatically sent to the Code 67 Site Administrators and will be used to assign the appropriate permissions for your account. Press the "Send request" button to continue.

Let us know why you need access to this site.

Type your message here

Send request

- **JAG Homepage, Registration Completed:** After you send in your request, you will see this screen. Your request is in the Code 67 Administrator's queue and will be approved as soon as possible. You will receive notification of access once you have been verified and added to the appropriate groups.

Let us know why you need access to this site.

Awaiting approval. We'll let you know about any updates.

If you want to update your request, you can write a message here.

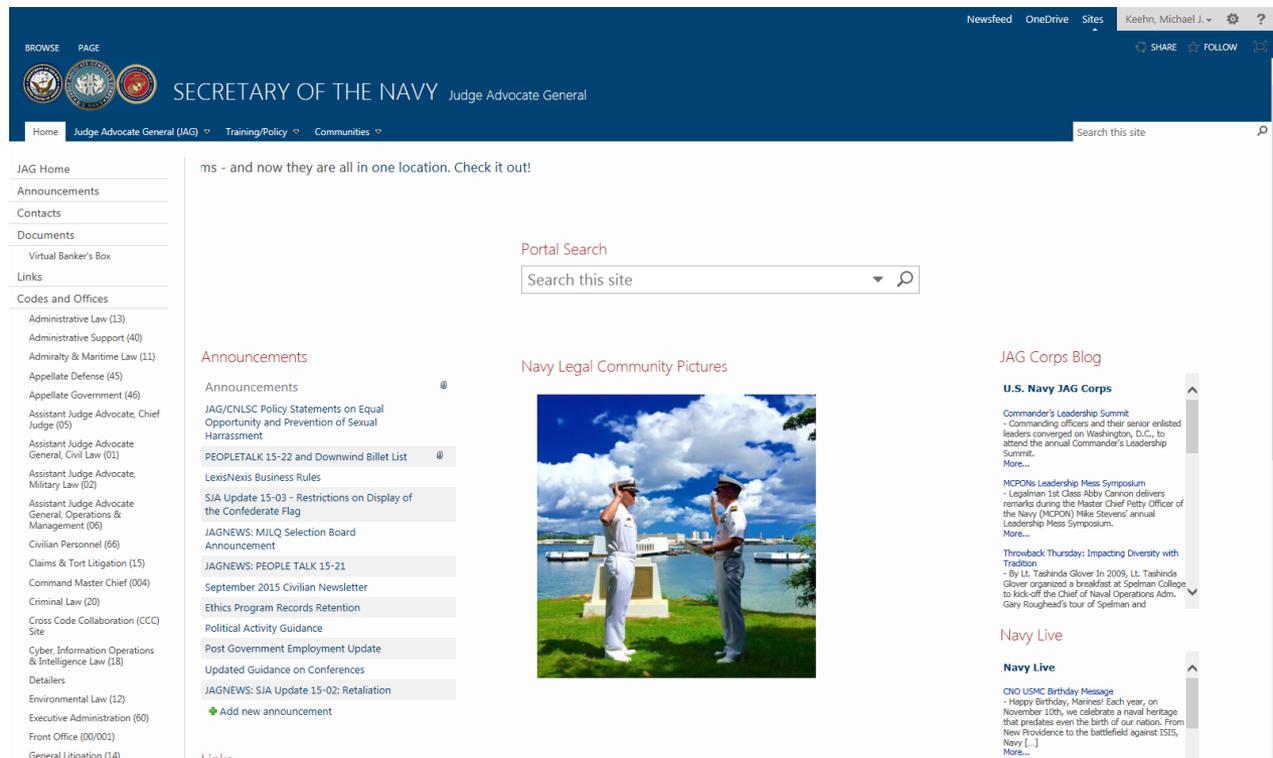
Send

example.user@navy.mil

I work in Code 67 and I need access to Code 67's Portal and to JAGB.  
Less than a minute ago

# Registering for the SECNAV Portal

- **JAG Homepage: Once your registration has been approved you will have access to the JAG homepage.**



The screenshot shows the homepage of the Secretary of the Navy Judge Advocate General. The header includes the title "SECRETARY OF THE NAVY Judge Advocate General" and a navigation menu with options like "Home", "Judge Advocate General (JAG)", "Training/Policy", and "Communities". A search bar is located in the top right corner.

On the left side, there is a sidebar menu with categories such as "JAG Home", "Announcements", "Contacts", "Documents", "Links", "Codes and Offices", and "Environmental Law (12)".

The main content area features a "Portal Search" box and a "Navy Legal Community Pictures" section with a photo of two JAG officers in uniform. Below this is an "Announcements" section listing various updates and news items, including "PEOPLETALK 15-22 and Downwind Billet List" and "SIA Update 15-03 - Restrictions on Display of the Confederate Flag".

On the right side, there is a "JAG Corps Blog" section with articles like "Commander's Leadership Summit" and "MCPON's Leadership Mess Symposium". Below the blog is a "Navy Live" section with a "CNO USMC Birthday Message".

# NEW QUOTA SUBMISSION PROCESS

**\*\*\*ENSURE THAT YOU ARE REGISTERING PRIOR TO COURSE REGISTRATION DEADLINE\*\*\***

**If you are hoping to apply after the registration deadline has passed, but before the course convening date, please contact the NJS Assistant for Training directly at [pauline.peter@navy.mil](mailto:pauline.peter@navy.mil).**

1. Start at the Naval Justice School Home page and “Click” “Course Catalog”.

<https://portal.secnav.navy.mil/orgs/JAG/NJS/SitePages/Main%20Page.aspx>

Naval Justice School

Naval Justice School, in conjunction with other service JAG and interagency schools, offers a variety of courses to both Sea Service legal professionals and students in the Fleet or across the Services and interagency. Education and training is offered in resident courses in Newport, San Diego, and Norfolk along with other on and off base locations, and via distance learning at NJS Online.

Course Catalog

NJS Online

CLICK COURSE CATALOG

Individual Course Pages

- Law of Naval Operations
- Litigating Complex Cases
- Paralegal
- PCO/PXO

2. Scroll through course catalog, click on title for course description.

Click the drop down arrow before the course name to view additional information.

Scroll through the catalog and click on the title for course description and link to quota submission form.

### Course Schedule

⊕ new item

✓	Course Name	Course Category	Course Location	Start Date	Finish Date	Submission Deadline	Co
▾	Course Name : ADVANCED CYBER OPERATIONAL LAW 13-15 SEP***SUBMISSION DEADLINE 7/3/17***		Columbia, MD				(1)
▾	Course Name : ADVANCED OPERATIONAL LAW 18-20 SEP ***SUBMISSION DEADLINE 7/7/17***		Newport, RI				(1)
▾	Course Name : ADVANCED STAFF JUDGE ADVOCATE 1-4 MAY 2017 ***SUBMISSION DEADLINE 2/17/17 ***		Washington, DC				(1)
▾	Course Name : ADVANCED STAFF JUDGE ADVOCATE 7-10 AUG 17 ***SUBMISSION DEADLINE 5/26/2017***		Washington, DC				(1)
▾	Course Name : BASIC TRIAL ADVOCACY COURSE 25-29 SEP ***SUBMISSION DEADLINE 7/17/17***		Newport, RI				(1)
▾	Course Name : CLASSIFIED INFORMATION LITIGATION 17-18 JUL ***SUBMISSION DEADLINE 5/5/17***		Washington, DC				(1)
▾	Course Name : COALITION OPERATIONAL LAW 5-16 JUN ***SUBMISSION DEADLINE 3/24/17***		Newport, RI				(1)

3. Click register for this course offering.

Course Name	ADVANCED CYBER OPERATIONAL LAW 13-15 SEP***SUBMISSION DEADLINE 7/3/17***Columbia, MD
Course Description	This <b>ADVANCED</b> level course provides joint training in cyberspace operations and the related law and policy at the TS/SCI classification level. Instructors are experienced attorneys and operators, and the material is presented through lectures and panel discussions.
Prerequisites	Attendees must complete INTRODUCTION TO CYBERSPACE OPERATIONS (online only) prior to course convening date. This prerequisite can be accessed and completed through Naval Justice School Blackboard online. For Navy attendees, Code 10 or 18 recommendation.
Course Notes	<b>***SUBMISSION DEADLINE 7/3/17***</b>
Target Audience	This course is for mid-career and senior judge advocates with experience in operational law and a working knowledge of the basic principles of the law of armed conflict.
Clearance	TS/SCI security clearance is required to attend this course. The course coordinator will send specific information on how to confirm the appropriate security clearance in advance of the course.
Register	Register for this Course Offering

If registration deadline has passed, but the course convening date has not passed, contact the NJS Assistant for Training at pauline.peter@navy.mil

If today's date is prior to the deadline for the course offering, click "Register for this Course Offering"

4. Fill out form, print a copy for your records, and click submit.

**Quota Submission Form**

**PRIVACY ACT STATEMENT**  
AUTHORITY: 5 U.S.C. 551 and E.O. 13526 (SSN)  
PRINCIPLE PURPOSE: To determine prospective student eligibility for desired course of instruction; record course and training demands, requirements, and achievements; respond to official inquiries and for other training administration and planning purposes.  
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside DoD pursuant to the DoD "Blanket Routine Use" that appear at the beginning of the Navy's compilation of systems of records notices.  
DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in the denial of a course quota.

1) Course Name Advanced Cyber Operational Lev	2) Date of Quota Request 6/27/2016
3) Course Location	4) Your Rank
5) Your Service or Agency	6) Add Your Name (Last/First/MI) Last Name First Name Middle Initial
7) Your Official E-mail	8) Your Official Phone Number

**Your Command /Regional Training Authority Representative - "RTA" Non-Navy Representative**

9) Name/Rank of Command Training POC	10) Command POC E-mail
11) Command POC Phone	12) Do you have orders for New billet?
13) Name of New Billet	

\*Key: Non-Navy personnel must provide accurate and accurate official POC information. NIS Staff will contact email POC's to confirm all requests for quotas are command approved.

**Last Time Attended Similar Training (Course and Date)**

14) Name of Similar Training course	15) Date Attended
16) Justification for current Quota Request	

17) Based on the NIS Course Catalog, I affirm that:

**AND**

 I affirm that my command is aware of and approves submission of this request for training.

**Request**

18) Request for Funding (if applicable)	19) Traveling From	20) Traveling To	21) Date Travel Begins	22) Date Departing Course
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18) Request for Funding (if applicable)

19) Traveling From

20) Traveling To

21) Date Travel Begins

22) Date Departing Course

\*Personnel eligible for CMTF include all active-duty Navy judge advocates and Legalmen and all personnel (other than Reservists not mobilized or on ADSW orders) assigned to a Navy command to perform legal services under the signatory and supervision of the JSG.

Cancel Submit

Complete Form  
click "Submit"

5. You will see a message saying:

15) Date Attended	<input type="text"/>		
16) Justification for current Quota Requests	asdfsadfads		
17) Based on the NJS Course Catalog, I affirm that:			
<input type="text" value="There is no prerequisite training required for this course"/>			
<b>AND</b>			
<input checked="" type="radio"/> I affirm that my command is aware of and approves submission of this request for training			
18) Request for Funding			
For Name: <input type="text"/>			
19) Traveling From	<input type="text"/>		
21) Traveling To	<input type="text"/>	22) Arrival Airport	<input type="text"/>
23) Date Travel Begins	<input type="text"/>	24) Date Departing Course	<input type="text"/>

*\*Personnel eligible for CMTF include all active-duty Navy judge advocates and Legalmen and all personnel (other than Reservists not mobilized or on ADSW orders) assigned to a Navy command to perform legal services under the cognizance and supervision of the JAG.*

Upon clicking submit you will see the following message. Click "OK" to close the form.

Message from webpage

 The form has been submitted successfully!! Please print a copy of this form for your records. The course Coordinator will contact all applicants shortly following the course registration deadline

6. If you have any questions about a course or about registration, please contact:

Ms. Pauline Peter

Assistant for Training

401-841-3800 x125

DSN 841

[pauline.peter@navy.mil](mailto:pauline.peter@navy.mil)

Or

Mr. Gerald Gallant

Registrar

401-841-3800 x131

DSN 841

[gerald.gallant@navy.mil](mailto:gerald.gallant@navy.mil)