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.

3. Apply for a course via the NJS Course Catalog on the NJS SharePoint.
Registering for the SECNAV Portal

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.
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.
Registering for the SECNAV Portal

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

- 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.
Registering for the SECNAV Portal

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

![JAG Homepage](image-url)
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.

1. Start at the Naval Justice School Home page and “Click” “Course Catalog”.
2. Scroll through course catalog, click on title for course description.
3. Click register for this course offering.

**Course Name**
Advanced Cyber Operational Law
13-15 SSD

**Course Description**
This Advanced 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) 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**

***Submission Deadline 7/3/17***

**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 NJB 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.
5. You will see a message saying:

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

Or  
Mr. Gerald Gallant  
Registrar  
401-841-3800 x131  
DSN 841  
gerald.gallant@navy.mil