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.
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• Introductory Screen: Press the “Click here to register” button to begin registration.
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- 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.
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- 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.
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- Portal Homepage: Press the “Accept” button to continue.
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**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
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• 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.
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- JAG Homepage: Once your registration has been approved you will have access to the JAG homepage.