



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.**

A screenshot of the SECNAV Portal login page. At the top, there is a dark blue banner with three circular emblems on the left: the U.S. Navy JAG Community emblem, the U.S. Department of the Navy emblem, and the U.S. Department of Defense emblem. To the right of the emblems, the text 'DEPARTMENT OF THE NAVY SECNAV Portal' is displayed in white. Below the banner, the title 'SECNAV Portal Login' is shown in a large, red, sans-serif font. Underneath the title, there is a welcome message: 'Welcome to the SECNAV Portal.' followed by a line of text: 'You currently do not have an account for this environment. To register for an account, click the link below.' At the bottom of the page, there is a rectangular button with a thin border and the text 'Click here to register' inside it.

DEPARTMENT OF THE NAVY SECNAV Portal

SECNAV Portal Login

Welcome to the SECNAV Portal.

You currently do not have an account for this environment. To register for an account, click the link below.

[Click here to register](#)

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:*

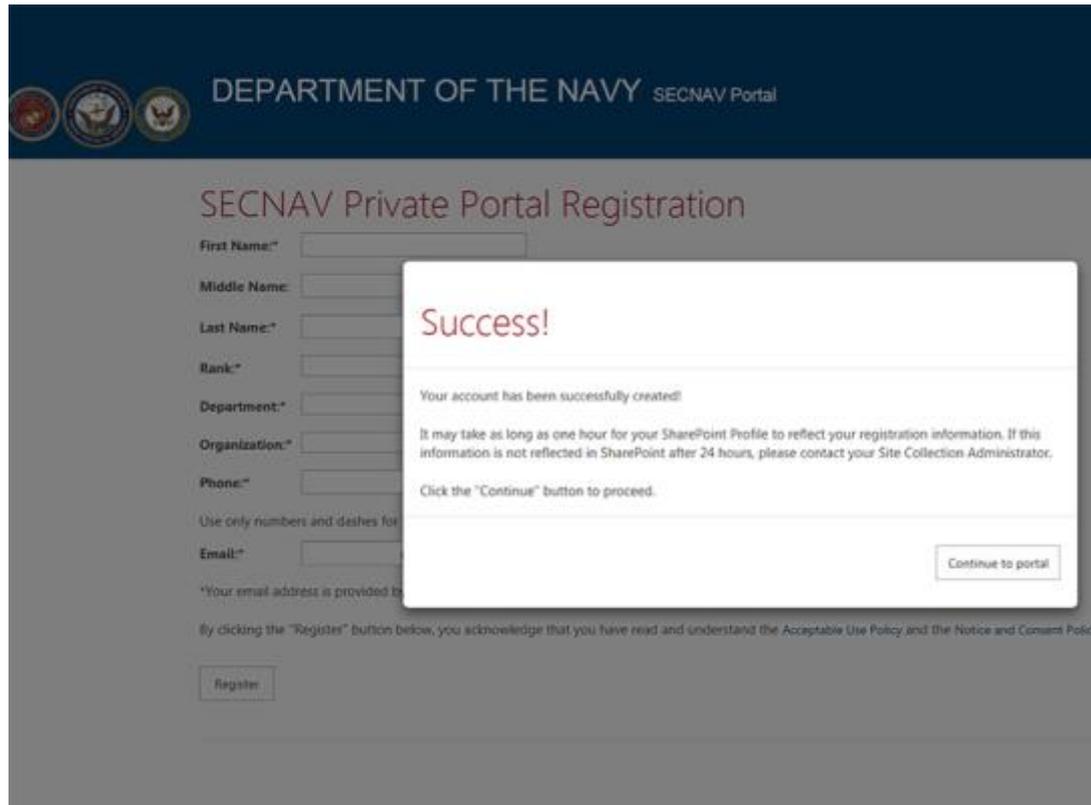
*Your email address is provided by your PKI certificate (e.g. CAC).

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

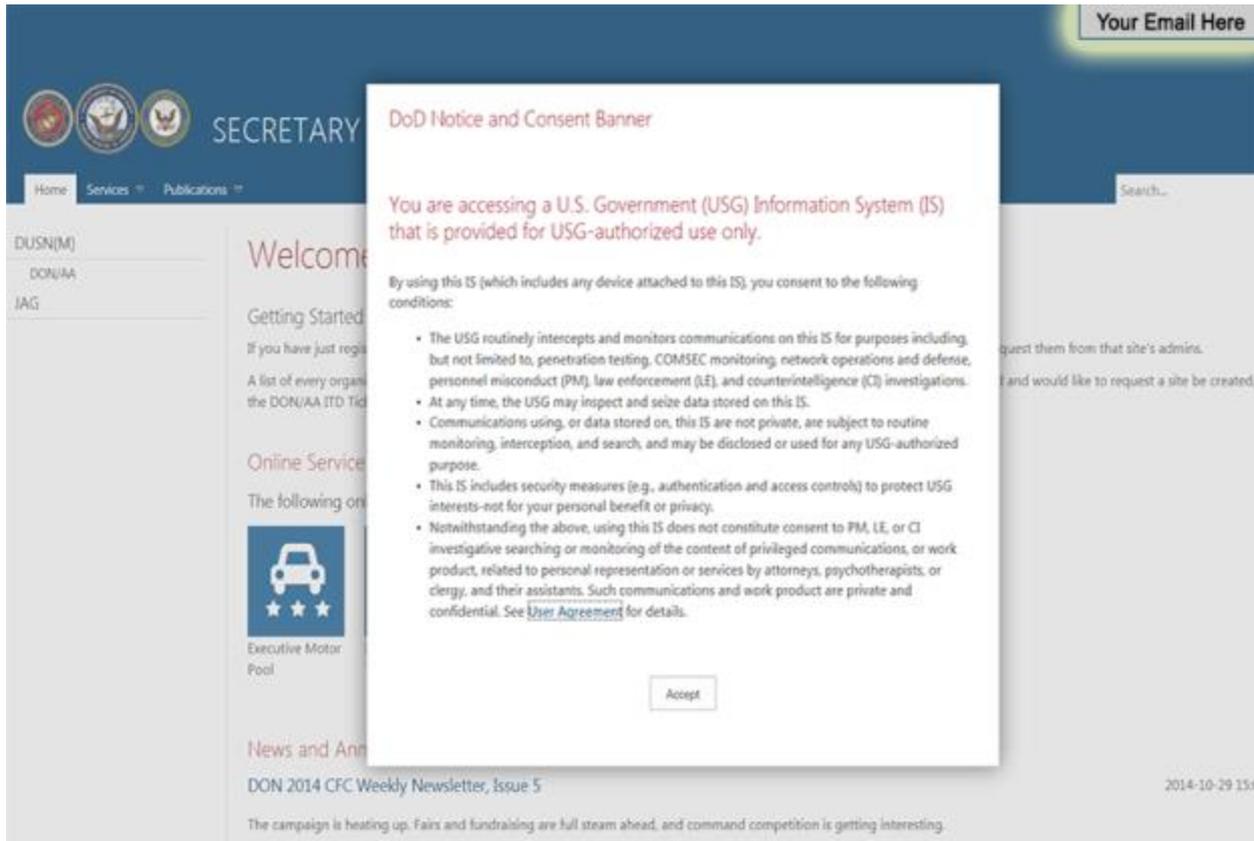
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- **Confirmation Screen: Once registered, you will receive this confirmation. Press the “Continue to portal” button to continue. You will then be forwarded to the SECNAV Portal homepage.**

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 is a note: 'Use only numbers and dashes for Phone:'. There is also an Email field. 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.

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



The screenshot shows the SECNAV Portal homepage. A central white modal window titled "DoD Notice and Consent Banner" is overlaid on the page. 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 modal is an "Accept" button. The background page shows the "SECRETARY" header, navigation links for "Home", "Services", and "Publications", and a sidebar with links for "DUSN(M)", "DON/AA", and "JAG".

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 includes the Secretary of the Navy logo and the text "SECRETARY OF THE NAVY Private SharePoint Portal". The navigation menu includes "Home", "Services", and "Publications". The left-hand navigation pane shows "DUSN(M)", "DON/AA", and "JAG" (highlighted). The main content area features a "Welcome to the SECNAV Private SharePoint Portal" message, a "Getting Started" section with instructions for new users, an "Online Services" section listing various services offered by DON/AA, and a "News and Announcements" section with a link to the "DON 2014 CFC Weekly Newsletter, Issue 5".

SECRETARY OF THE NAVY Private SharePoint Portal

Home Services Publications

DUSN(M)
DON/AA
JAG

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.



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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.

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.

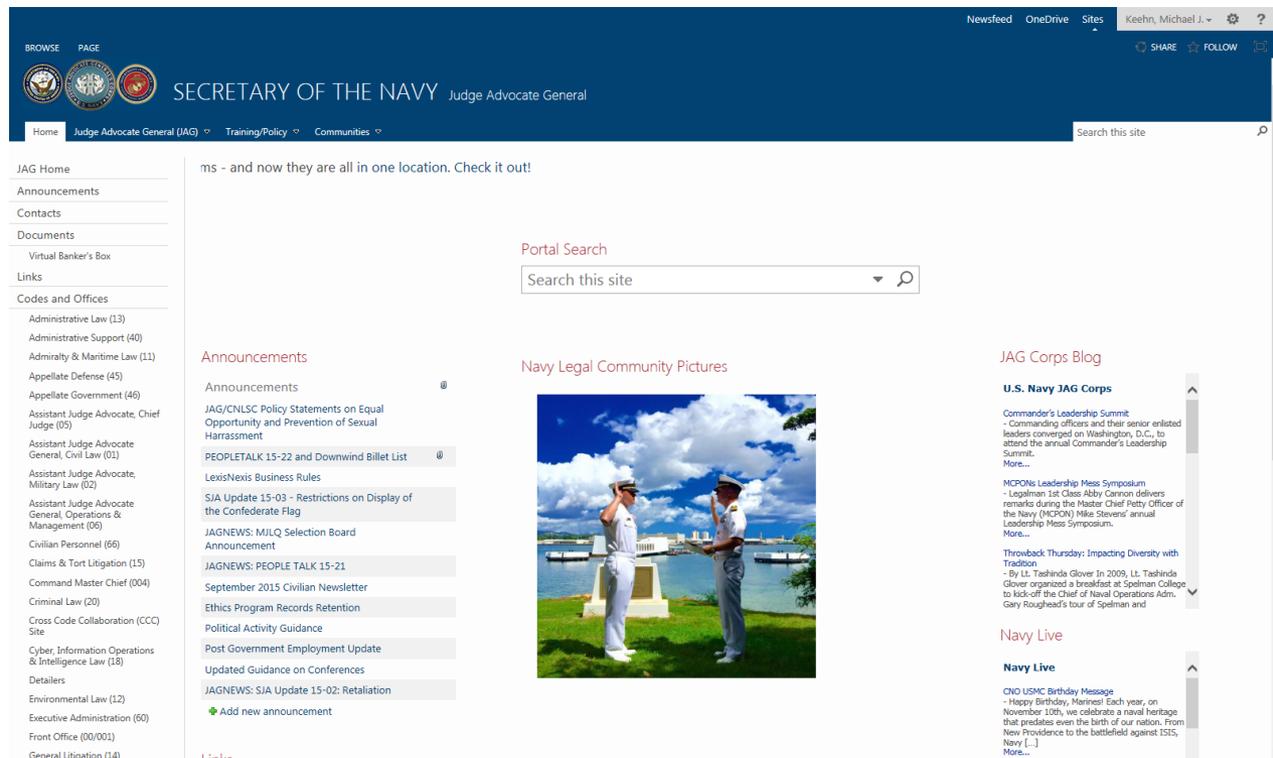
Send

example.user@navy.mil

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

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- **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 page features a dark blue header with navigation links and a search bar. The main content area is divided into several sections:

- Announcements:** A list of recent announcements, including "PEOPLETALK 15-22 and Downwind Billet List", "LexisNexis Business Rules", and "SIA Update 15-03 - Restrictions on Display of the Confederate Flag".
- Portal Search:** A search bar with the text "Search this site" and a magnifying glass icon.
- Navy Legal Community Pictures:** A photograph of two Navy officers in white uniforms standing on a grassy area near a body of water, looking at a tablet together.
- JAG Corps Blog:** A section titled "U.S. Navy JAG Corps" featuring articles such as "Commander's Leadership Summit" and "MCPON's Leadership Mess Symposium".
- Navy Live:** A section titled "Navy Live" featuring an article about the "CNO USMC Birthday Message".

The left sidebar contains a navigation menu with categories like "Announcements", "Contacts", "Documents", "Links", and "Codes and Offices".