

NAVFAC SINGLE SIGN-ON (SSO) REGISTRATION

Purpose:

The purpose of this document is to simplify the Registration and Access processes to the NAVFAC Single Sign-On (SSO).

The document contains two sections:

SECTION I USER SINGLE SIGN-ON (SSO) REGISTRATION

Documents the process for registering for a NAVFAC Single Sign-On (SSO) account.

SECTION II SPONSOR SSO REQUEST APPROVAL PROCESS

Documents the process to approve or reject an SSO account request.

(Updated February 2, 2017)



SECTION I USER SINGLE SIGN-ON (SSO) REGISTRATION

- 1. To start, launch a web browser and enter URL: <u>https://hub.navfac.navy.mil</u> OR <u>https://sso.navfac.navy.mil/register/registration_form.jsp</u>
- You will need to select your certificate then the system will recognize that you do not have an account. You will then fall back to the "User Registration Screen" (Step 4)
- 3. Select the identity certificate when prompted. Enter pin if prompted.

Windows Security	y X
Select a Ce	rtificate
	Issuer: DOD CA-30 Valid From: 6/27/2012 to 6/27/2015 <u>Click here to view certificate prope</u>
	Issuer: DOD EMAIL CA-30 Valid From: 6/27/2012 to 6/27/2015
	OK Cancel

ActivCli	ent Login	?	×
Activide Acti	vClient		
Please er PIN	nter your PIN.		
		OK. Cancel	

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4. Result: SSO User Registration Screen.

		- 0 X
C ⇒ E https://sso.navfac.navy.mil/r P + a C E sso.	navfac.navy.mil ×	
File Edit View Favorites Tools Help	» · .	
🙀 🕘 101 Ideas for Great Table 🌎 Upcoming EQ Certificatio	🙋 SW Home 🥘 Manage OID Groups 👘 👻 🗟 👻 🖾 👼 👻 Page 👻 Safety 👻	Tools 🔻 🔞 🕶
New SSO User Registration		
Information collected on this page is supported applications.	required for Self Service registration to the NAVFAC Corporate Portal and	
*DoD Certificate Name		
	You are registering for an SSO account that will be associated with this DoD certificate name.	
*First Name		
Middle Initial		
* Last Name		
* E-mail Address		
	Please use your military email Address whenever possible. (i.e. your.name@navy.mil)	
* Confirm E-mail Address		
*Affiliation	×	
*Component	×	
*Type	~	
*Phone Number		
Sponsor Information		
	10 1	
authorized NAVFAC employee as yo	process you will need to enter and submit the name and email Address of an ur sponsor using the form below	
*Sponsor First and Last Name		
· · · · · · · · · · · · · · · · · · ·		
Sponsor E-mail Address		
	^	
*Comments (reason for requesting access)		
	Submit Registration Reset	
		€ 100% -

- * Indicates required field. Please enter all required fields and click on the Submit Registration button. If applicant is a NAVFAC employee (civilian, military or contractor), please choose NAVFAC as the affiliation. If applicant is a CNI employee (civilian, military or contractor), please choose CNI. All others should choose OTHER as their affiliation.
- All users must specify a sponsor to create an account. The ideal sponsor is the user's supervisor or someone who knows or works with the user. NAVFAC military and civilian employees, with an active SSO account, may sponsor Modified Date: 2/2/2017

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accounts for NAVFAC, CNI, Contractors and other employees. Please enter a valid phone number so applicant's sponsor may contact applicant with questions. Please be as detailed as possible with reason for requesting access.

5. Result: Email Confirmation Screen

🍘 https://ssotest.navfac.navy.mil/register/processForm - Windows Internet Explorer	x
🕞 💬 🗢 https://ssotest.navfac.navy.mil/rec 🔻 🔒 🔯 🍫 🗙 8 Google	> -
🔶 Favorites 🛛 🚔	
🌈 https://ssotest.navfac.navy.mil/register/processF 🛛 🏠 🔻 🖾 👻 🖃 🖛 👻 Page 👻 Safety 👻 Tools 👻 🔞	· ~~
Please check your email to confirm and complete the registration request process Resend Confirmation Email	*
	-
Done Virusted sites Protected Mode: Off 4 🖓 🔻 4 100%	• •

- Check your email and confirm the registration request to complete the registration process.
- 6. Result: NAVFAC SSO Registration Confirmation (Sent to the Requester)

From:	SSO Registration System <do_not_reply@navy.mil></do_not_reply@navy.mil>	Sent:
To:		
Cc		
Subject:	NAVFAC SSO Registration Comfirmation	
This is a https://	n automated message. Do not reply directly to this message. Please confirm the requ /ssotest.navfac.navy.mil/register/confirm_registration.jsp?sessionID=37097dca-2d77	uest to complete the registration process 7-4232-89e5-b5f93f13b91a

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- Use the link provided in the email to confirm your registration request.
- Copy and paste this link into a browser window & hit enter in order for your sponsor to receive your request for a portal account.
- 7. Result: Request Email and Confirmation Screen (As seen by the Requester)

From:	SSO Registration System <do_not_reply@navy.mil></do_not_reply@navy.mil>	Sent:	Tue 10/28/2014 15:31
To:	Thai, Ron V CIV NAVFAC EXWC, CIOT5		
Cc:			
Subject:	NAVFAC SSO Registration Tracking		
This is a	n automated message. Do not reply directly to this message. Track your registration progress u	ising the below	
url.http:	s://ssotest.navfac.navy.mil/register/trackRequest?sessionID=37097dca-2d77-4232-89e5-b5f93	if13b91a	
			=

https://ssotest.navfac.navy.mil/register/confirmRegistrationProcess?email=ron.thai@navy.mil&ses - Windows		x
🕞 🕞 🗢 😰 https://ssotest.navfac.navy.mil/rec 👻 🔒 🖄 😽 🗙 🚺 Google		+ ۹
🔶 Favorites 🛛 🚔		
🌈 https://ssotest.navfac.navy.mil/register/confirmR 🛛 🏠 🔻 🖾 👻 🖃 🖶 👻 Page 👻 Safety 👻	Tools 🔻 🔞)• [»]
Your request is submited for approval. No action needed at this time <u>Track My Request</u>		*
		~
	-	•
Done 🗸 Trusted sites Protected Mode: Off 🦷 🔻	🔍 100%	•

• Use the link provided to track the registration request.



8. Result: Request Tracking Screen (As seen by the Requester)

🟉 https://ss	otest.navfac.r	avy.mil/reg	gister/trackRequest?se	essionID=37097c	lca-2d77-4232-89	e5-b5f93f1 - Windov	vs Internet Exploi	rer		l	- C -×	
@•	e 🙋 https://	/ssotest.nav	vfac.navy.mil/register/	r			-	· 🔒 🖄 🔶 🗙	8 Google		م	•
🚖 Favorite	s 👍											
e https://	ssotest.navfac	:.navy.mil/r	register/trackReq					🟠 🔻 🔊	🔻 🖃 🖶 🔻 Page	▼ Safety ▼	Tools 🔻 🔞 🕶	**
Your Rec First	Naval Faciliti quests Middle	Last					Employee		Approve/Reject	Request		~
Name	Name	Name	Email	Phone	Affiliation	Component	Туре	Comment	Date	Status	Action	
ron	v	-	in he lar at	805982	NAVFAC EXWC	Command Information Officer	Civilian	Requesting oid test account	2014-10-28 15:31:12.0	Pending Approval	<u>Edit</u> <u>Request</u>	
												-
Done								🗸 Trusted sites Pr	otected Mode: Off		🔍 100% 🛛 🔻	

• You can edit the request at any time. Whenever editing and resubmitting a request confirm the email to complete the process.

END OF SECTION I SPONSOR SSO REQUEST APPROVAL PROCESS



SECTION II SPONSOR SSO REQUEST APPROVAL PROCESS

1. To start, open NAVFAC SSO Registration Pending Request email and click on the link provided: <u>https://sso.navfac.navy.mil/manage/approvalRegistration</u>

🖂 📴 ២ ២ 🔺	→ NAVFAC SS	O Registration Pending Rec	quest Message (Plai	n Text)		
File Messag	ge Adobe PDF					۵ 🕜
🗟 Ignore 🗙	Reply Forward to More -	Image: Provide and the second sec	Move	 Mark Unread Categorize * Follow Up * 	A→ Find Translate → ✓ Select ✓	Zoom
Delete	Respond	Quick Steps 🕞	Move	Tags 🖬	Editing	Zoom
From: SSO F To: Harrer Cc: Subject: NAVF. Pending request: htt	Registration System <do_not_reply@navy.< td=""> r, Monica L CIV NAVFAC EXWC, CIOTS AC SSO Registration Pending Request. 1 · · · i · · · 2 · · · i · · · · i rps://ssotest.navfac.navy.mil/manage/approv</do_not_reply@navy.<>	mil> <u>3 · · · · </u> · · · · <u>4 · · ·</u> alRegistration?sessionID=37097d	<u>.</u>	· · · 6 · · · · 1	Sent: Tue 10/28,	· 8 . [5]
Click on a photo	to see social network updates and	email messages from this p	erson.			rs ∧
						*

2. Result: Select the identity certificate when prompted. Enter pin if prompted.



Choose	a digital certificat	e	<u>? ×</u>
Identific	ation		
⚠	The Web site you want to identification. Please choo	o view requests ose a certificate.	
	Name	Issuer	
	HARRER.MONICA.L	DOD CA-16	
	HARRER.MONICA.L	DOD EMAIL CA-	-15
	J		
	Mo	re Info V	iew Certificate
		OK	Cancel

ActivCli	ent Login	<u>? ×</u>
Activid Acti	vClient	
Please e	nter your PIN.	
PIN	р. 	OK. Cancel

9. Result: Request Approval Screen (As seen by the Sponsor)

		-								
Ф -	Y-	F								
our Pendi	ng Approval	Requests								
First Name	Middle Name	Last Name	Email	Phone	Affiliation	Component	Employee Type	Comment	Request Date	Approve / Reject
ton	v	-	@navy.ml	805982	NAVFAC EXWC	Command Information Officer	Civilian	Requesting oid test account	2014-10-28 15:21:53.0	Approve Reject

Click on Approve or Reject



10. Result: Updated Request Approval Screen (As seen by the Sponsor)



First Name	Middle Name	Last Name	Email	Phone	Affiliation	Component	Employee Type	Comment	Approve/Reject Date	Request Status
ron	v	-	(intervention)	805982	NAVFAC EXWC	Command Information Officer	Civilian	Requesting oid test account	2014-10-28 15:41:06.0	Approved

11. Result: SSO Account Approval Status email (As seen by the Requester)

From:	SSO Registration System <do_not_reply@navy.mil></do_not_reply@navy.mil>	Sent: Tue 10/28/2014 15:4	11
To:	Thai, Ron V CIV NAVFAC EXWC, CIOT5		
Cc			
Subject:	SSO Account Approval Status		
Your ac	count is approved by your sponsor.	G	121

END OF SECTION II SPONSOR SSO REQUEST APPROVAL PROCESS