



## **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**

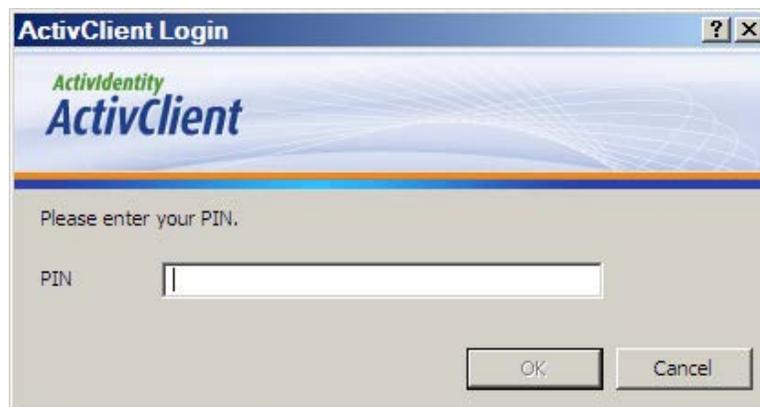
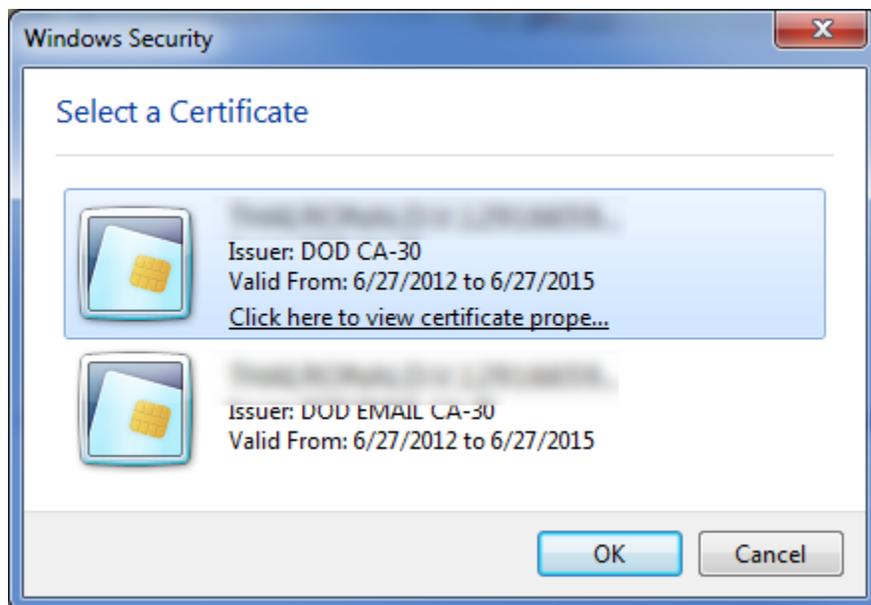
Documents the process to approve or reject an SSO account request.

(Updated February 2, 2017)



## SECTION I USER SINGLE SIGN-ON (SSO) REGISTRATION

1. To start, launch a web browser and enter URL:  
<https://hub.navfac.navy.mil> OR  
[https://sso.navfac.navy.mil/register/registration\\_form.jsp](https://sso.navfac.navy.mil/register/registration_form.jsp)
2. 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.





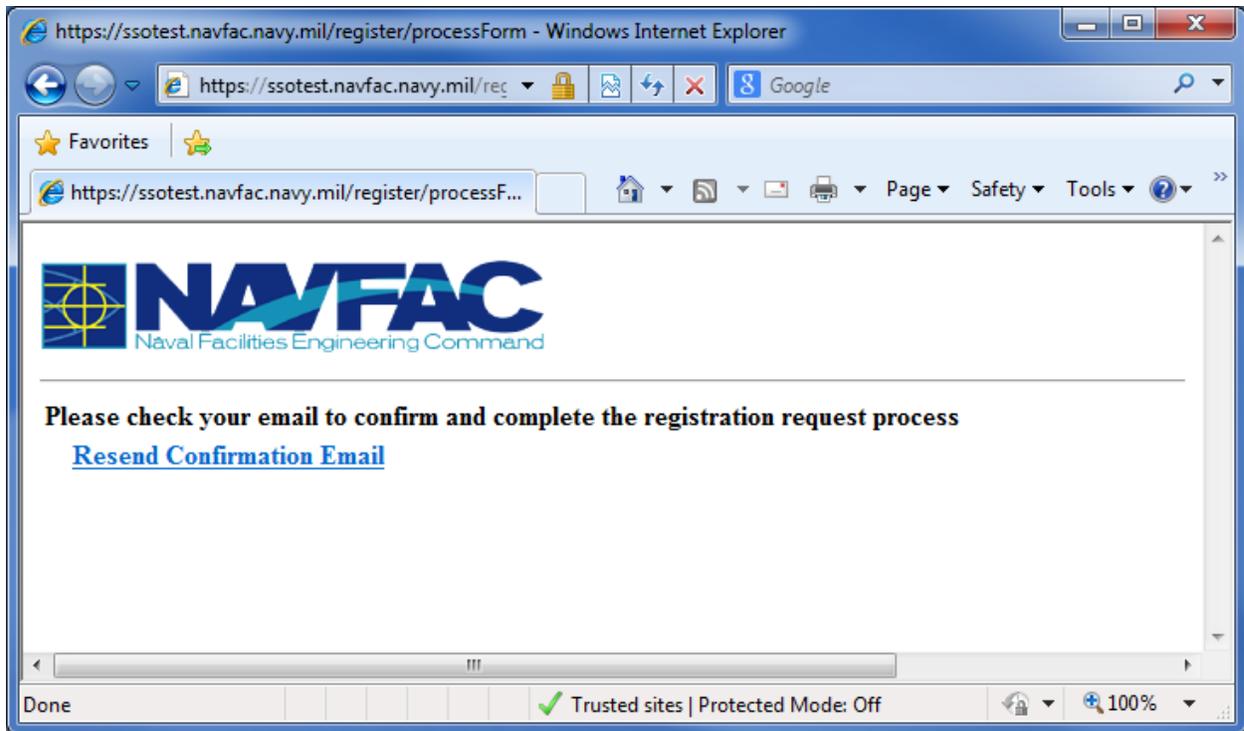
#### 4. Result: **SSO User Registration Screen.**

- \* 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



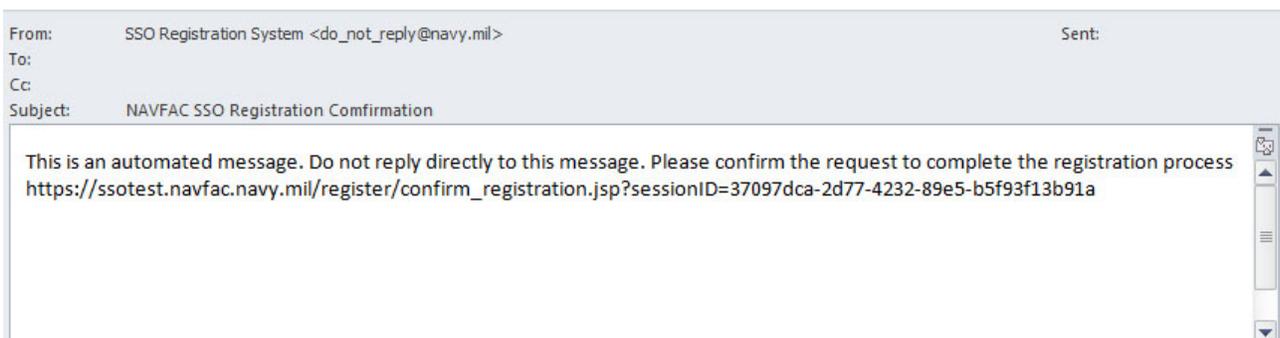
accounts for NAVFAC, CNI, Contractors and other employees. Please enter a valid phone number so applicant's sponsor may contact applicant with questions. Please be as detailed as possible with reason for requesting access.

5. Result: **Email Confirmation Screen**



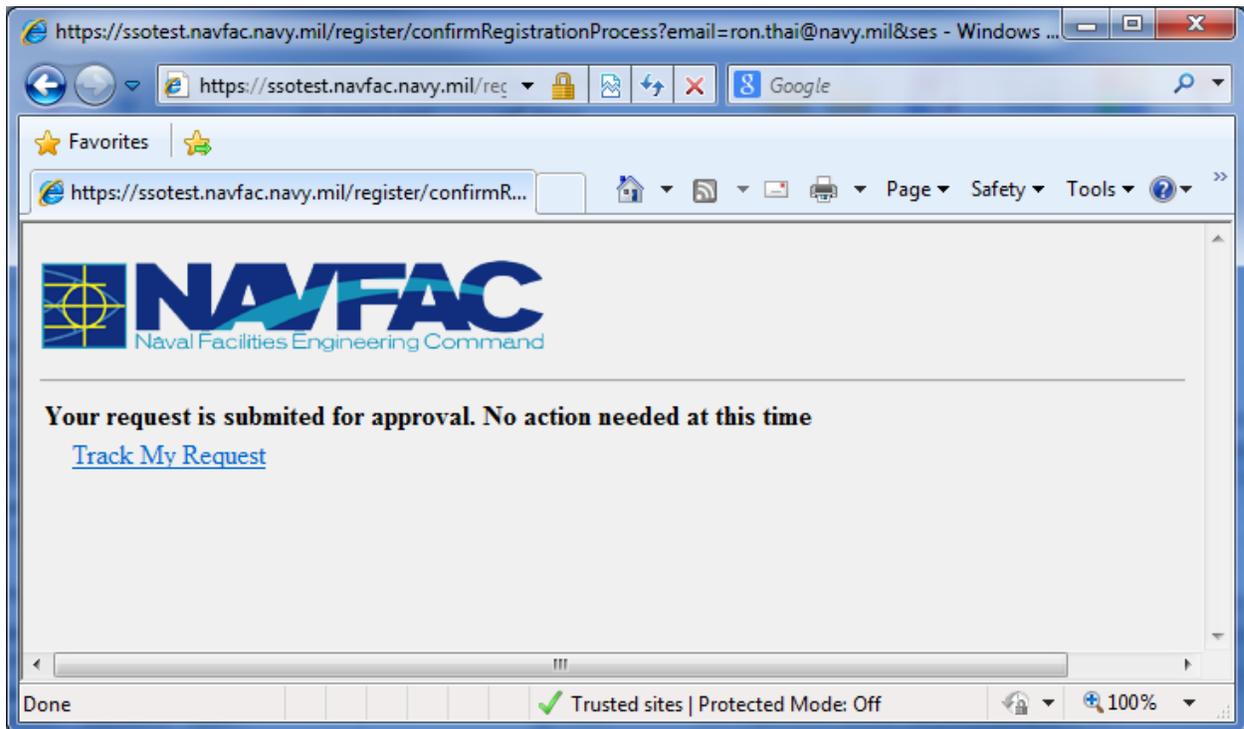
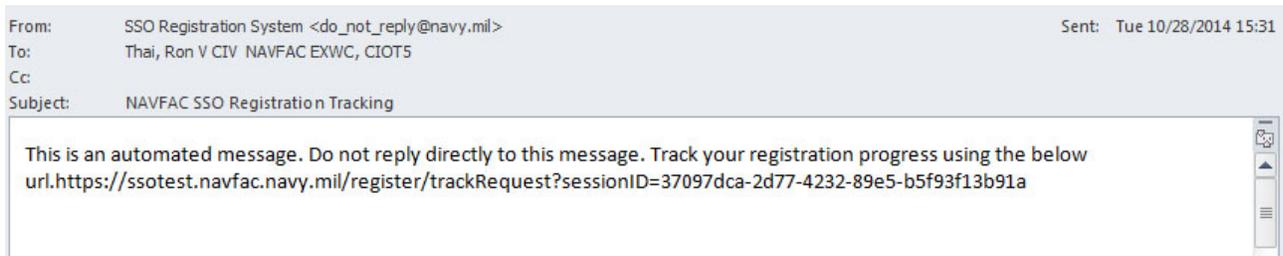
- Check your email and confirm the registration request to complete the registration process.

6. Result: **NAVFAC SSO Registration Confirmation** (Sent to the Requester)





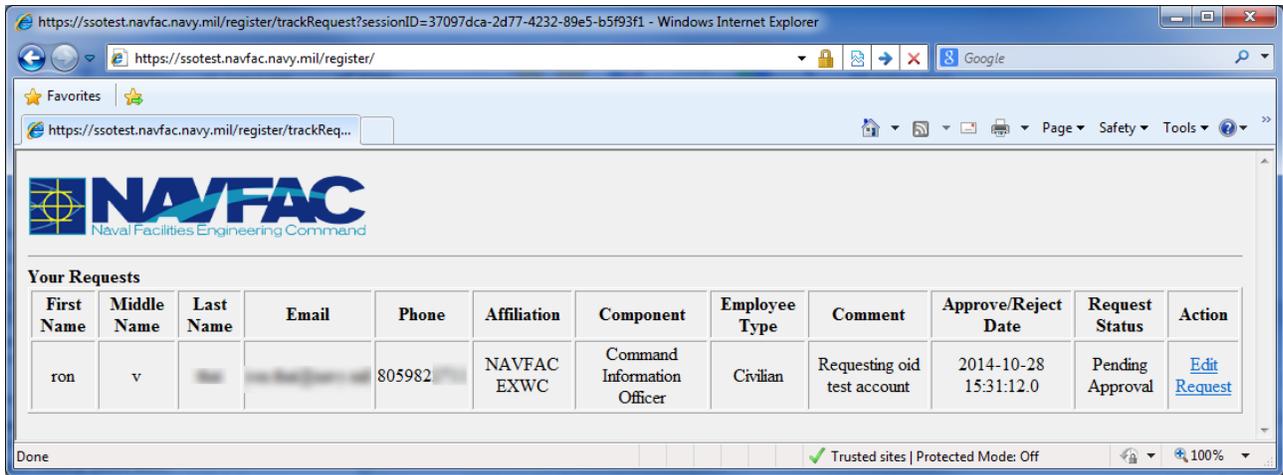
- Use the link provided in the email to confirm your registration request.
  - Copy and paste this link into a browser window & hit enter in order for your sponsor to receive your request for a portal account.
7. Result: **Request Email and Confirmation Screen** (As seen by the Requester)



- Use the link provided to track the registration request.



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



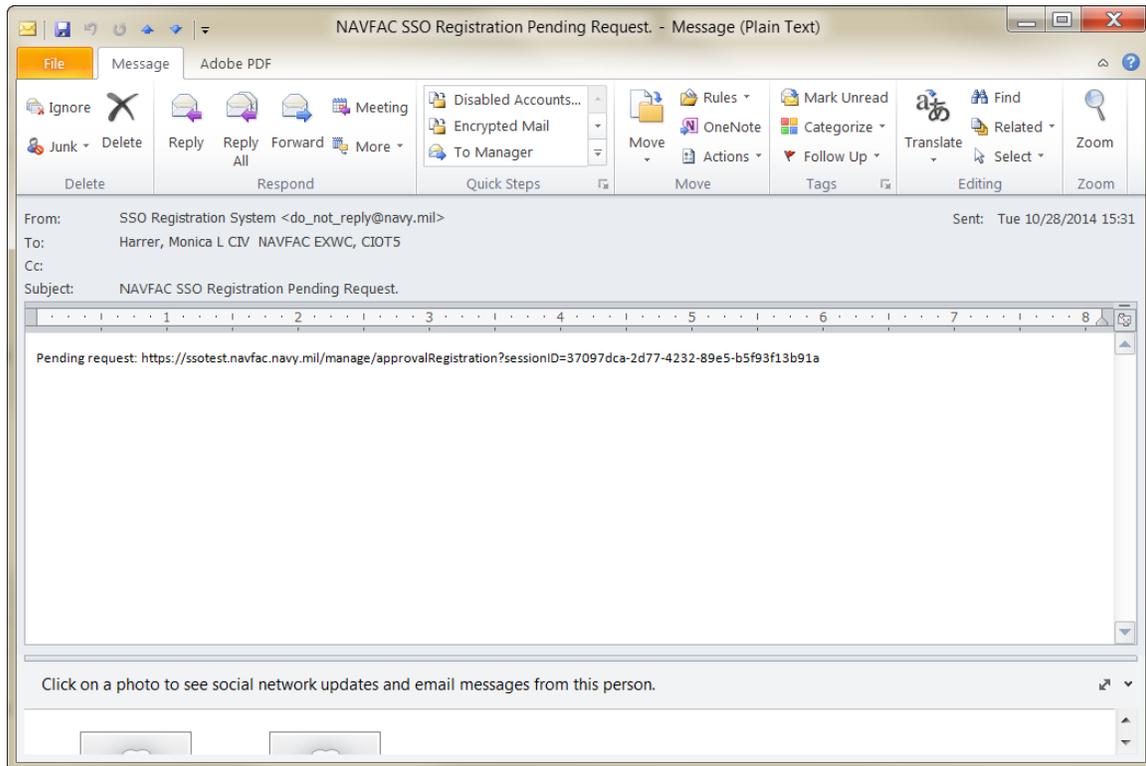
- You can edit the request at any time. Whenever editing and resubmitting a request confirm the email to complete the process.

**END OF SECTION I**  
**SPONSOR SSO REQUEST APPROVAL PROCESS**

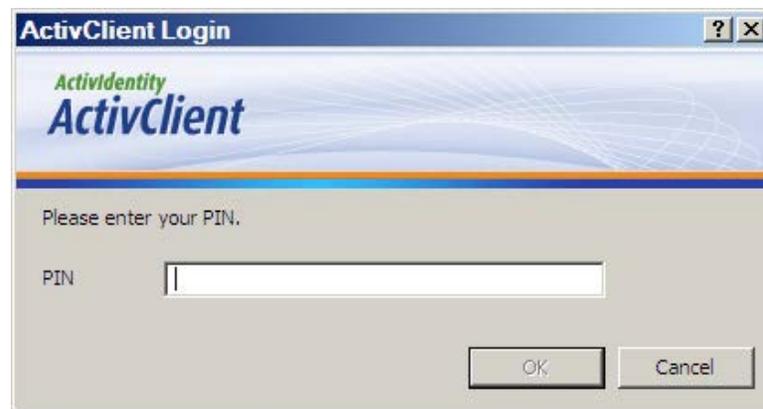
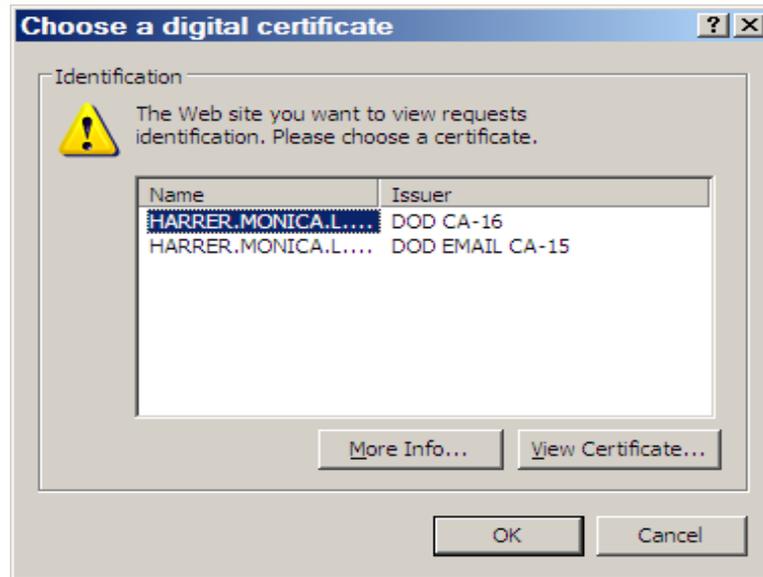


## SECTION II SPONSOR SSO REQUEST APPROVAL PROCESS

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



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



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

First Name	Middle Name	Last Name	Email	Phone	Affiliation	Component	Employee Type	Comment	Request Date	Approve / Reject
ron	v	[redacted]	[redacted]@navy.mil	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		@navy.mil	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> Sent: Tue 10/28/2014 15:41  
 To: Thai, Ron V CIV NAVFAC EXWC, CIOT5  
 Cc:  
 Subject: SSO Account Approval Status

Your account is approved by your sponsor.

END OF SECTION II  
 SPONSOR SSO REQUEST APPROVAL PROCESS