

## Private Portal Information

1. **Main Content Site** – Used to display information that is shared with anyone who has a CAC card and is registered on the private portal. Access to these sites is available immediately upon registering for the private portal.
2. **Workgroup Site** – Previously called a collaboration site, the workgroup site is used when collaborating on a project or initiative that will eventually come to an end. Access to these sites is by invitation only – the owner may invite you to join the site.
3. **Team Site** – Used for teams that work together on a day-to-day basis. These sites can be used to share information that is only meant for members of a team, division, operations center, etc. Access to these sites is by invitation only.
4. **Portal Migration** - OCHR has migrated to the new DON/AA portal solution due to the sun-setting of our existing private portal hosted by Fleet Forces Command.
5. **User Experience** - New private portal has been redesigned to enhance user experience, simplify navigating between sites, and provide quick access to tools frequently used by employees.
6. **Portal Accounts** - Accounts are automatically disabled after 35 days of inactivity. Restore your account by re-registering with your DoD/CACs; refer to the section on “**How to register for an account**”. After 6 months of inactivity your Personal MySite accounts and content are deleted.

<https://portal.secnav.navy.mil/orgs/mra/donhr/>

## Department of Navy (DON) Office of Civilian Human Resources Portal User Guide

DEPARTMENT OF THE NAVY  
CIVILIAN CAREERS  
Where Purpose and Patriotism Unite



## Returning Users – \*Email Cert

In your web browser, please enter:

<https://portal.secnav.navy.mil/orgs/mra/donhr/>

## First-Time Users – \*Email Cert

### How to register for an account:

In your web browser, please enter the link:

<https://portal.secnav.navy.mil/orgs/mra/donhr/>

If you aren't registered for the new portal you will be prompted to register.

1. A “**SECNAV Portal Login**” page will appear in your web browser.
2. Click on the “**Click here to register**” button.
3. A “**SECNAV private portal registration**” page will appear in your web browser.
4. Enter the following information into the respective fields:
  - **First Name**
  - **Middle Name** (optional)
  - **Last Name**
  - **Rank** (CIV or CTR)
  - **Department** (NAVY)
  - **Organization** (ASN (M&RA))
  - **Phone Number** (Work)
  - **Email** (will already be entered into the email field) - Please verify that it is correct.
5. Click the “**Register**” button.
6. You should receive a confirmation message. If you do not receive that message, please send an email to [donchrportal@navy.mil](mailto:donchrportal@navy.mil).
7. Click on the “continue to portal” button. You should arrive at the Secretary of the Navy homepage.

8. Click on the “**Accept**” button and confirm that you see your name in the upper right hand corner of the browser window. You have been given access to the Secretariat's Private Portal by DON/AA.
9. Select “**ASN M&RA**” on the left navigation bar.
10. Select “**DONHR Private Portal**” on the left navigation bar.
11. Please be sure to add the new DONHR private portal to your favorites:  
<https://portal.secnav.navy.mil/orgs/mra/donhr/>

## How to Obtain Access to a Workgroup Site

### Access by Invitation – Owner Sends site link

1. Workgroup site owner sends an email with a link to the invitee.
2. The invitee clicks on the link and either enters the site if they are already a registered private portal user or is prompted to register for access to the private portal. Refer to the section on “**How to register for an account**”.

### By Request – User initiates by clicking on desired Workgroup site link

1. The requester clicks on one of the workgroup site links.
2. A page will display that says “**Let us know why you need access to this site.**”

3. Requester provides justification for needing access to the requested workgroup site and clicks the “**Send Request**” button.
4. The workgroup site owner either approves or denies the request.
5. Requester receives an email with the workgroup site owner's decision.

## How to Register for a Course

In your web browser, enter

<https://portal.secnav.navy.mil/orgs/mra/donhr/>

1. Click on the “**Course Registration**” icon.
2. Look at the list of available courses in the “class schedule” section of the site.
3. Select a title by clicking on a “Title” link.
4. Select a location by clicking on a “location” link.
5. Click on the name of the course you would like to register for.
6. An “**Offerings**” page for the desired course will be displayed.
7. A “**Learner Registration**” page will be displayed.
8. Fill in all of the fields that have a red asterisk “\*”.
9. Click on the “submit course registration” button.
10. You and your supervisor will receive an email stating that your registration status is pending and when it changes to any other status such as, approved, cancelled or declined, etc.