

My Navy Portal (MNP) Release 4 Quick Tour



Release 4: December 2017

Welcome to the My Navy Portal (MNP) Release 4 Quick Tour! This Quick Tour highlights the new Release 4 capabilities and provides an overview of what's new in MNP. The MNP Release 4 update includes the following new features, information, and changes:

- ✓ Voluntary Education (VOLED) – The Training, Education, Qualifications Career and Life Event (CLE) has been updated with a new **Appointment Scheduler** feature, which allows Sailors to schedule:
 - » Appointments with a Navy College Counselor – Counseling appointments for career and education guidance.
 - » Language Tests – Foreign language aptitude, reading, listening, and speaking testing.
 - » Academic Tests – High school completion, undergraduate or graduate entrance, and course credit testing.
- ✓ New MNP login page – The MNP login page (located at: <http://my.navy.mil>) has been redesigned for Release 4. Sailors can choose to login to either the MNP Low Bandwidth or MNP High Bandwidth sites from the login page, and the “Quick Links” and “About MNP” pages have also been redesigned to be more user friendly.
- ✓ As a result of Sailor feedback, the General Military Training (GMT) page has been redesigned to be more user friendly. Take a look at the new GMT page by going to **Professional Resources > General Skills Training > General Military Training (GMT)**. The GMT course listings are now in a format that is easier to read and understand, making it easier for you to complete your mandatory training.
- ✓ MNP Global Change – The Collateral Duty CLE has been removed and added into the Performance CLE. This brings the total number of CLEs available in MNP down to ten.

Training, Education, Qualifications CLE: Appointment Scheduler



The Navy supports your interest in higher education and training and has provided the voluntary education (VOLED) programs to maximize your efforts and money. Each Sailor's first priority is to learn and execute their mission. VOLED programs support both Navy and your civilian career afterwards. Navy College Education Counselors can teach you how to strike a balance between duties, studies and family, to achieve excellence in all areas. They are here to help guide you through the process of selecting a pathway to reach your career goals. The counselor will help you establish an education plan so you can move along to the next step of your personal and professional journey.

The Center for Information Warfare Training (CIWT), Language, Regional Expertise, & Culture (LREC) directorate, Pensacola, Florida, manages and executes the Navy Defense Foreign Language Testing Program. The program includes the Defense Language Aptitude Battery (DLAB), Defense Language Proficiency Test (DLPT), and Oral Proficiency Interview (OPI).

For MNP Release, 4 the new **Appointment Scheduler** feature allows you to schedule and manage appointments with a Navy College Counselor, academic tests, or schedule a foreign language test. The **Appointment Scheduler** can be found in the **Training, Education, Qualifications CLE** section in MNP. To access the **Appointment Scheduler**, please choose one of the following two methods:

1) Click on the Training / Education / Qualifications icon on the MNP main page (the last icon to the far right under the photo carousel).



2) Click to expand the Career & Life Events menu on the MNP main menu and choose Training, Education, Qualifications at the bottom of the list of CLEs.



Training, Education, Qualifications
Schools, Courses, Degrees, Certs & Quals

Your feedback is important! Please visit the Feedback section of MNP or use the page-specific feedback feature to let us know what you think of the **Appointment Scheduler**, or anything else you see in MNP.

Training, Education, Qualifications CLE: Appointment Scheduler

On the left menu, click Appointment Scheduler to open the Appointment Scheduling tool.

Choose Schedule Language Test Appointments to choose the type of language test you want to schedule. The system will then walk you through the choices and options for each type of language test and then schedule the event.

The screenshot shows the 'Appointment Scheduler' page within the 'BETA' system. The left sidebar contains a navigation menu with 'Appointment Scheduler' highlighted. The main content area features two sections: 'Schedule Language Test Appointments' and 'Schedule VOLED Counseling Appointments'. Each section includes a brief description and a 'SCHEDULE APPOINTMENT' button. A 'VIEW APPOINTMENTS' button is located at the top right of the main content area. The right sidebar contains a 'Help Desk' section with contact information for various support services. The footer includes the text 'Unclassified // For Official Use Only' and a 'Page Feedback' button.

Choose Schedule VOLED Counseling Appointments to choose the type of appointment you want to schedule. The system will then walk you through the choices and options for each type of appointment and then schedule the event.

Choose View Appointments to view and manage your scheduled appointments.

The Training, Education, Qualifications Career and Life Event (CLE) new Appointment Scheduler capability is now available. The Appointment Scheduler allows Sailors to schedule and manage appointments with a Navy College Counselor, academic tests, or schedule a foreign language test. VOLED also provides a list of programs available to assist Sailors interested in earning a higher education degree, job aids, and support resources. PLEASE NOTE: The Appointment Scheduler tool is not available in Low Bandwidth mode.

Training, Education, Qualifications CLE: Appointment Scheduler

The screenshot shows the 'Appointment Scheduler' interface. At the top, there is a navigation bar with 'BETA' and a search box. Below this is a breadcrumb trail: 'Training / Education / Qualifications > Appointment Scheduler'. The main content area is titled 'Schedule Appointment' and contains the question 'Which service would you like to schedule?' followed by the instruction 'Mouse over choices for a brief description.' Below this is a 'Services' menu with four options: 'LANGUAGE TEST', 'ACADEMIC TEST', 'EDUCATION COUNSELING', and 'OTHER SUPPORT SERVICES'. A green box highlights this menu, and a green arrow points from a text box to the 'NEXT' button. The right sidebar contains a 'Help Desk' section with contact information for various support programs, including USMAP, NRTC, and NCMSIS. At the bottom of the page, there is a footer with 'Unclassified // For Official Use Only' and a 'Page Feedback' button.

TRAINING / EDUCATION / QUALIFICATIONS

Overview

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EDUCATION

QUALIFICATIONS

Appointment Scheduler

Glossary

Training / Education / Qualifications > Appointment Scheduler

Schedule Appointment

Which service would you like to schedule?

Mouse over choices for a brief description.

Services

- LANGUAGE TEST
- ACADEMIC TEST
- EDUCATION COUNSELING
- OTHER SUPPORT SERVICES

NEXT

Help Desk

[United Services Military Apprenticeship Program \(USMAP\) Support](#)
(850) 473-6157
DSN 312-753-6157
usmap@navy.mil

[Non-Resident Training Course \(NRTC\) Support](#)
(850) 473-6070
DSN 312-753-6070
nrtc@navy.mil

[My Education/NCMIS/Tuition Assistance Support](#)
(850) 473-6063
ncmis-user-support@navy.mil

[Navy Credentialing Opportunities Online \(COOL\)](#)
(850) 452-6683, 6664, 6324, 6287
DSN: 459-6897
Fax DSN: 459-6897
navycool@navy.mil

[Joint Services Transcript \(JST\)](#)
jst@dorded.mil

Sources of Support

[Virtual Education Center \(VEC\)](#)
CONUS: (877) 838-1659
DSN 492-4684
VEC@navy.mil

[Navy College Office \(NCO\) Locator](#)

Page Feedback

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Choose the type of appointment you would like to schedule and click the Next button to advance through the menus. Some options will require you to choose type of test or counseling, virtual or on-site, facility location, day, time, etc. until your event is scheduled. Once your event is scheduled, you can manage your appointment in the View Appointments section on the previous screen. Here is what is available: 1) Language Test - foreign language aptitude, reading, listening, and speaking testing; 2) Education Counseling - counseling appointments for career and education guidance; 3) Academic Test - high school completion, undergraduate or graduate entrance, and course credit testing; 4) Other Support Services - command briefing, visit request, and other services.

New MNP Public Login Page

The MNP public login page has been redesigned to be more user friendly for Release 4. Visit <http://my.navy.mil> to see the new page and login to MNP. Upon clicking the Login button, Sailors are given the option of accessing either the Low Bandwidth or High Bandwidth versions of MNP. The “Quick Links” and “About MNP” pages that are both accessible from the MNP login page have also been redesigned for usability and a more modern look and feel.

Login to MNP here and choose either the Low Bandwidth or High Bandwidth option.

Go to the Quick Links page to access other important Navy career websites, systems, and portals.

The top right menu of the new MNP public login page includes the following links: 1) Home button - click to return to the MNP public login page; 2) Quick Links (alternate link); 3) About MNP - view or download all of the MNP support documents (e.g., Quick Tours, General Info, Smart Sheet, Fact Sheet, etc.); and 4) Login to MNP (alternate link).

