Creating a NAVFAC Private Portal ("Webcenter") Account

Create a Webcenter Account by opening a web browser and navigating to the NAVFAC **Webcenter/Portal** at: https://hub.navfac.navy.mil/webcenter

If you do not already have a valid webcenter account, you will be automatically directed to the "New SSO User Registration" page:

New SSO User Registration

Information collected on this page is required for Self Service registration to the NAVFAC Corporate Portal and supported applications.

* DoD Certificate Name [▮▮▮▮▮▮▮▮]

You are registering for an SSO account that will be associated with this DoD certificate name.

* First Name Joe
Middle Initial [ ]
* Last Name Is Required eProjects
* E-mail address joe.eprojects@navy.mil

Please use your military email address whenever possible. (i.e. your.name@navy.mil)

* Confirm E-mail address joe.eprojects@navy.mil
* Affiliation NAVFAC ⌄
* Component NAVFACENGCOMHQ ⌄
* Type Civilian ⌄
* Phone Number 619-111-1111

Sponsor Information

In order to complete the registration process you will need to enter and submit the name and email address of an authorized NAVFAC employee as your sponsor using the form below

* Sponsor First and Last Name [▮▮▮▮▮▮▮▮]
* Sponsor E-mail Address [▮▮▮▮▮▮▮▮]

* Comments (reason for requesting access)
> I am requesting a portal account to enable eProjects
> Supported Command   access for tracking
> projects NAVFAC is executing for my command.

[Submit Registration] [Reset]

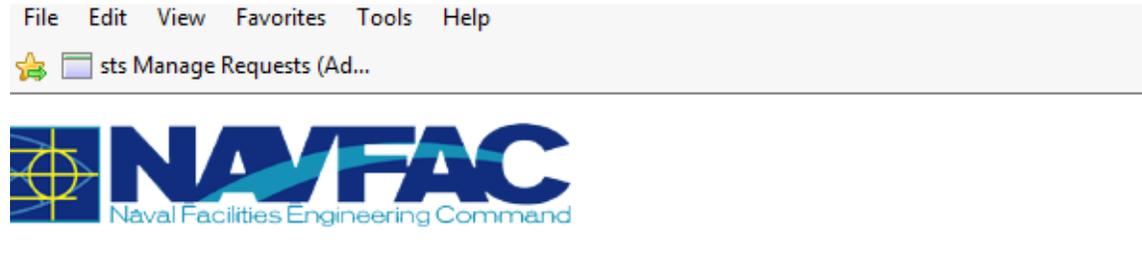All fields preceded with a red asterisk (*) are required fields.
Note that there is a select list of values for the following fields:

Affiliation	NAVFAC CNI OTHER
Component	If the affiliation chosen is NAVFAC, the values in the Component field will reflect the valid NAVFAC Components/Specialty Centers (NAVFAC Atlantic, NAVFAC Southwest, EXWC, etc..). If the affiliation chosen is CNI, the values in the Component field will reflect all NAVY REGIONS and NAVY bases. If affiliation chosen is OTHER, then no value needs to be selected for the Component field.
Type	MILITARY CIVILIAN CONTRACTOR LOCAL/FOREIGN NATIONAL

For the sponsor, any NAVFAC employee should be able to approve your request – we recommend you enter the name and email address of your main contact point at NAVFAC. However, if you receive an

error message indicating the sponsor cannot approve, please send an email requesting assistance to: NITC_Operations_Watch@navy.mil
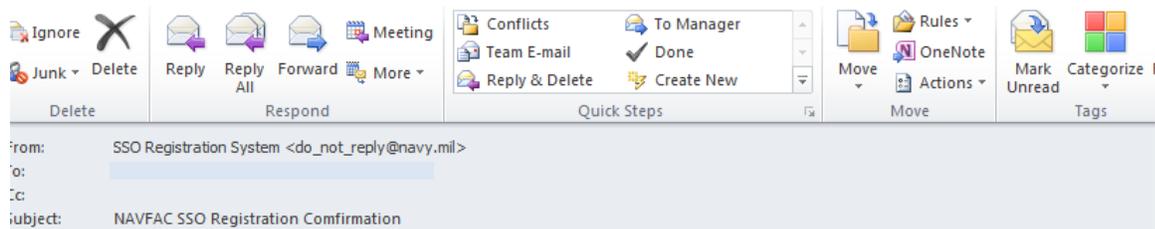
Once the screen has been filled out, click the "**SUBMIT REGISTRATION"** button.   The screen below will display:

A confirmation email will be sent to your outlook account:

Copy and paste the url listed in the email into your web browser. You will receive the following message in the browser:
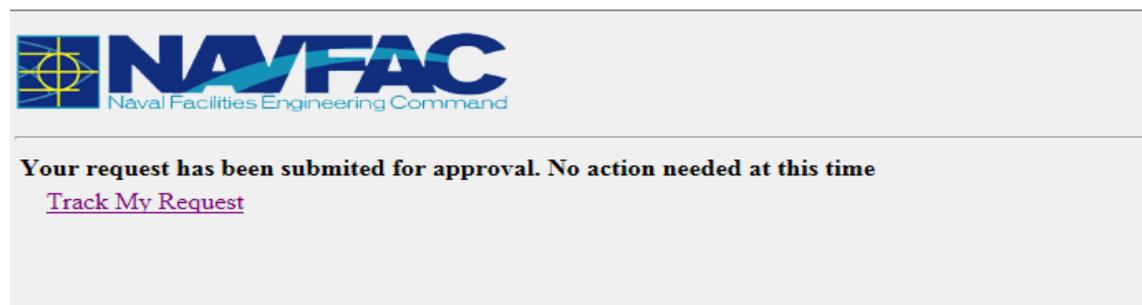
An email will then be sent to the person listed as your NAVFAC sponsor. Once the sponsor approves your request, you will receive an email indicating your access to the **NAVFAC Webcenter** has been approved. Once your NAVFAC Webcenter account is created, you will want to keep it active by logging in regularly (to either the NAVFAC Webcenter, eProjects or eClient); accounts become disabled if not accessed within 29 days and they are deleted on day 45 due to inactivity.   Requests to have your Webcenter account re-enabled may be sent to: NITC_Operations_Watch@navy.mil .