



Establishing Your Electronic Service Record (ESR)





ESR Self-Service Account Set Up

A screenshot of a Microsoft Internet Explorer browser window. The address bar shows "https://nsips.nmci.navy.mil". The page content includes the NMCI logo, navigation tabs for "Home" and "About NMCI", a news article titled "PMW-200 NMCI Invites Attendees, Calls for Award Nominees" dated 14 May 2008, and a "Did You Know?" section about intellectual property access. A yellow callout bubble is overlaid on the page, pointing to the address bar.

homeport.navy.mil | NMCI Homeport - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://nsips.nmci.navy.mil>

NMCI
NAVY MARINE CORPS INTRANET

Home About NMCI

PMW-200 NMCI Invites Attendees, Calls for Award Nominees
14 May 2008

Guide to Improve Seat Order Modification Available on Homeport
14 May 2008

More News Articles →

Enterprise User Alerts and Bulletins
Software Verizon Access Manager Dial-Up Client Installation (USN Only) 8 Jan 2008

Did You Know? Information regarding access to NMCI Intellectual Property is available on Homeport.

Search the Support Library for: Search

Done Local intranet

From your NMCI workstation's web browser, enter the URL

<https://nsips.nmci.navy.mil>

Note: If you are not on an NMCI workstation, you will need to have a DOD PKI identity certificate loaded into your web browser in order to access this web page. Contact your Local Registration Authority (LRA).



ESR Self-Service Account Set Up (Cont)

The screenshot shows a Microsoft Internet Explorer browser window displaying the NMCI Homeport website. A dialog box titled "Choose a digital certificate" is open in the foreground. The dialog box contains a warning icon and the text: "The Web site you want to view requests identification. Please choose a certificate." Below this text is a table with two columns: "Name" and "Issuer". The table contains two entries: "SAILOR.JOSEPH.A. DOD EMAIL CA-12" and "SAILOR.JOSEPH.A. DOD CA-12". The second entry is highlighted in blue. Below the table are buttons for "More Info...", "View Certificate...", "OK", and "Cancel". A yellow callout bubble points to the highlighted entry with the text: "Next, you will be prompted to choose the appropriate digital certificate".

homeport.navy.mil | NMCI Homeport - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://nsips.nmci.navy.mil>

Choose a digital certificate

Identification

The Web site you want to view requests identification. Please choose a certificate.

Name	Issuer
SAILOR.JOSEPH.A. DOD EMAIL CA-12	
SAILOR.JOSEPH.A. DOD CA-12	

More Info... View Certificate...

OK Cancel

Next, you will be prompted to choose the appropriate digital certificate

Done Local intranet



ESR Self-Service Account Set Up (Cont)

A screenshot of a Microsoft Internet Explorer browser window displaying the NMCI Homeport website. The browser's address bar shows "https://nsips.nmci.navy.mil". A modal dialog box titled "ActivClient Login" is overlaid on the page. The dialog box contains the text "Please enter your PIN." and a text input field with "*****" entered. Below the input field are "OK" and "Cancel" buttons. The background website shows the NMCI logo, navigation tabs for "Home" and "About NMCI", and various news items and service links. A yellow callout box with red text is positioned at the bottom of the dialog box.

homeport.navy.mil | NMCI Homeport - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://nsips.nmci.navy.mil>

ActivClient Login

Actividentity
ActivClient

Please enter your PIN.

PIN *****

OK Cancel

Enter your PIN

My Homeport Account

Home About NMCI News

Contact the Service Desk at (866) 843-6624.
[System Status](#) | [Ticket Lookup](#) | [Password](#)

NMCI Services

Enterprise Scan to File Solution Now Available

CLIN 0023 Software Program

BlackBerry Solutions

More Services Information

Using Your CAC

Organize Outlook Contacts

Enhance Images in PowerPoint

Remove Links in Word 2003

Spam Reporting (Updated)

More Information

More Support Information

Guide to Improve Seat Order Modification Available on Homeport

Information regarding access to NMCI Intellectual Property is available on Homeport.

Search

Local intranet



ESR Self-Service Account Set Up (Cont)



From the NSIPS Homepage, select the “New Users (ESR Self Service)” link

System Status: **Online**

Friday, May 23

No Urgent News.

News

Description

For additional documentation on NSIPS/ESR/CIMS, visit the NSIPS/ESR/CIMS website.

Integrated Personnel System
Electronic Service Record (ESR) Access
Service Access
Information Management System

- » **NSIPS Analytics**
- » **Web Ad Hoc Access**
- » **Navy Retention Monitoring System (NRMS)**

System Access Authorization Request (SAAR)

- » **New Users (NSIPS, ESR, Web Ad Hoc)**
- » **New Users (ESR Self-Service)**

User Information

- » **ESR Self-Service Login Instructions**
- » **Civilian Employer Information (CEI) Login Instructions**

NSIPS Help Desk Contact Information: Toll Free: 877-589-
 Comm: 504-697-5442, DSN: 647-5442, Fax: Comm:
 507/0342, DSN: 647-3007/0342, e-mail:
 @navy.mil

Menu

If you need additional assistance, select “ESR Self-Service Login Instructions” for text version step-by-step guidance

work devices (including Internet Access) are monitored for all lawful purposes, system, to facilitate protection against operational security. Monitoring includes, but not limited to, the security of the system. During authorized purposes. All information, including but not limited to, is monitored. Use of this DoD computer system. Unauthorized use may subject users to monitoring for all lawful purposes.

"The Data contained Herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken."



ESR Self-Service Account Set Up (Cont)

[Help](#) | [ncsp](#)

Member Self-Service Account Request

!!! WARNING !!!

To access this web site you must first be authenticated as an authorized user. Your information will be transmitted in a secure manner.

NOTE: The Privacy Act, 5 U.S.C. 552a and DoD Web Site Administration Policies and Procedures Dated November 25, 1998, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Name, Social Security Account Number (SSAN), and Date of Birth (DOB) is 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Chapters 53, 54, 55, 58, and 75; 10 U.S.C. 136; 31 U.S.C. 3512(c); 50 U.S.C. Chapter 23 (Internal Security); DoD Directive 1341.1, Defense Enrollment/Eligibility Reporting System; DoD Instruction 1341.2, DEERS Procedures; and E.O. 9397 (SSN). The disclosure of this information is voluntary. However, its use is required in certifying your identity and providing access to Self-Service Application.

SSN:	<input type="text" value="111-11-1111"/>	Date of Birth:	<input type="text"/>
Name:	<input type="text"/>		
	(Last, First, Middle)		
Email:	<input type="text"/>		
Phone:	<input type="text"/>		
User Id:	<input type="text"/>		
Password:	<input type="text"/>		
Confirm Password:	<input type="text"/>		

[Validate a...](#)

Upon accessing the Member Self Service Account Request screen, enter your SSN



ESR Self-Service Account Set Up (Cont)

[Help](#) |

Member Self-Service Account Request

!!! WARNING !!!

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SSN:	<input type="text" value="111-11-1111"/>	Date of Birth:	<input type="text"/>
Name:	<input type="text" value="SAILOR, JOSEPH ALBERT III"/>		
	(Last,First Middle)		
Email:	<input type="text"/>		
Phone:	<input type="text"/>		

User Id:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

[Validate and](#)

[ERM Main](#)

Upon entering a valid SSN, the Name block will automatically pre-fill



ESR Self-Service Account Set Up (Cont)

Member Self-Service Account Request

!!! WARNING !!!

To access this web site you must first be authenticated as an authorized user. Your information will be transmitted in a secure manner.

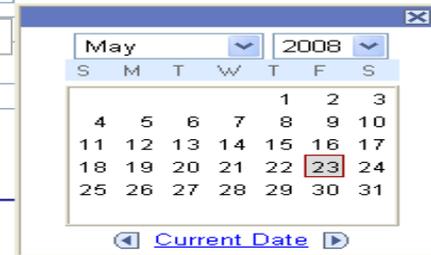
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SSN: Date of Birth:

Name:
(Last,First Middle)

Email:

Phone:



Next, enter your Date of Birth (DOB) in a YYYY/MM/DD format OR select the calendar to choose your DOB from the drop down menus

[Account](#)



ESR Self-Service Account Set Up (Cont)

[Help](#) |

Member Self-Service Account Request

!!! WARNING !!!

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SSN:
Name:
Email:
Phone:

User Id:

Password:

Conf:

Is this an official email address? (26105,64)

Yes

No

Next, enter your email number. You will your email address you will receive an an official

User Id and Password Restrictions

User Id and Password Restrictions

- User Id is case sensitive and must be a minimum of 8 Characters Long not exceeding 25 characters.
- User Id can contain either Alpha-Numeric Character or Special Characters.
- User Id can be Generated Automatically by Clicking on the Lightning Bolt Icon next to the User Id Field.
- User Password must contain Alpha-Numeric Characters.
- User Password must be a minimum of 8 Characters Long not exceeding 25 characters.
- User Password must contain at least 2 digits.
- User Password must contain a mix of alpha characters and numbers. One Upper-case alpha and at least one lower case alpha.



ESR Self-Service Account Set Up (Cont)

[Help](#) 
[http](#)

Self-Service Account Status

The Self-Service Account requested by Sailor, Joseph Albert III (11111111) was created successfully. You must close this browser window before proceeding. Open a new browser window, navigate to the Sign-In page, and Enter User Id & Password to Access Self-Service System.



Accessing ESR Self-Service

Navy Standard Integrated Personnel System - 2 - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://nsips.nmci.navy.mil/> Go Links SnagIt



System Status: Online

!

In accordance with the NSIPS CY 08 Planned Maintenance Schedule, we will use the planned period for Saturday, 31 May 08, to take the system off line for an emergent critical security patch starting at 1200 central time, and ending at approximately 2200 central, Saturday. As always, we will endeavor to return NSIPS to operational status as soon as possible. Watch this screen for further updates on system status during the maintenance period.

News

- » [NSIPS & Electronic Service Record \(ESR\) Access](#)
- » [ESR Self-Service Access](#)
- » [Career Information Management System](#)

NSIPS Analytics

- » [Web Ad Hoc Access](#)
- » [Navy Retention Monitoring System \(NRMS\)](#)

System Access Authorization Request (SAAR)

- » [New Users \(NSIPS, ESR, Web Ad Hoc\)](#)
- » [New Users \(ESR Self-Service\)](#)

User Information

- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 647-5442, Fax: Comm: 504-697-3007/0342, DSN: 647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

Done Local intranet

Once you have closed your browser from the ESR Self-Service Account Set Up, Re-open your browser and enter the NSIPS URL again <https://nsips.nmci.navy.mil>



Accessing ESR Self-Service

**Click on the
"ESR Self-Service
Access"
link**

Navy Standard Integrated Personnel System - 2 - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address

Go Links SnagIt

Navy Standard Integrated Personnel System

System Status: **Online** Friday, May 30

!

In accordance with the NSIPS CY 08 Planned Maintenance Schedule, we will use the planned period for Saturday, 31 May 08, to take the system off line for an emergent critical security patch starting at 1200 central time, and ending at approximately 2200 central, Saturday. As always, we will endeavor to return NSIPS to operational status as soon as possible. Watch this screen for further updates on system status during the maintenance period.

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Done Local intranet



Accessing ESR Self-Service



User ID:

Password:

I have read and consent to the terms in the Security Disclaimer below

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 647-5442, Fax: 504-697-3007/0342, DSN: 647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

Now enter your User ID and Password

Be sure to read the Security Disclaimer and check this block before hitting "OK"

Security Disclaimer

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions: -The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations. -At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS. -Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search. -Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose. -Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.



Accessing ESR Self-Service

The screenshot shows the NSIPS ESR Home Page. At the top, there is a blue header with the NSIPS logo and the text 'ERM'. Below the header, there are navigation links for 'Home', 'Sign out', and 'Help'. The main content area is titled 'Electronic Service Record' and includes fields for 'SSN:', 'Name:', 'Rank/Rate:', and 'Current DSC:'. A yellow callout box with red text points to the 'Employee Self Service' option in the left-hand menu. The main content area is divided into several sections, each with an icon and a description:

- Personal Information**: Review member address and phone, marriage, and personal information. [View Personal Information](#)
- Professional History**: Review member history of assignments. [View Professional History](#). Create member competency self evaluation. [Update Competencies](#)
- PCS Travel**: Update member PCS Travel information. [Update PCS Travel](#)
- Service Obligations and Agreements**: Review member service obligations and agreements. [View Service, Obligations, and Agreements](#)
- Performance**: Review member performance information. [View Performance](#)
- Administrative Remarks**: Review member administrative remarks. [View Administrative Remarks](#)



Accessing ESR Self-Service

The screenshot shows the NSIPS ERM system interface. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below the navigation bar, the 'Menu' is visible on the left, with 'Electronic Service Record' highlighted. The main content area is titled 'Electronic Service Record' and displays the user's SSN (111-11-1111), Name (SAILOR, JOSEPH ALBERT III), Rank/Rate (BM2), and Current DSC (100). The 'ESR Self Service' section contains several options: Personal Information, Professional History, PCS Travel, Service Obligations and Agreements, Performance, and Administrative Remarks. A yellow callout box with red text points to the 'Electronic Service Record' menu item, stating: 'Now, Click on "Electronic Service Record"'. The PeopleSoft logo is visible in the bottom right corner.

**Now,
Click on
"Electronic Service Record"**



Accessing ESR Self-Service

NSIPS ERM Home Sign out Help

Personalize [Content](#) | [Layout](#) [Help](#)

Menu

Search:

- My Favorites
- Employee Self Service
 - Electronic Service Record**
 - View**
 - Tasks
- NSIPS Support Manager
- Change Password

ESR Home Page

Electronic Service Record

SSN: 111-11-1111 Name: SAILOR, JOSEPH ALBERT III Rank/Rate: BM2 Current DSC: 100

ESR Self Service

- Personal Information**
Review member address and phone, marriage, and personal information.
[View Personal Information](#)
Update member address, ...
- Professional History**
Review member history of assignments
[View Professional History](#)
Create member competency self evaluation.
[Update Competencies](#)
- PCS Travel**
Update member PCS Travel information.
[Update PCS Travel](#)
- Service Obligations and Agreements**
Review member service obligations and agreements.
[View Service, Obligations, and Agreements](#)
- Administrative Remarks**
Review member administrative remarks.
[View Administrative Remarks](#)

Click on "View" to see menu of entire record OR "Tasks" to see menu of those areas which can be updated



Accessing ESR Self-Service



ERM

[Home](#)

[Sign out](#)

[Help](#)

Personalize [Content](#) | [Layout](#)

Menu

Search:

- ▶ My Favorites
- ▼ Employee Self Service
 - ▼ Electronic Service Record
 - ▼ View
 - [Personal Information Links](#)
 - [Training, Education, Quails](#)
 - [Performance Links](#)
 - [Service Obligations](#)
 - [Professional History Links](#)
 - [Administrative Remarks Links](#)
 - [Member Data Summary](#)
 - [Dependency Data](#)
 - [SGLI](#)
 - [Thrift Savings Plan](#)
 - [Training Summary](#)
 - [Exam Profile Data](#)
 - [Montgomery GI Bill](#)
 - [Court Memorandum](#)
 - [Unauthorized Absence](#)
 - [Honors and Awards](#)
 - [Fitness Report](#)
 - [History of Assignments](#)
 - [IDT Detail Summary](#)
 - [Billet History](#)
 - [Orders Detail](#)
 - [Orders History](#)
 - [Remarks](#)
 - [Administrative Remarks History](#)
 - [PCS Travel](#)
 - [Address and Phone](#)
 - [Civilian Employer Information](#)
 - [Emergency Contact](#)
 - [PQS](#)
 - [Course Data](#)
- ▶ Tasks
 - [NSIPS Report Manager](#)
 - [Change My Password](#)

ESR Home Page

Electronic Service Record

SSN 111-11-1111 Name: SAILOR, JOSEPH ALBERT III Rank/Rate: BM2 Current DSC: 100

ESR Self Service

<p> Personal Information Review member address and phone, marriage, and personal information. View Personal Information</p> <p>Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information. Update Personal Information</p>	<p> Professional History Review member history of assignments View Professional History</p> <p>Create member competency self evaluation. Update Competencies</p>
<p> Training, Education, and Qualifications Review member training, education, and qualifications. View Training, Education, and Qualifications</p>	<p> PCS Travel Update member PCS Travel information. Update PCS Travel</p>
<p> Performance Review member performance information. View Performance</p>	<p> Service Obligations and Agreements Review member service obligations and agreements. View Service Obligations, and Agreements</p>
	<p> Administrative Remarks Review member administrative remarks. View Administrative Remarks</p>