

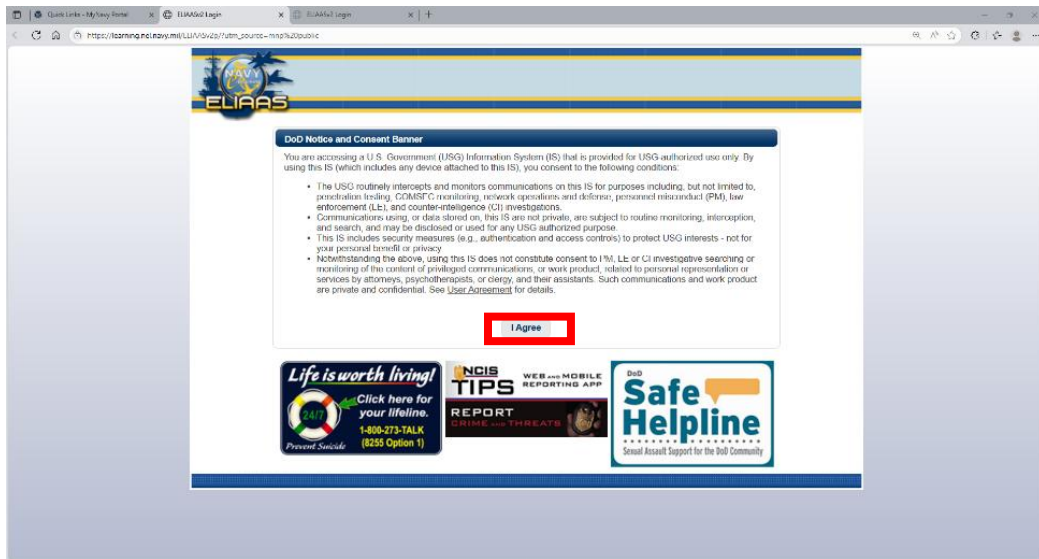
Navy eLearning Course Registration Guide

For PSP Course Enrollment – Course ID: OPNAV-PSP-ILT1.0

Step 1: Access Navy eLearning

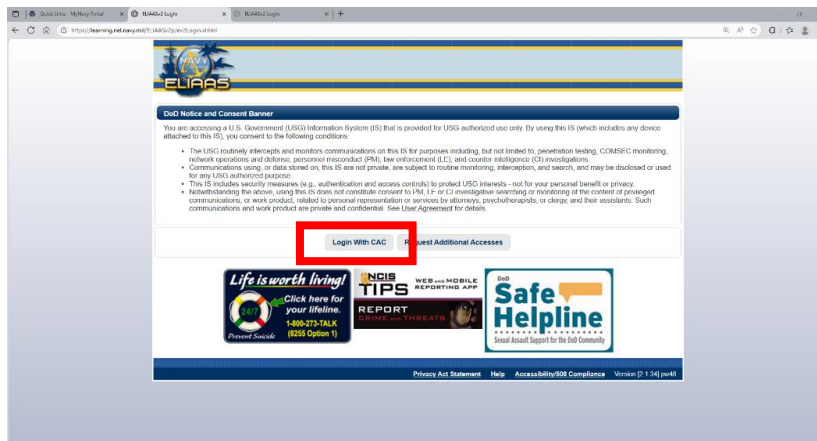
Go to [Navy eLearning Portal](#)

Use a supported browser (Chrome or Edge recommended).



Step 2: Log In

- Use your **DoD ID credentials (MIL/CIV/CTR)**.
- First-time users: follow prompts for **self-registration** or **account activation**.

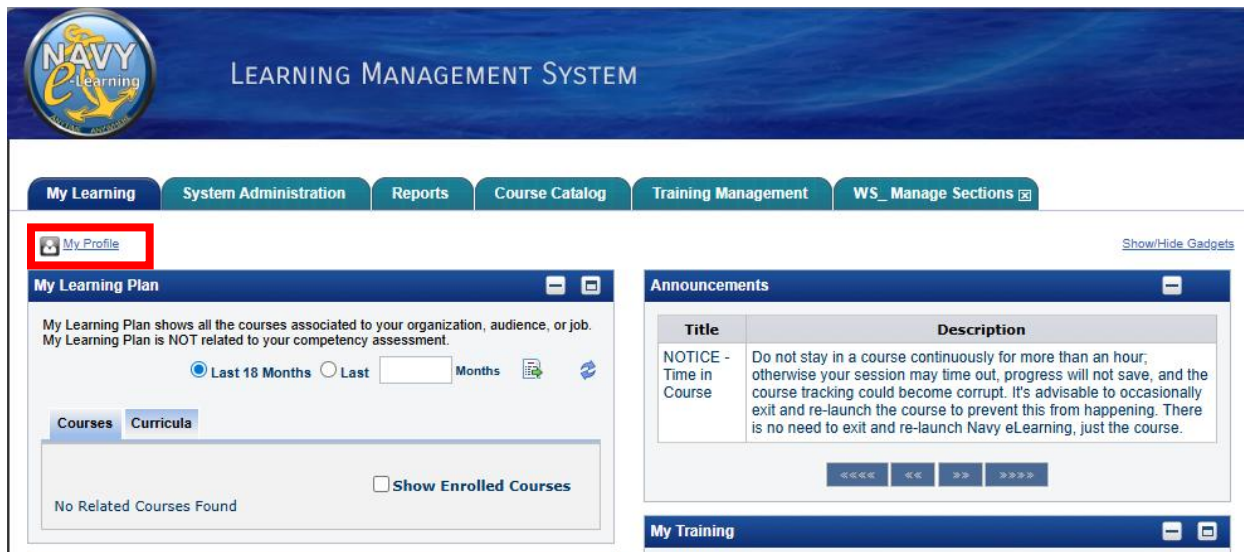


VERY IMPORTANT STEP

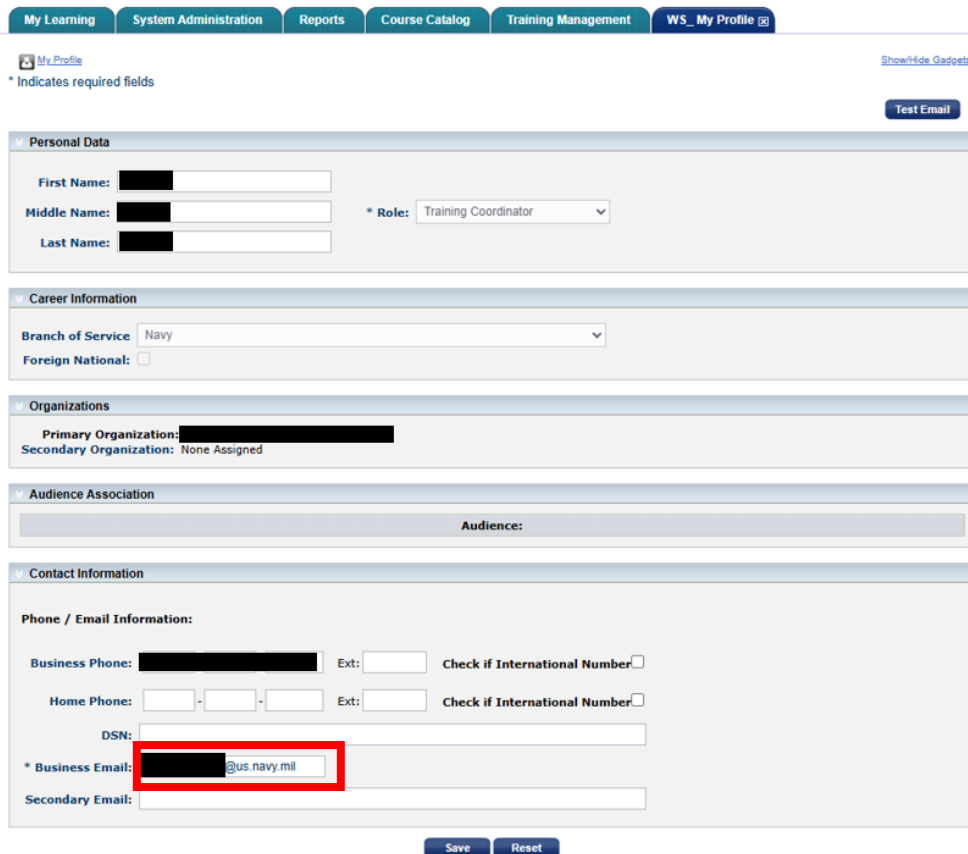
IT IS IMPERATIVE THAT YOU COMPLETE THIS STEP WHEN REGISTERING.

Step 3: Update your Profile

- From the “My Learning” tab, click on “My Profile”.



- Verify that your **official Navy email address** is correct and ends in @us.navy.mil



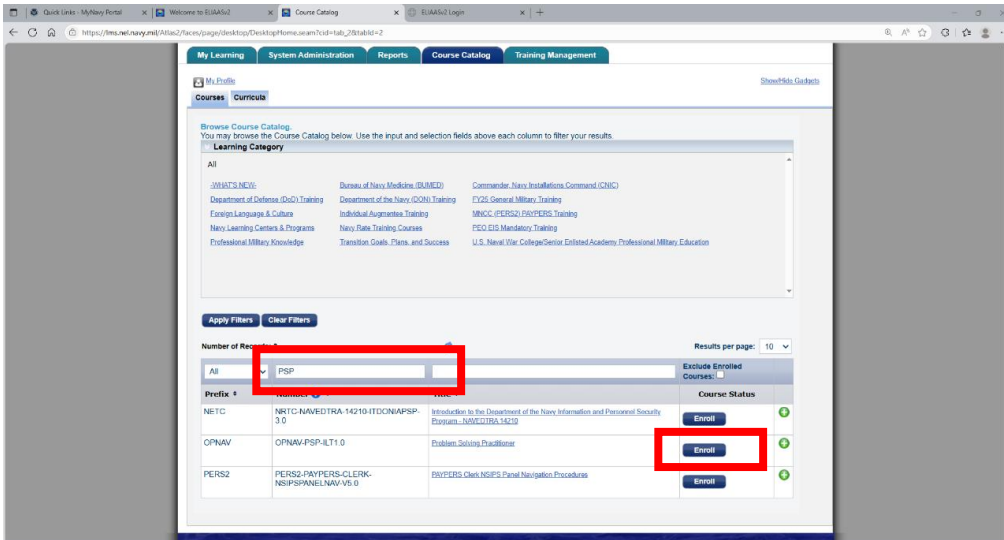
- Click **Save** if you make any changes.

VERY IMPORTANT STEP

Step 4: Enroll in the PSP Course

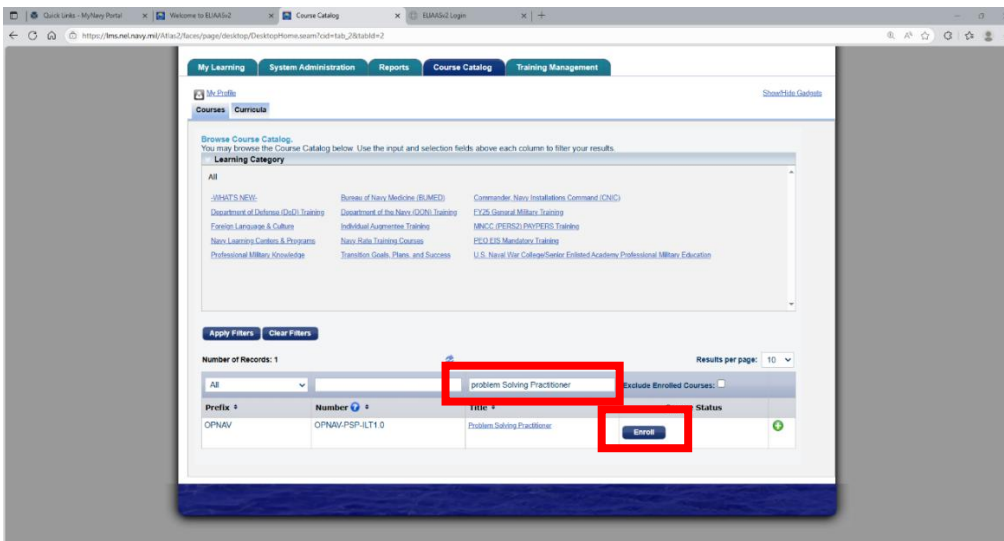
Option A: Search by Course Number

1. Select the “**Course Catalog**” tab.
2. Enter the number: **PSP**
3. Select the course and click **Enroll**.



Option B: Search by Course Title

1. Select the “**Course Catalog**” tab.
2. Enter the title: **Problem Solving Practitioner**
3. Select the course and click **Enroll**.



Step 5: Complete Registration

- After clicking **Enroll**, a prompt will appear to continue registration.
- Click **Continue** to view available course sections.
- Carefully read the **Details** column to find the correct section based on your location or schedule.

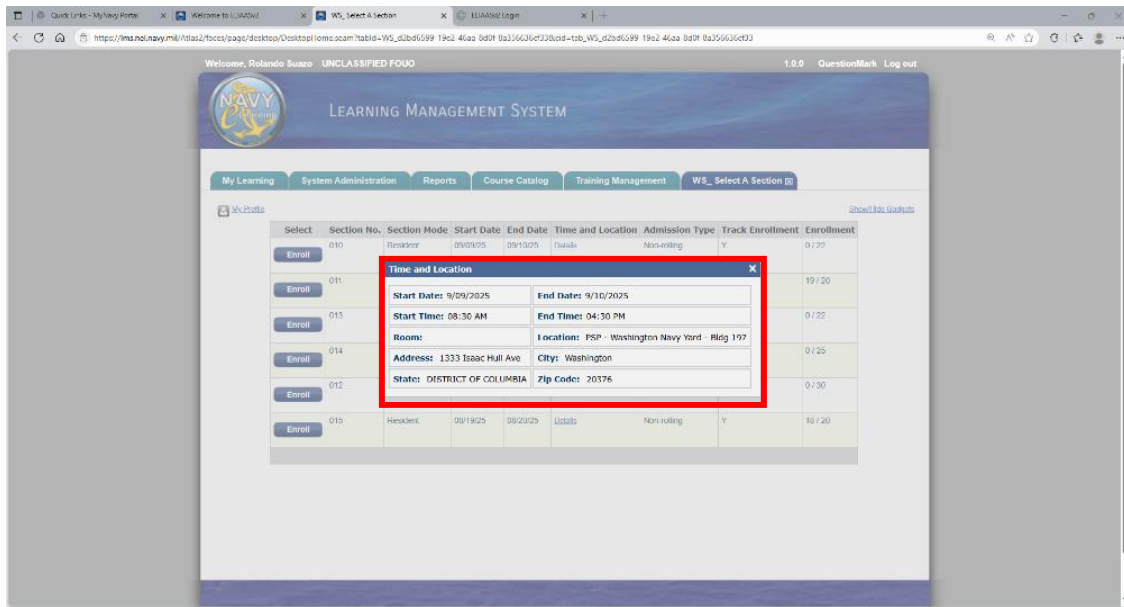
The screenshot shows the 'Course Catalog' page with a 'Course Enrollment - OPNAV-PSP-ILT 1.0' dialog box. The dialog box contains the following text: 'Manager Approval Required. The Course Section you have selected requires manager approval. An enrollment request will be sent to your manager. You will be notified via email when your enrollment request is processed. Would you like to select a section in which to enroll?'. Below the text are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

Below the dialog box, the course details are visible:

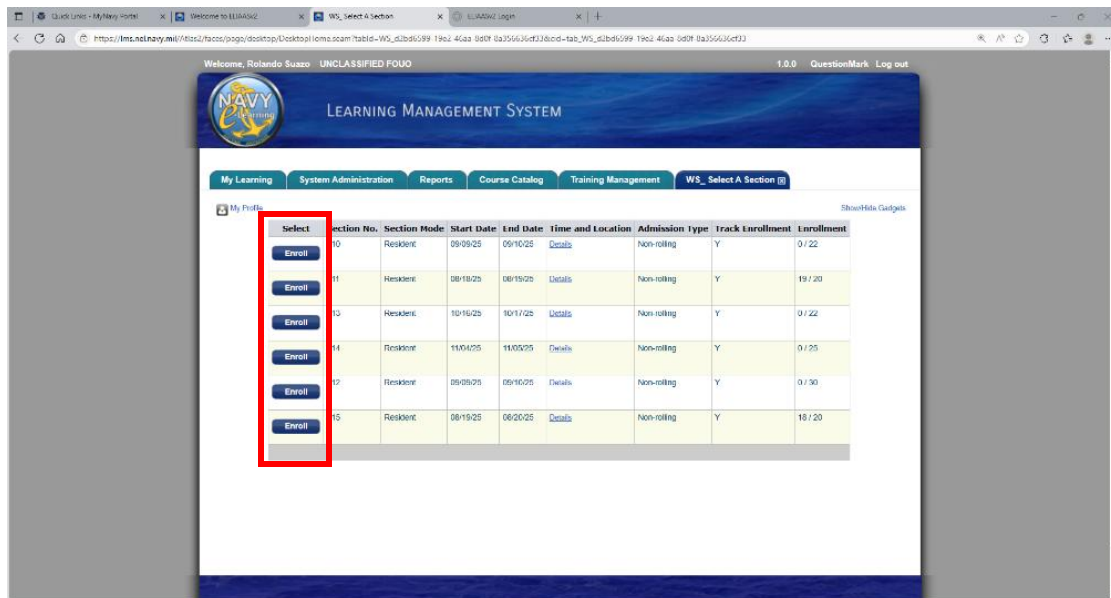
Prefix #	Number #	Title #	Course Status
OPNAV	OPNAV-PSP-ILT 1.0	Problem Solving Practitioner	Enroll

The screenshot shows the 'WS_Select A Section' page with a table of course sections. The table has the following columns: Select, Section No., Section Mode, Start Date, End Date, Time and Location, Admission Type, Track Enrollment, and Enrollment. The 'Time and Location' column is highlighted with a red box.

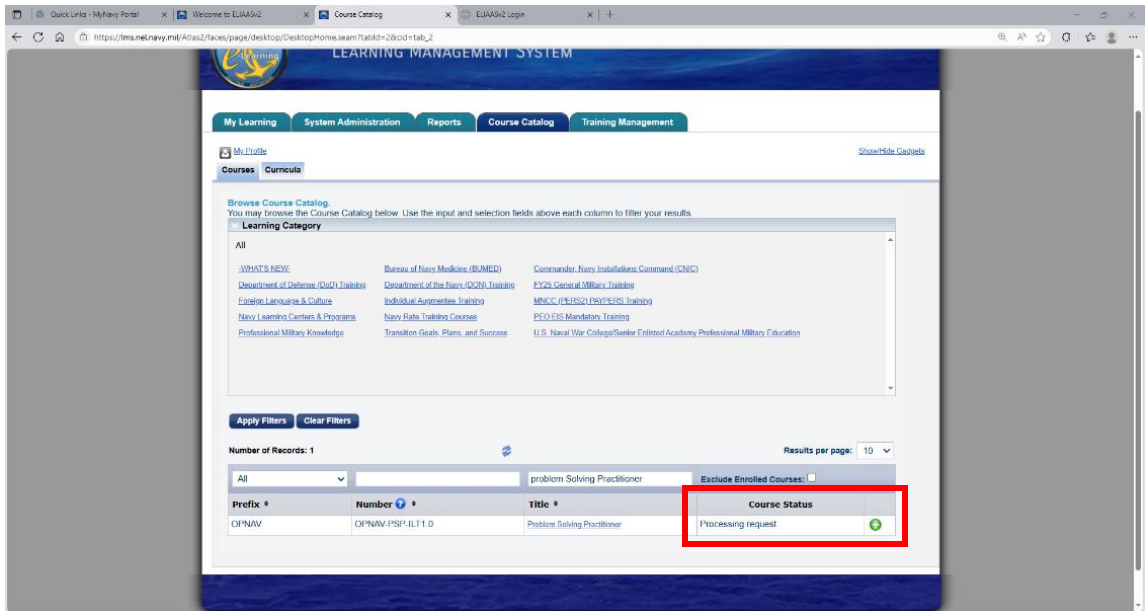
Select	Section No.	Section Mode	Start Date	End Date	Time and Location	Admission Type	Track Enrollment	Enrollment
Enroll	010	Resident	09-09-25	09-10-25	Details	Enrolling	Y	0 / 22
Enroll	011	Resident	08-18-20	08-19-20	Details	Enrolling	Y	19 / 20
Enroll	013	Resident	10-16-20	10-17-20	Details	Enrolling	Y	0 / 22
Enroll	014	Resident	11-04-20	11-05-20	Details	Enrolling	Y	0 / 25
Enroll	017	Resident	09-05-20	09-10-20	Details	Enrolling	Y	0 / 30
Enroll	015	Resident	08-19-20	08-20-20	Details	Enrolling	Y	18 / 20



- Once you have identified the correct course offering, select **“Enroll”**.



- After selecting “Enroll”, you will see your course status as “Processing Request”.



Important Notes

- The system **does not send automatic email confirmations** for enrollment.
- If you're unsure whether you're enrolled, please **contact us via email** to confirm.
- For any issues or questions, feel free to reach out — we are happy to assist!
- Contact email:

OWAEducation@us.navy.mil