

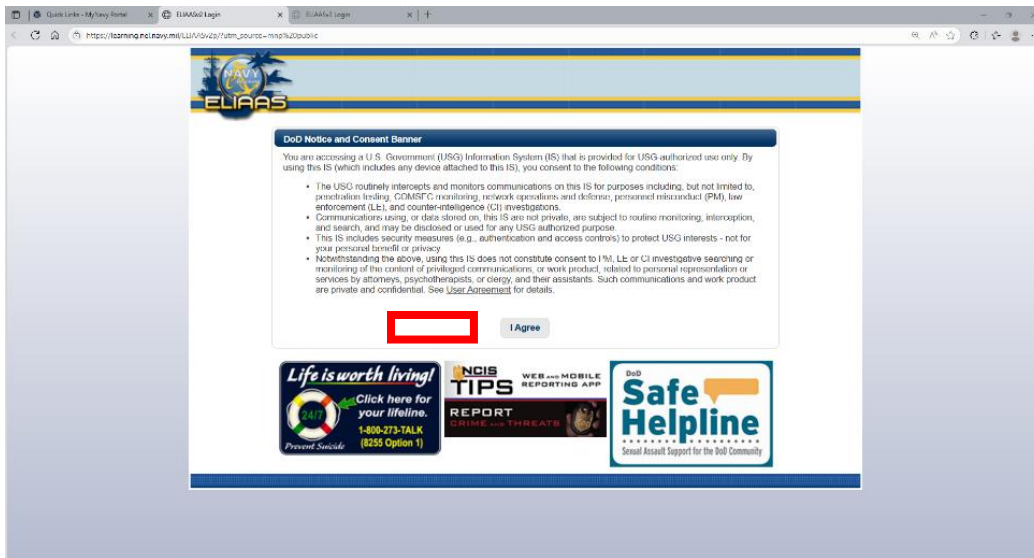
# Navy eLearning Course Registration Guide

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

If you have any questions, please read the FAQs at the bottom of this guide before contacting the [OWAEducation@us.navy.mil](mailto:OWAEducation@us.navy.mil) distro.

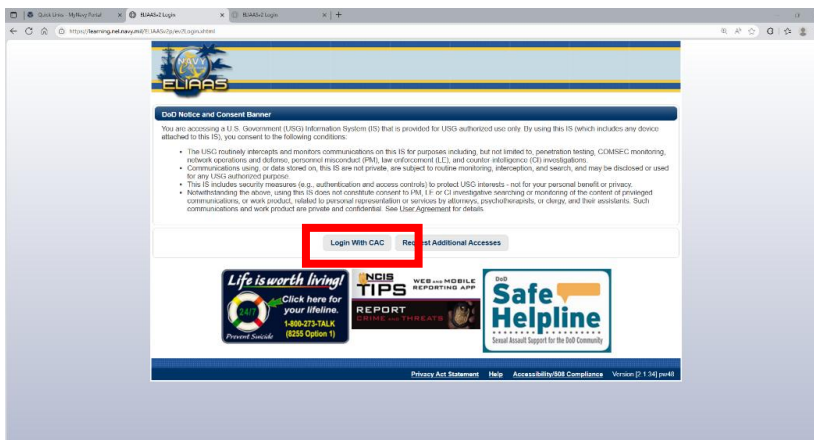
## Step 1: Access Navy eLearning

- 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**.

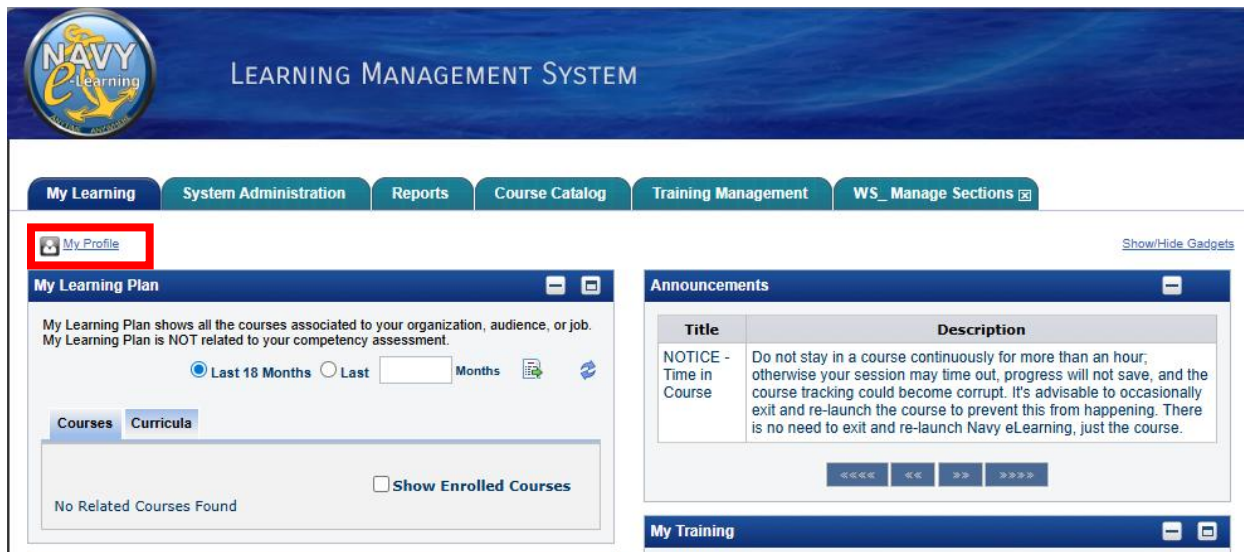


**VERY IMPORTANT STEP**

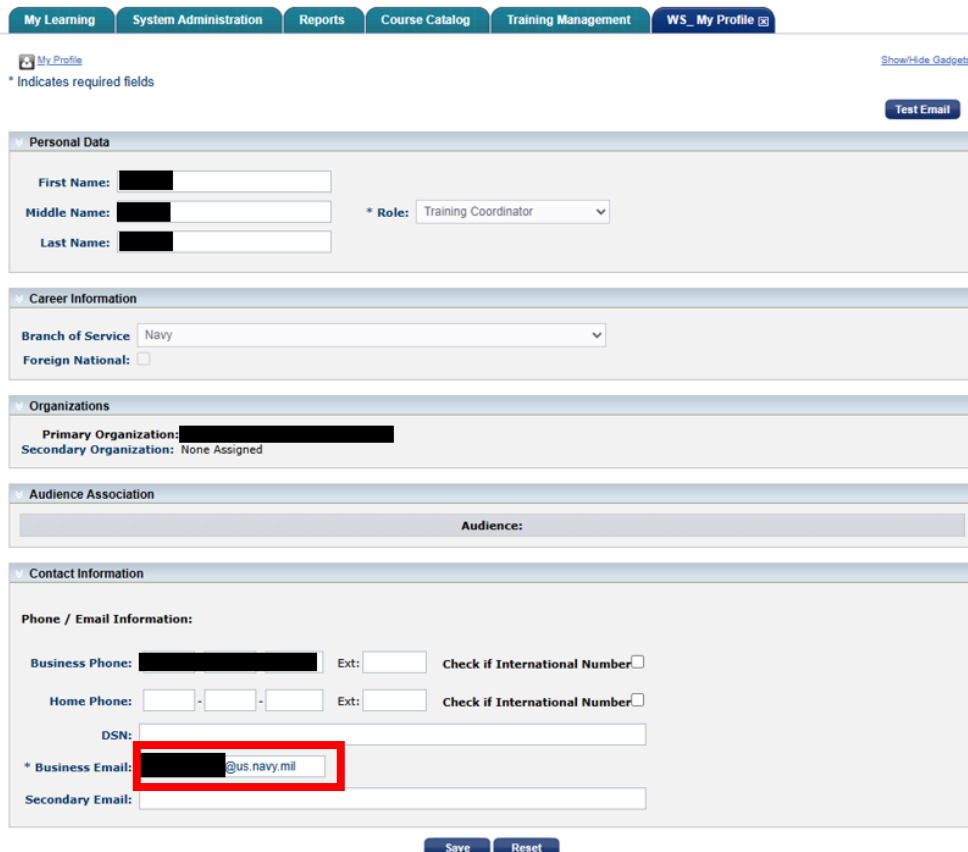
**IT IS IMPERATIVE THAT YOU COMPLETE THIS STEP WHEN REGISTERING.**

**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



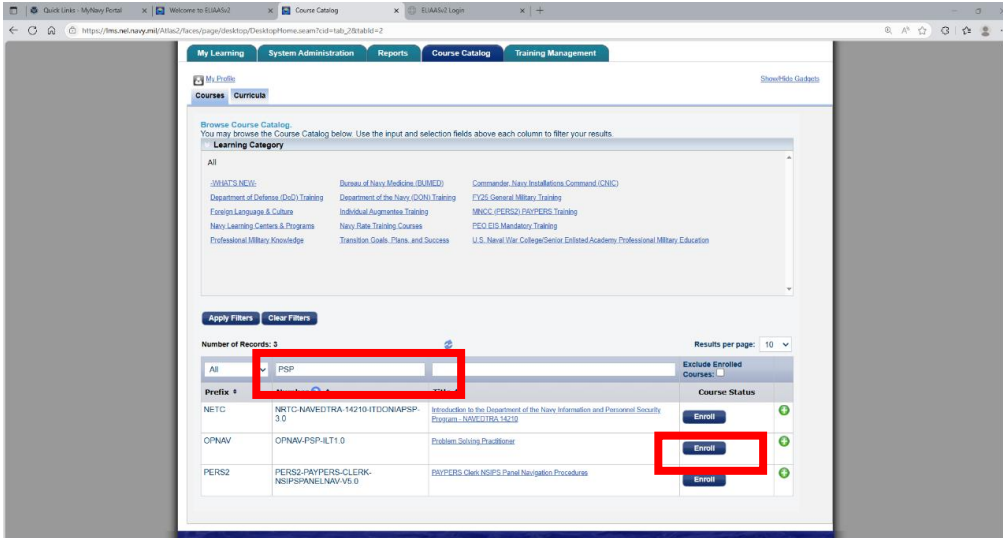
- Click **Save** if you make any changes.

**VERY IMPORTANT STEP**

## Step 4: Enroll in the PSP Course

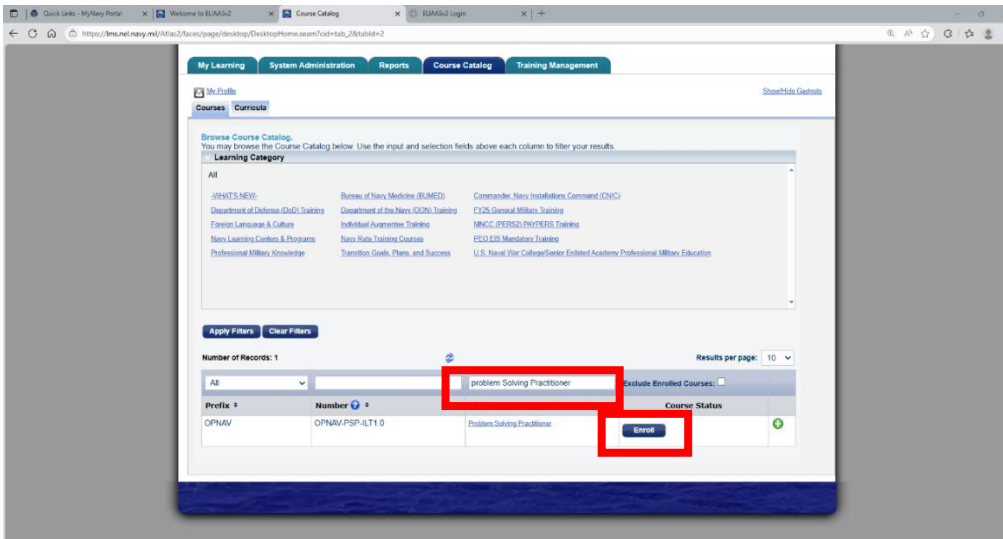
### Option A: Search by Course Number

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 stating manager approval is needed. This is normal, the “manager” is OWA personnel and/or the course instructor. No further action is required on your part.
- Click **Continue** to view available course sections.
- Carefully read the **Details** column to find the correct section based on your location or dates that you’re available.

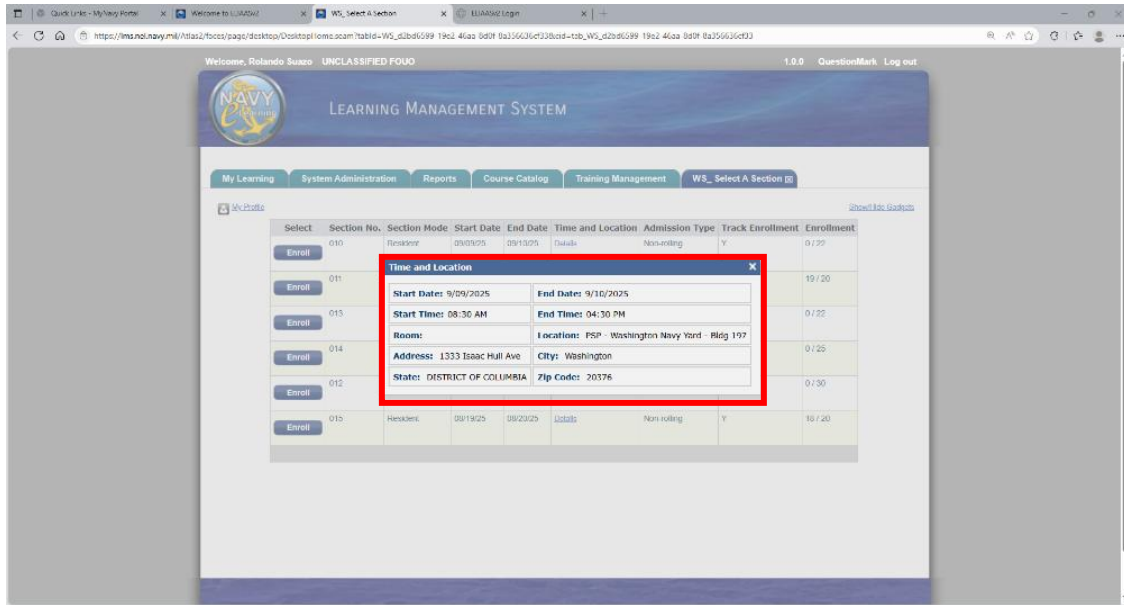
The screenshot shows the 'Course Enrollment - OPNAVOPNAV-PSP-31 TT.0' page. A dialog box titled 'Manager Approval Required' is overlaid on the page. The dialog text reads: 'The Course Section you have selected requires manager approval. An enrollment request will be sent to your manager. You will be 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'.

Learning Category
All
WHAT'S NEW
Department of Defense (DOD) Training
Foreign Language & Culture
Navy Learning Centers & Programs
Naval Base Training Classes
Naval Medicine (NAVMED)
Department of the Navy (DON) Training
Individual Augmentee Training
Navy Base Training Classes
Commander, Navy Installation Command (UNIC)
FY25 General Military Training
MANCC (PERS) NAVY/PERS Training
FED. FIS. Mandatory Training

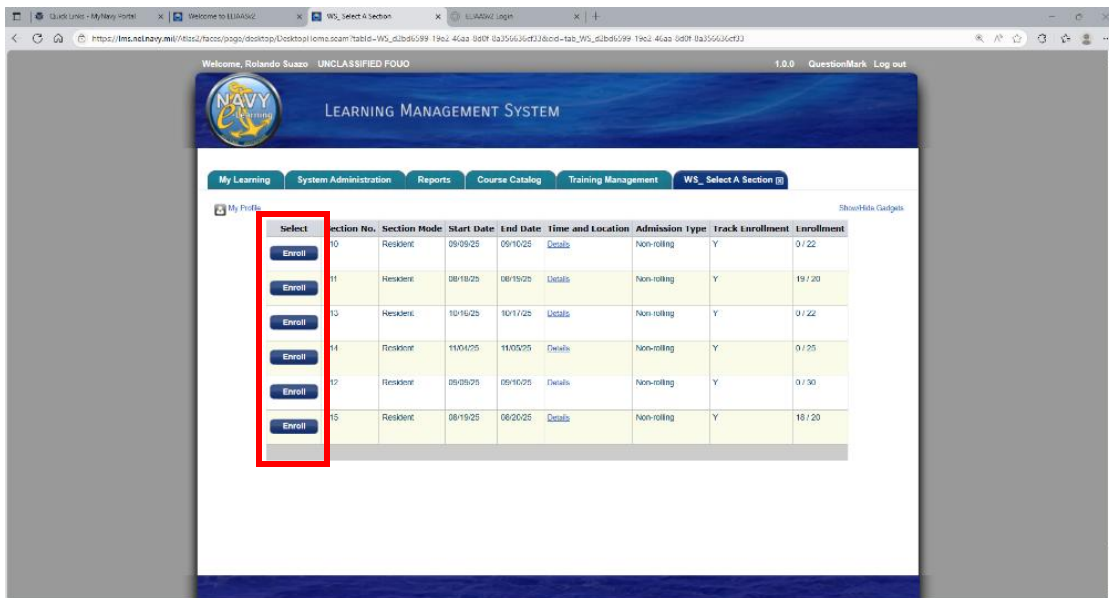
Prefix	Number	Title	Course Status
OPNAV	OPNAV-PSP-31T1.0	Problem Solving Practitioner	Enroll

The screenshot shows the 'WS\_Select A Section' page. A table of available course sections is displayed. The 'Time and Location' column is highlighted with a red box. The table includes columns for Select, Section No., Section Mode, Start Date, End Date, Time and Location, Admission Type, Track Enrollment, and Enrollment.

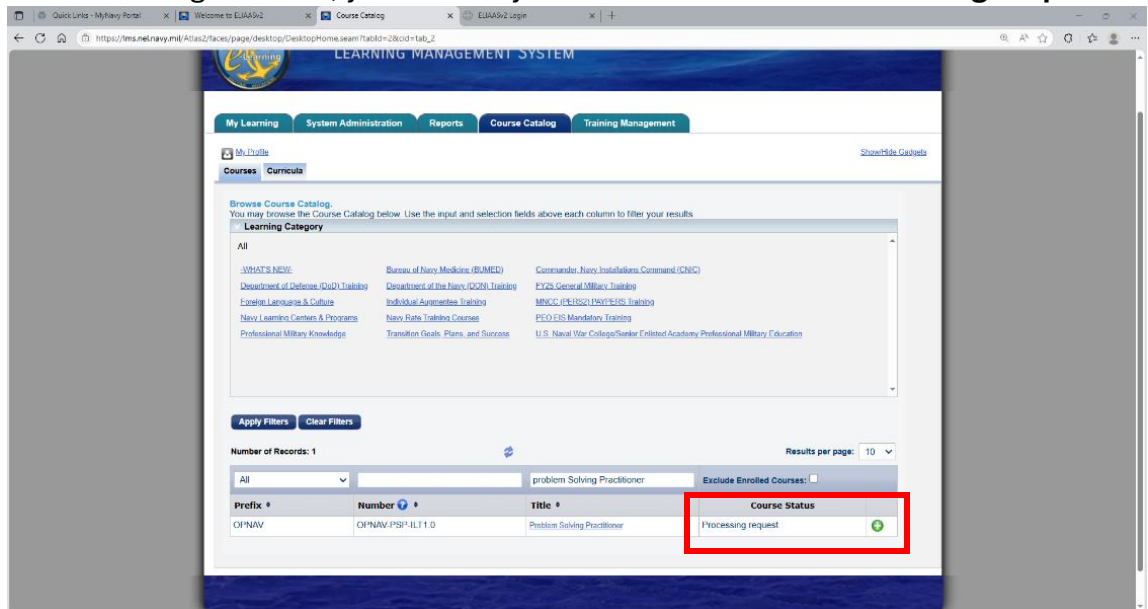
Select	Section No.	Section Mode	Start Date	End Date	Time and Location	Admission Type	Track Enrollment	Enrollment
Enroll	010	Resident	09/09/25	09/10/25	Details	Enrolling	Y	0 / 22
Enroll	011	Resident	08/18/25	08/19/25	Details	Enrolling	Y	19 / 20
Enroll	013	Resident	10/16/25	10/17/25	Details	Enrolling	Y	0 / 22
Enroll	014	Resident	11/04/25	11/05/25	Details	Enrolling	Y	0 / 25
Enroll	012	Resident	09/09/25	09/10/25	Details	Enrolling	Y	0 / 30
Enroll	015	Resident	08/19/25	08/20/25	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.
- **No further action is required, personnel from OWA or your course instructor will approve or deny your request. Please allow five business days for this to happen.**
- If you still see processing request after five business days, please **contact us via email**.
- Contact email:  
[OWAEducation@us.navy.mil](mailto:OWAEducation@us.navy.mil)

### FAQs

- **I’m seeing a “Manager Approval Required” pop-up when I click enroll in Navy eLearning, is this normal?**
  - Yes, this is normal. Click “Continue”. No further action is required.
- **How can I see the location/dates of the course I’m registering for?**
  - You can see the location and dates of the course offering by clicking “Details” under the “Time and Location” column.
- **Who should I reach out to regarding seat availability in specific sections?**
  - Please reach out to the course instructor/quota manager directly with questions about seat availability.
- **How can I see who the course instructor/quota manager for a section is?**
  - You can find the course instructor/quota manager on our course manager calendar (LINK) under the “Section and Location” column. You can also see who this is in Navy eLearning, but won’t be able to see it until after you’ve been approved. Once approved, the course will show up in the “My Training” section of the “My Learning” tab in Navy eLearning. Clicking on the course title will display all the course information including the course instructor.

- **Who is the manager who will approve my request?**
  - The manager isn't a manager within your organization; it's a role in Navy eLearning with permissions to approve/deny training requests. OWA course managers and some course instructors have this type of Navy eLearning permission and will approve/deny your request.
- **Will I receive a confirmation email?**
  - No, Navy eLearning doesn't send an automatic email confirmation for enrollment. Once you have found the course section you want to register for and click "Enroll", you will see "Processing Request" under the "Course Status" column. No further action on your part is required. If you are wondering about your enrollment status, check the "Course Status" column. Please allow five business days for your request to be approved/denied.
- **Why is this training hosted in Navy eLearning?**
  - Navy eLearning is the only Navy Learning Management System that can support easy access for civilians, contractors, and military.
- **Who do I reach out to with further questions?**
  - Please see additional FAQs on the OWA Website or reach out to the OWA Education Division at [OWAEducation@us.navy.mil](mailto:OWAEducation@us.navy.mil)