

If you do not already have an ESR Self Service account, navigate to <https://nsips.nmci.navy.mil> and select the “Existing Users (Self Service)” link (outlined above). NOTE: If you are not on an NMCI workstation, you will need to have a PKI identity certificate loaded into your web browser in order to access this web page.

Self-Serve - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Member Self-Service Account Request

!!! WARNING !!!

To access this web site you must first be authenticated as an authorized user. Authorized users are: Department of the Navy active duty and reservists of the Navy and Marine Corps enrolled in DEERS. 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:

Name:
(Last,First Middle)

Email:

Phone:

Operator Id: ⚡

Password:

Confirm Password:

[Validate and Create Self Service Account](#)

Done Local intranet

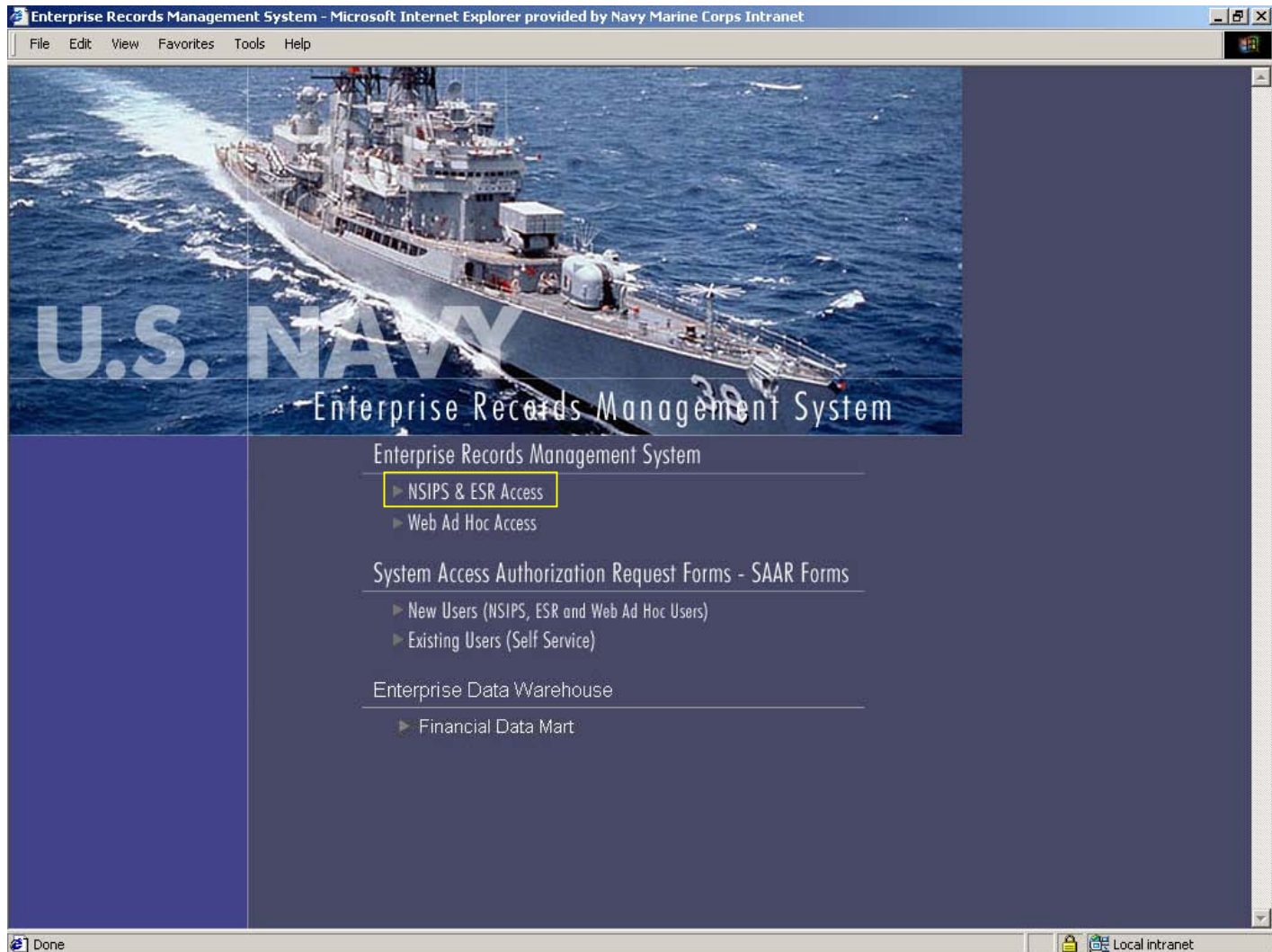
Enter your SSN, Name, Email, and Phone information (use the “Tab” key to navigate from one field to the next). You can enter your own Operator ID or click on the lightning bolt to have one generated for you. Enter your password and confirm it. Click “Validate and Create Self Service Account”.

Operator Id and Password Restrictions

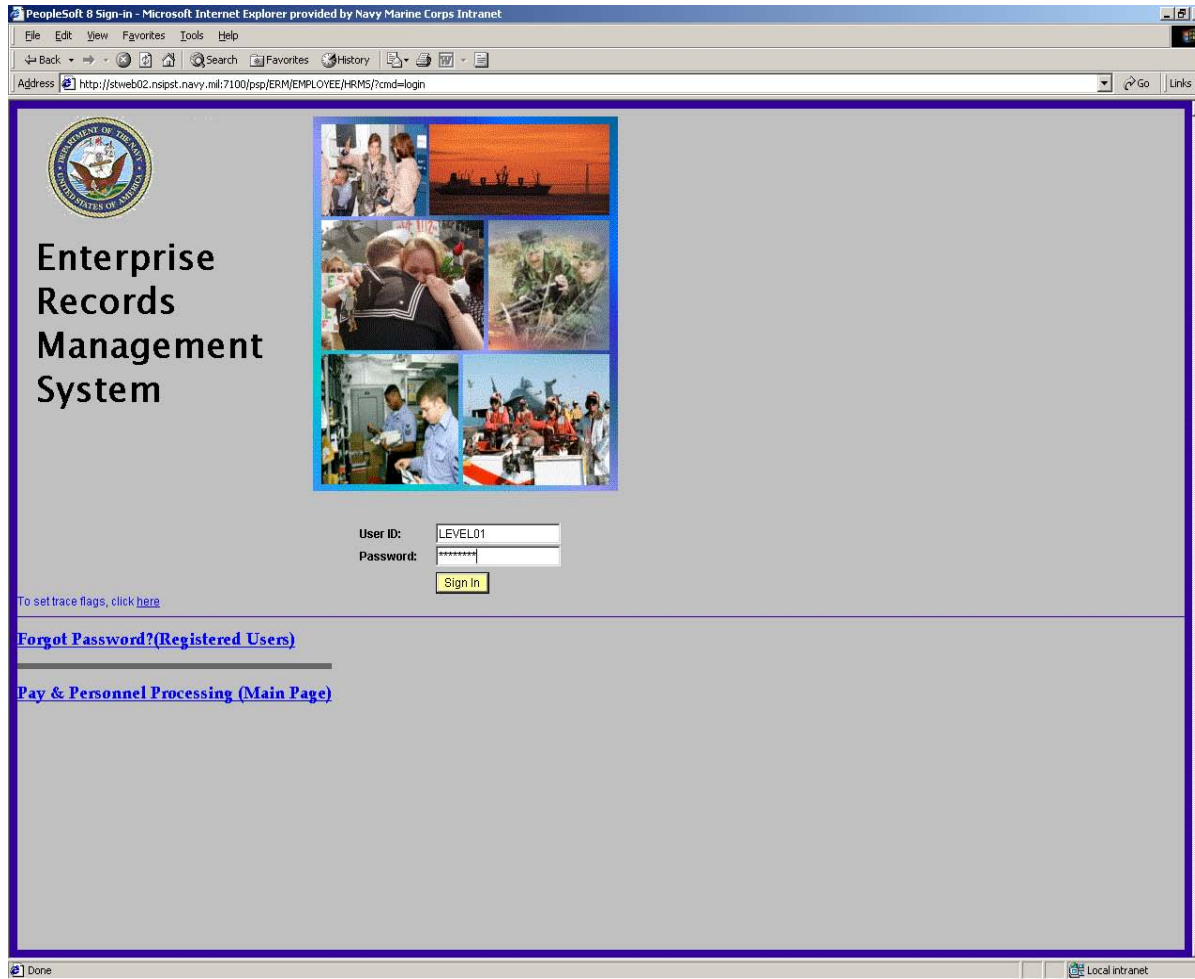
- Operator ID can be generated automatically by clicking on the lightning bolt icon next to the Operator ID field.
 - If you create your own Operator ID, it is case sensitive and must be a minimum of 8 characters long, not exceeding 25 characters.
 - Operator ID can contain either alpha-numeric or special characters.
- Password must be a minimum of 8 characters long and must contain at least 2 numbers, 1 upper-case alpha, and 1 lower-case alpha.

You will be given a message that your account has been successfully created. If you experience any problems with obtaining your account, please call the NSIPS Customer Support Center at: 1-877-589-5991

Once you have successfully established your account, you may update your Civilian Employer information as instructed in the following slides. (you can on the “ERM Main” link from the page displaying the message that your account has been successfully created to access the login screen)



Navigate to <https://nsips.nmci.navy.mil> and select the “NSIPS & ESR Access” link (outlined above). NOTE: If you are not on an NMCI workstation, you will need to have a PKI identity certificate loaded into your web browser in order to access this web page.



Using the Self Service Operator ID and password that you created previously, login to the Enterprise Records Management System (ERMS).

Navigate the menu links in the top left hand corner as follows:



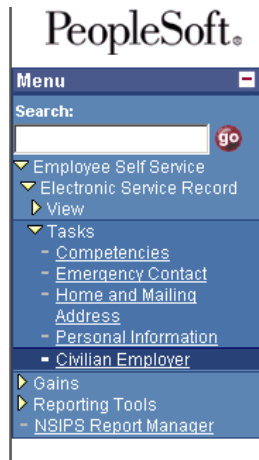
1. “Employee Self Service”.



2. “Electronic Service Record”.



3. “Tasks”.



4. “Civilian Employer”.

Search: [go](#)

- Employee Self Service
- Electronic Service Record
 - View
- Tasks
 - Competencies
 - Emergency Contact
 - Home and Mailing Address
 - Personal Information
 - Civilian Employer**
- Gains
 - Reporting Tools
 - NSIPS Report Manager

[New Window](#) | [Help](#)

Civilian Employer

SSN: Name: Rank/Rate: PN3 Current DSC: 100

Primary Employer's Telephone: International

Civilian Employer Information Find | View All First 1 of 1 Last

SOC:

Job Title:

Employer: Self Employed

Address 1: Start Date:

Address 2: Stop Date:

Address 3: Employment Status:

City: Primary Employer

County:

Country: United States

State: North Carolina Postal Code:

This page will display for data entry. Please note that the data displayed should be your current employer information. Update this information with the Standard Occupational Classification, Job Title (if needed or different from the SOC classification), Start Date, Employee Status, and indicate if this is your Primary Employer.

Menu

Search: go

- ▼ Employee Self Service
- ▼ Electronic Service Record
 - ▶ View
- ▼ Tasks
 - Competencies
 - Emergency Contact
 - Home and Mailing Address
 - Personal Information
 - **Civilian Employer**
- ▶ Gains
- ▶ Reporting Tools
 - NSIPS Report Manager

Civilian Employer

SSN:	Name	Rank/Rate: PN3	Current DSC: 100
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Primary Employer's Telephone: International

Civilian Employer Information Find | View All First 1 of 1 Last

SOC: + -

Job Title: Self Employed

Employer: **Start Date:**

Address 1: **Stop Date:**

Address 2:

Address 3:

City:

Country:

Country:

State: **Postal Code:**

Employment Status:

Primary Employer:

Your information should look similar to the example above. To enter additional employer information, click on the “+” in the top right portion of the panel. This will open a duplicate panel from which you can enter additional information.

Civilian Employer

SSN: _____ Name: _____ Rank/Rate: PN3 Current DSC: 100

Primary Employer's Telephone: 800-420-0927 International

Civilian Employer Information Find | View 1 First 1-2 of 2 Last

SOC: 000000 Unemployed **Self Employed**

Job Title: Unemployed

Employer: US NAVY **Start Date:** 12/31/1988

Address 1: PSD Groton **Stop Date:** 12/31/2002

Address 2: _____ **Employment Status:** Full Time Employment

Address 3: _____ **Primary Employer**

City: Croton

County: _____

Country: US United States

State: CT Connecticut **Postal Code:** 13357

SOC: 251072 Nursing Instructor and Teacher **Self Employed**

Job Title: Nursing Instructor and Teacher

Employer: UNC HOSPITAL **Start Date:** 01/01/2003

Address 1: 101 MANNING DR **Stop Date:** _____

Address 2: _____ **Employment Status:** Full Time Employment

Address 3: _____ **Primary Employer**

City: CHAPEL HILL

County: _____

Country: US United States

State: NC North Carolina **Postal Code:** 27514

To make it easier for you to make changes click on “View All.” This will display the data as shown above. Once you have made all your changes hit the “Save” button in the bottom left hand portion of the screen, and exit out of the ERMS.

If you change jobs, you should log back into ERMS and navigate to the Civilian Employer link. Once here, update your previous employer's information and then enter your new employment information into the panel by once again clicking on the "+" symbol in the top right portion of the screen.