

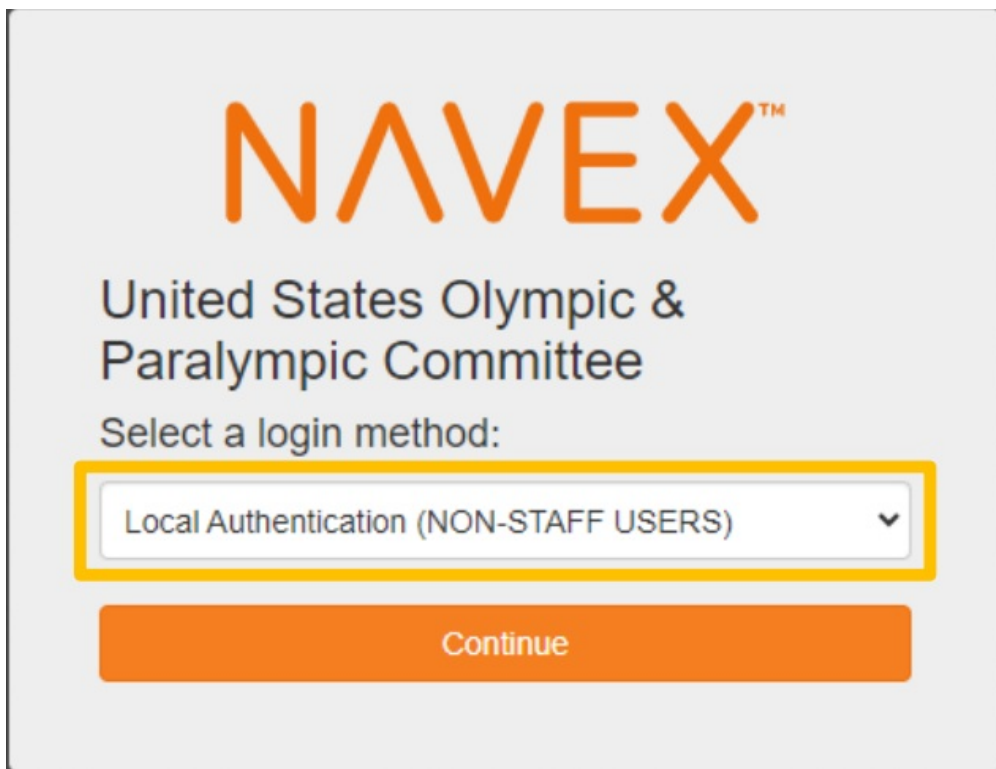


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NAVEX Website



Product Information

Specifications

- **Product Name:** NAVEX System
- **Purpose:** Accessing and completing disclosures assigned through the NAVEX system
- **Login Method:** Local Authentication (NON-STAFF USERS)

Product Usage Instructions

Accessing and Completing Disclosures

1. Navigate to the NAVEX One portal through the link received in the automated email or directly on the NAVEX website.
2. Select Local Authentication (NON-STAFF USERS) from the login dropdown and click Continue.
3. Log in with your username (email address) and password. If no password is set, click Set Password and follow the instructions.
4. Enter your email in the fields, submit, and follow the link in the automated email to set your password.
5. Click the link in the email, set your password, and return to log in to access your account.

Completing a Disclosure

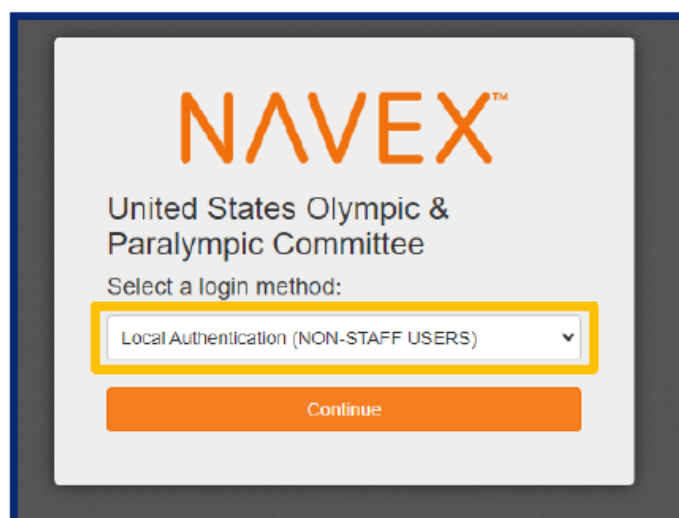
1. Access disclosures via the `My Tasks` tab or directly through an email link.
2. Select the disclosure title to launch it and follow the instructions provided.
3. Verify your account information, and click `Continue` to proceed.
4. Read through instructions, answer questions, and use `Next` to progress.
5. Use `Previous` to go back, review the disclosure for accuracy, then click `Submit` when ready.
6. Receive confirmation of submission and view your form under the `Submitted` tab.
 - Contact Holly Shick or Mark Storey for technical issues or disclosure content queries.

INTRODUCTION

Purpose: These instructions are a step-by-step guide to accessing and completing disclosures that are assigned through the NAVEX system.

Logging in to NAVEX

1. Navigate to the NAVEX One portal, either through the link received in the automated system email assigning the disclosure or by going directly to the [NAVEX website](#).
2. You will be taken to a screen with a dropdown to select a login method. Choose "Local Authentication (NON-STAFF USERS)" from the dropdown, then click "Continue."

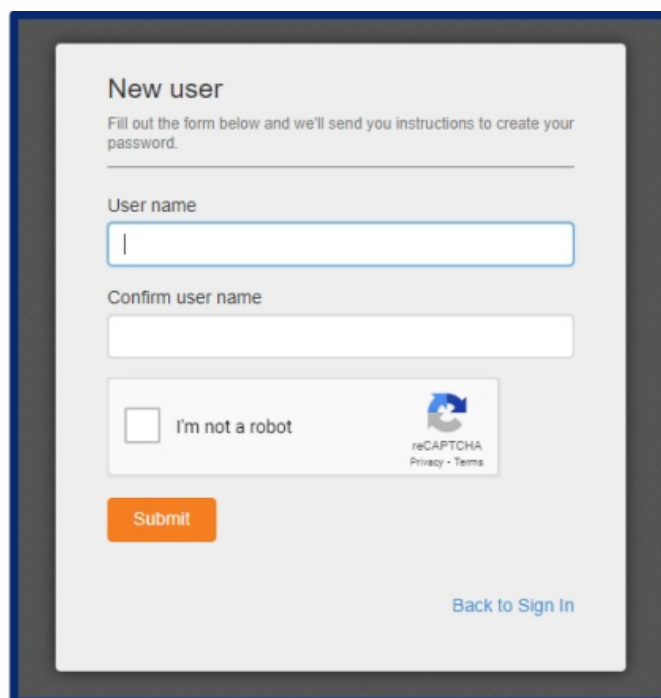


3. Once you click "Continue," you will be redirected to the NAVEX log-in page, where you can log in to the system. If you have previously set a password, you may enter your username (your email address) and password to log in.
 - If you have not previously set a password, click "Set Password" at the bottom left

corner of the log-in page and proceed to Step 4.

The image shows the NAVEX login page. At the top is the NAVEX logo in orange. Below it are two input fields: "User name" and "Password". Under the "Password" field is an orange "Sign In" button. In the bottom right corner, there are two links: "Forgot password?" and "New user? Set password". The "New user? Set password" link is highlighted with a yellow rectangular box.

4. Enter your username (your email address) in the two fields that appear, then click “Submit.” This will trigger an automated email with a link that you can follow to set your password.

The image shows the NAVEX "New user" registration page. The title "New user" is at the top. Below it is a sub-header: "Fill out the form below and we'll send you instructions to create your password." There are two input fields: "User name" and "Confirm user name". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom left is an orange "Submit" button. At the bottom right is a blue link that says "Back to Sign In".

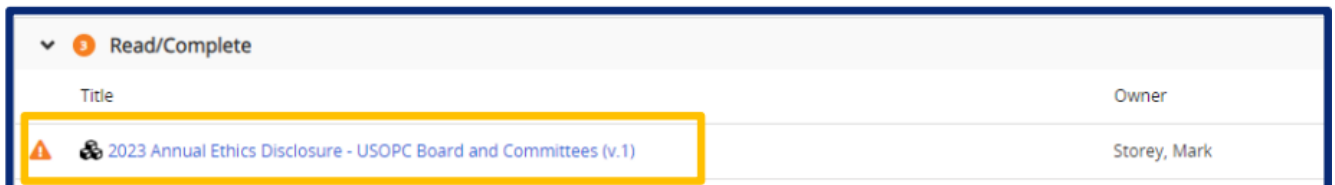
5. Once you receive the email, click the link and follow the prompts to set your password. Once you have done this, you will be able to return to the log-in page and access your NAVEX account.
- **a. Note:** On first log-in, NAVEX will prompt you to set a Challenge Question for use in resetting your password.

Completing Your Assigned Disclosure

1. Disclosures that have been assigned to you can be accessed through the 'My Tasks' tab on the left side navigation pane.
 - Please note that if you access NAVEX directly from the link in the automated email informing you of the assigned disclosure, you will be taken directly to the disclosure module.



2. Select the disclosure title to launch the disclosure. Follow the directions to complete the disclosure (See the section of this guide "Navigating in a Disclosure" for more information).



Navigating a Disclosure

1. When the disclosure launches, it will display your account information. Verify the information listed is correct, then click 'Continue' in the lower right.

Complete Disclosure Questionnaire Status: Published

Before we get started...

This information will be submitted with your response. Please contact your administrator if it is incorrect or needs updating.

^ Responder Information

Responder Name:
[Redacted]

Job Title:
Audit & Comp Asst Prog Sp

HRID:
6798

Email:
[Redacted]

Manager:
[Redacted]

On Leave:
No

Site Name:
USOPC

Continue

2. Read through all information and instructions, answer the questions, and use the 'Next' button in the lower right to progress through the disclosure.

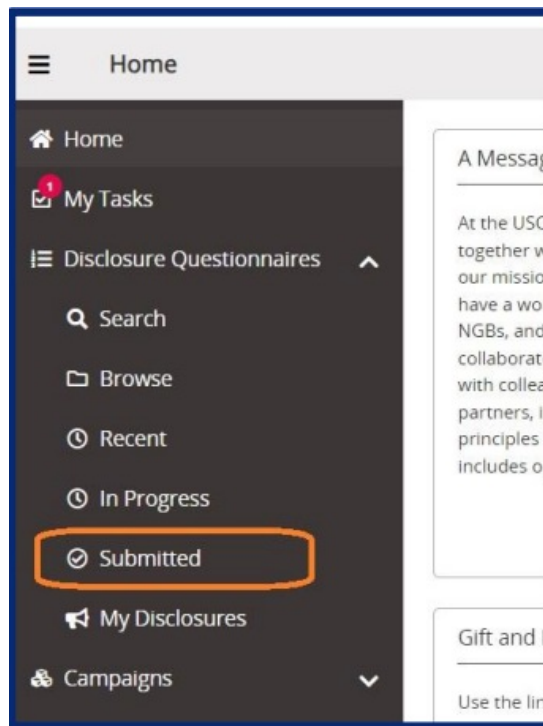
, Holly Shick (holly.shick@usopc.org).

Next

3. Use the 'Previous' button in the lower left corner to return to the previous page.

Previous

4. When complete, you will be prompted to review the disclosure for accuracy before you submit the disclosure. When you are satisfied that the disclosure is correct, click 'Submit' in the lower right corner.
5. You will receive confirmation of disclosure completion and be able to refer to your disclosure form by selecting the 'Submitted' tab from the NAVEX homepage.



6. You may receive follow-up communication from the USOPC Ethics & Compliance team based on your disclosure, such as clarification questions or conflict management instructions. You will receive an email notification of any such follow-ups.

Questions?

- Please contact Holly Shick or Mark Storey if you encounter any technical issues or have questions regarding the content of the disclosures.

FAQ

- **Q: How can I reset my password if I forget it?**
 - **A:** If you forget your password, click on the “Forgot Password” link on the login page. Follow the prompts to reset your password.
- **Q: Can I access my completed disclosures at a later time?**
 - **A:** Yes, you can refer to your completed disclosures by selecting the ‘Submitted’ tab from the NAVEX homepage.

Documents / Resources

	<p>NAVEX NAVEX Website [pdf] User Guide</p> <p>NAVEX Website, Website</p>
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References

- [User Manual](#)

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NAVEX Website

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