



QUICKSTART



MyNavy Portal

SUMMER 2025

Accessing Personal Awards Information on MyData

BLUF: Sailor Awards information is now available on MyNavy Portal (MNP) MyData.

Accessing your personal information has never been easier! All of the data that you would typically find in your Electronic Training Jacket (ETJ) is now available for view, review, correct, and download, all via MNP. Follow the steps below to get your Personal Awards data.



What You Need Before Starting

An internet-connected device capable of logging on to MNP.



1

Login to MNP

- MNP is available at mn3p.navy.mil. Sailors will need a CAC card and reader or biometric login to access their person all information.
- Instructions on setting up the CAC-free biometric login can be found [here](#).

2

Go to the MyData page and find and click the Personal Awards button

- On the MNP homepage, find the **Military HR Records** dropdown menu and click **MyData Table of Contents**.
- Scroll down the **Performance** section and click **Personal Awards**.

3

Export your data

- Once you have found your data, verify that it is correct and accounted for. If it is incorrect, please see step 4.
- Click **Export**, select desired file type, and download.

4

Request data update

- On the right-hand of the Personal Awards page, click the **I WANT TO** dropdown menu.
- On the drop-down menu, select **Submit MNCC Service Request** to update data.
- Fill out all required fields, upload supporting documents and click **Submit**.

Did you know that you can use the [ETJ to MyData Cross Reference Guide](#) for assistance in finding any of our data on MNP? Get it on the MyData page!



Scan QRC and give us your thoughts!