

5 Tips

highlighting: Career Tools Afloat

brought to you by OPNAV N15 FIT and the NTMPS Team

Use the Career Tools Afloat (CTA) page to access Navy Career Tools Afloat and Ashore.

Career Tools Afloat (CTA), replaces the NKO At Sea portal on Navy surface ships and submarines. CTA simplifies the Sailor interface with Navy Career Tools. It is accessed via the Navy Information Application Product Suite (NIAPS) Distance Support (DS) portal on the ship's intranet.

1. Navigate the CTA page.
 - From the DS portal, click on the "Career Tools Afloat" tab near the top menu bar.
 - Locate career tools organized for different user

groups:

- Sailor Tools
- CCC Tools
- Personnel Tools
- TRAINO Tools
- Command Tools

2. Log in to CTA (required only when accessing Navy eLearning Afloat, ETJ Afloat, and FLTMPs Afloat).

- Click the **Login Now** button located at the top right of the page.
- Choose one of the following options:
 - Register
 - Recover a Forgotten Password
 - Enter Login Information (SSN/Password) if previously registered
- Once logged in, launch Navy eLearning Afloat, ETJ Afloat, and FLTMPs Afloat located in the Career Tools Afloat section (left menu).

3. Access Career Tools – Afloat (left menu).

- Career Tools Afloat applications are resident onboard the ship and do not require external Internet access to use.
- Career Tools Afloat are updated either by NIAPS or by Navy Standard Integrated Personnel System (NSIPS) Web Afloat via a data exchange process called "replication".
 - Periodically, NIAPS and NSIPS will replicate data between ship and shore in order to synchronize afloat and ashore databases.
 - Due to time delays inherent in the replication process, afloat applications may NOT be an exact copy of applications accessed via

the Internet.

- The following career tools require users to register and login to CTA before they may utilize the Single Sign On function:
 - Navy eLearning Afloat
 - ETJ Afloat
 - FLTMPs Afloat
- All other links in the Career Tools – Afloat section may be accessed without registering or being logged into CTA.

IMPORTANT: If any of the links do not work, contact the ship's IT system administrator.

4. Access Career Tools – Internet (right menu).

- These Career Tools are hosted on the Internet. (Internet access is determined by the ship.)
- Login via the **Login Now** button is not required to access Internet systems.

- The ability to access Internet-based Career Tools using CAC is dependent upon the setup used onboard the ship and the individual Career Tool's access requirement.
- PKI certificates may be required.

REMEMBER: Links in the Career Tools – Internet menu will work only when Internet is available.

5. Obtain information, ask for help, submit feedback.

- For additional information about individual Career Tools or for assistance with a problem, use one of the contact options provided by the Global Distance Support Center (GDSC).
- To view and download Career Tool user aids, click links to the NPC "Career Toolbox" page and NKO "Navy Career Tools" page.

note for subs

Aboard submarines, user access is limited to the following applications:

- Navy eLearning Afloat (NIAPS 2.x and higher)
- ETJ Afloat
- FLTMPs Afloat (NIAPS 2.3 and higher)
- Navy Career Tools Assistant (Tutorial)

Submarines with NIAPS 1.2 or below will lose access to all Navy Career Tools Afloat applications until upgraded to NIAPS 2.x.