# How to Log In to ADMITS

1. All users must log in to www.bol.navy.mil.

   - 90Days of inactivity requires a SAAR (DD2875) to BUPERS07-IT-EOC@us.navy.mil.
   - The SAAR used for ADMITS can be submitted for BOL
   - See BOL Account Request Instructions for additional details at: **https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/ADMITS/**.
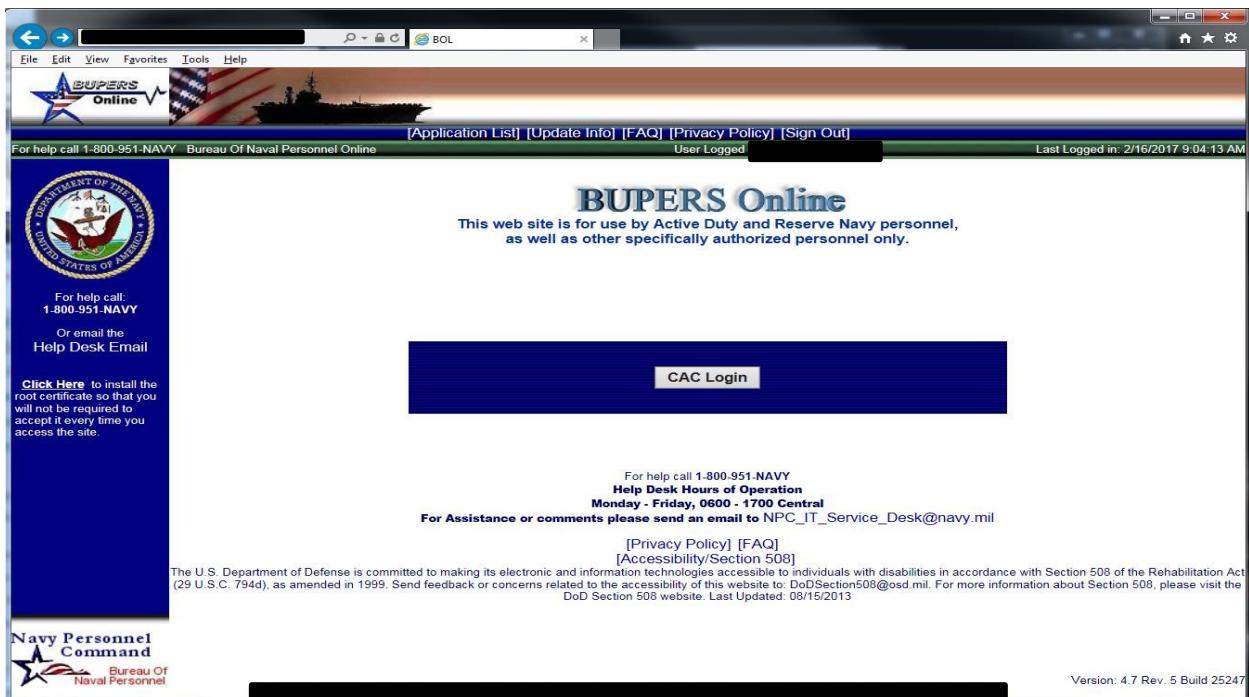
2. Next, click on the **ADMITS** link.

   - If you do not see the ADMITS link, please contact the ADMITS Help Desk Mill-N17-ADMITS@us.navy.mil.
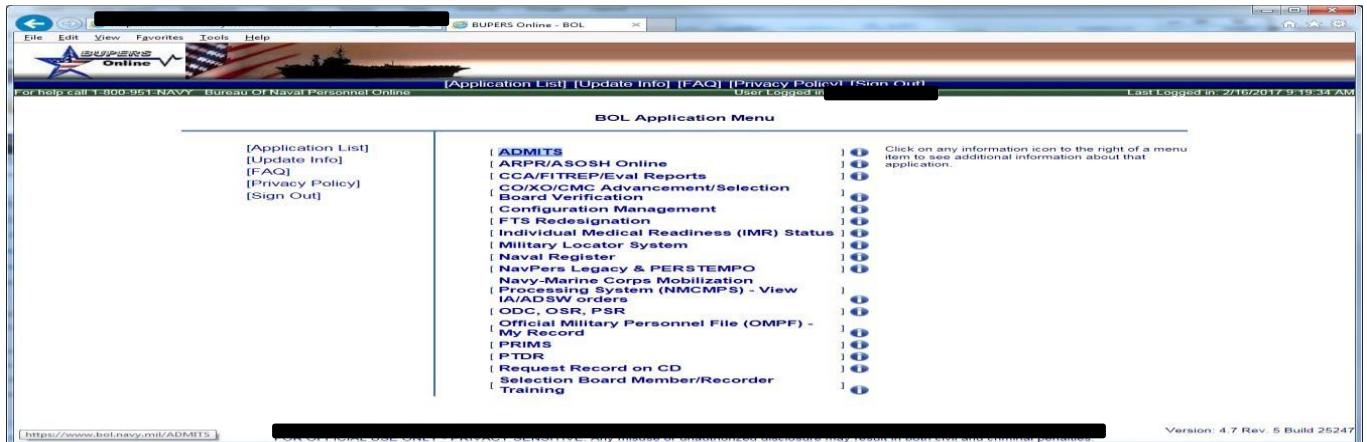

3. Users will be sent to the ADMITS homepage.

   - If member has multiple UICs they can be selected from the drop down box to the right

   - Based on members designated role they will be able to access reports and menu options
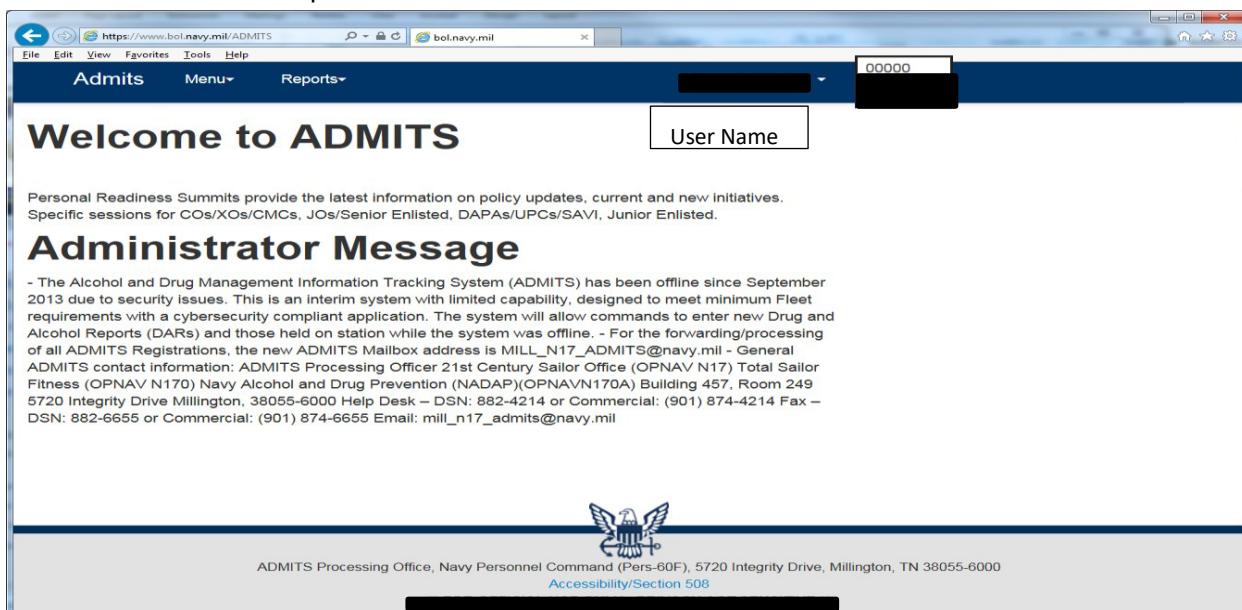
How to obtain a Record Check

1. Click the "**Reports**" tab and click **Record Check**

2. Enter member **Full Social Security Number** and click **Submit**
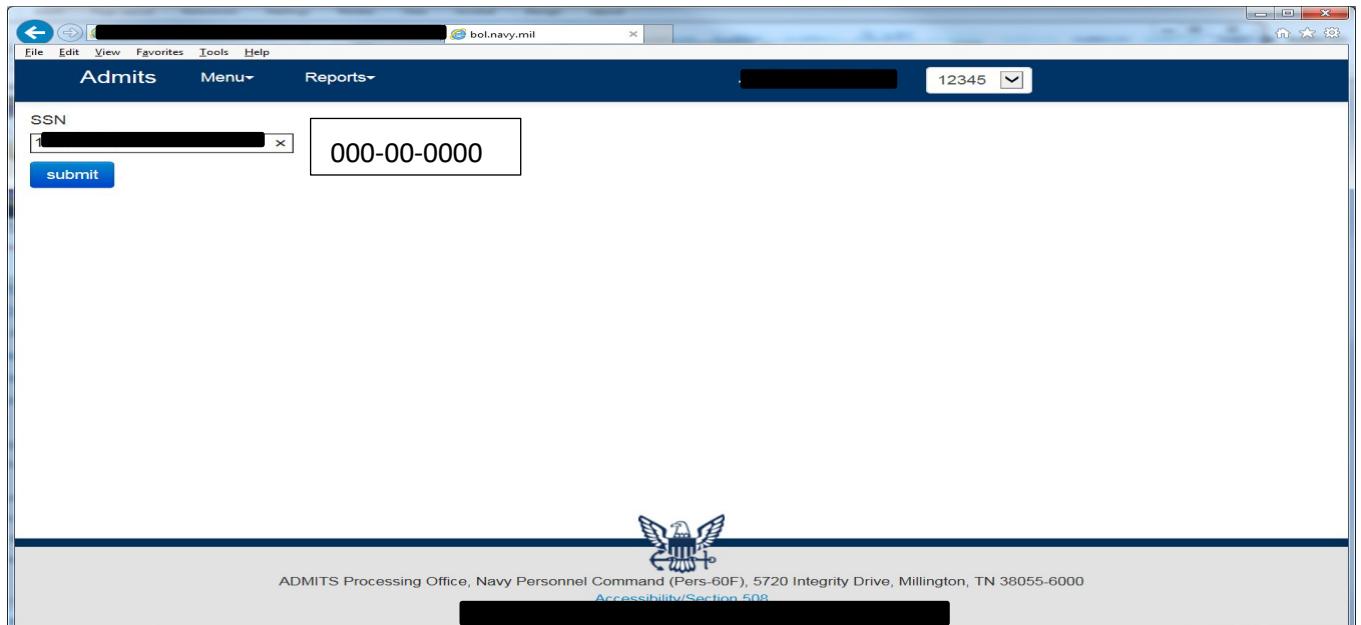
3. **Report** is Displayed ○ A record of Laboratory Positives, Approved DARs, Screenings, Treatments, and Training will be displayed for the selected UIC.

How to Create and Edit a DAR

1. Go to the "**Menu**" tab and click on "**Create DAR**".
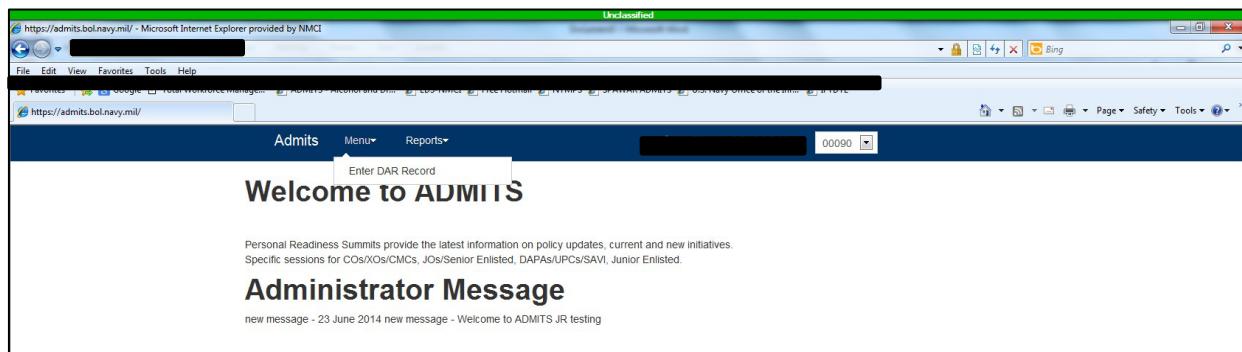
2. Enter the **Full SSN** of the member and click on **Search**.
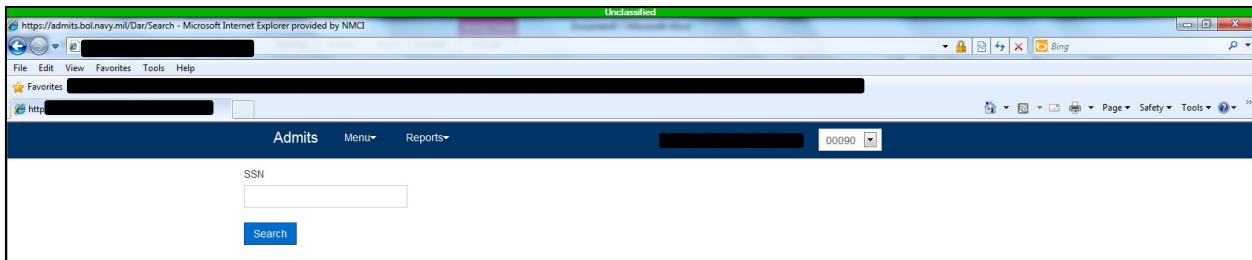
3. Select **"New Record"** ○ To edit the record, Click **"Edit"** to the right of the existing DAR

4. Select the appropriate options from the drop down menu to complete the DAR.
5. Enter a description the incident in the "**Comments**" section.
   - Cannot exceed 1,400 words, use Microsoft Word to check count
6. Select "**Save Report**".
7. Saving the report will send the report to "**Approve Pending DAR Records"** for approval.

How to Approve a DAR

1. Go to the "**Menu"** tab and click on "Approve Pending DAR Records".
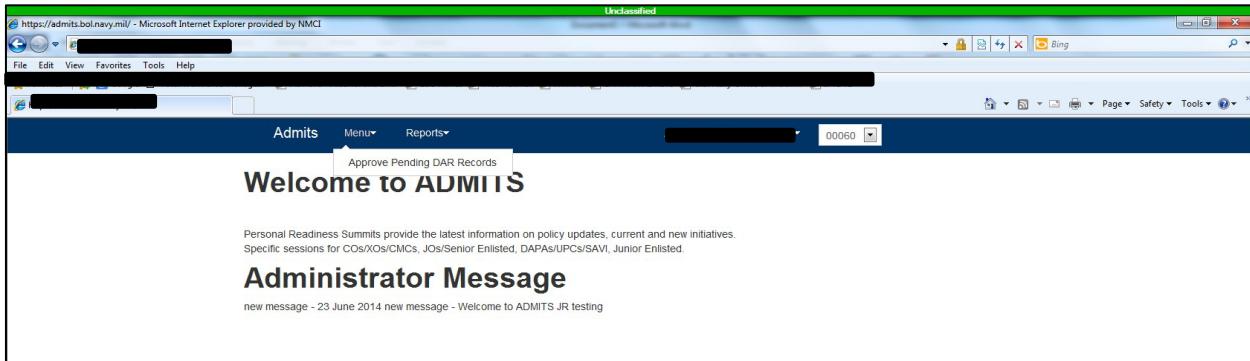
2. Note that a list of DARs waiting to be approved will be displayed.

3. Select from "View", "Approve", or "Delete".

4. Selecting "Approve" will display a dialog box prompting the Commanding Officer to enter their name and select the "Approve" box. Note that the Commanding Officer's name is entered when the approval authorization has been delegated, not the name of the individual approving the DAR.

5. The DAR is now approved. There is no need to fax the document to Navy Substance Prevention and Deterrence .

ADMITS POC
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