INSTRUCTIONS TO ACCESS THE NADP EMPLOYEE ORIENTATION TRAINING

1. Login to Total Workforce Management Services (TWMS) by going to:  https://mytwms.navy.mil
2. Under “Tools/Actions” on the left-hand navigation menu select “Online Training & Notices” link.
3. Select “Online TWMS” tab near the top of the page.
4. In the "Search" box type “NADP Employee Orientation Training (CEU: 0)” and select it.
5. The training will open in a new window.
6. If applicable, Select “No” on the Security Warning box or Select "Enable Flashplayer".
7. Complete the training by following the instructions throughout the course.

If you experience technical difficulties during the training, contact the TWMS Help Desk at 888-264-4255 (option 3 then option 1).

Questions or feedback regarding this training should be sent to NACC_Career_Management@navy.mil with “NADP Employee Orientation Training” as the subject line.
With your Common Access Card (CAC) in your computer’s card reader, login to Total Workforce Management Services (TWMS) Self-Service/myTWMS at:

https://mytwms.navy.mil
Select "Online Training & Notices"
The following training courses or notifications are required and have not yet been completed or are due to expire within 60 days.

To take a course, or view a notice, click on the requirement name below. Once completed, your training record will be updated for completed training courses, and the requirement will be marked complete for notices.

To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.
Scroll down until you find the training. Available trainings are listed alphabetically.

Select the "NADP Employee Orientation Training (CEU: 0)" link.
Select "No" if prompted with the security warning.
Complete the training by following the instructions throughout the course.