

NETC DIRECTIVES

NETC directives are available on HP Records Manager (HPRM) to commands within the NETC domain. If you are not within the NETC domain, please see paragraph 3 below.

TO OBTAIN NETC DIRECTIVES

1. Use the directions below for initial access to the NETC HPRM dataset.
2. Members of NETC commands who do not have access to HPRM should contact their Echelon 3 command administrative officer for assistance in obtaining NETC directives.

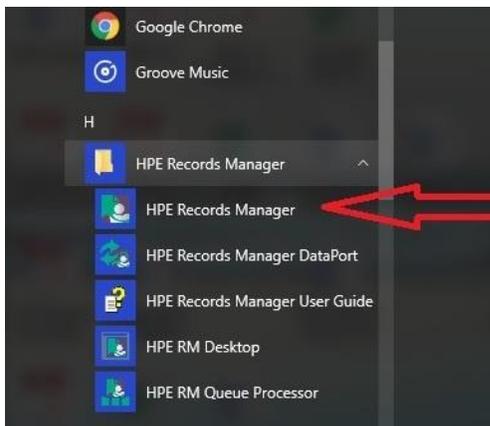
3. If you cannot access the HPRM, use the NETC directives email link netc_directives@navy.mil and email the following information:

- a. Instructions needed (please include numbers if available)
- b. Your command name
- c. Your Admin Officer's name and email address (only if assigned to a NETC command)

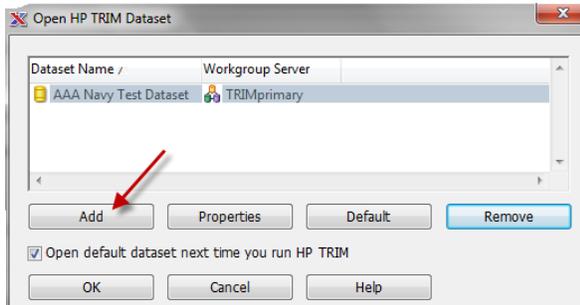
OPENING NETC HPRM

HPRM is available through all NMCI computers; however, each Echelon II controls their own data. Each person requiring access must be registered in the NETC HPRM Dataset prior to logging in. This permission is normally granted by the Administrative Office at each NETC Command.

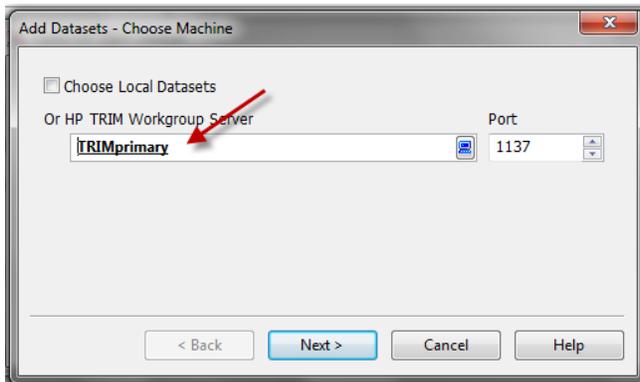
1. From the Window Start button scroll down the list of Programs to "HPE Records Manager"
2. Use the down arrow and select "HPE Records Manager".



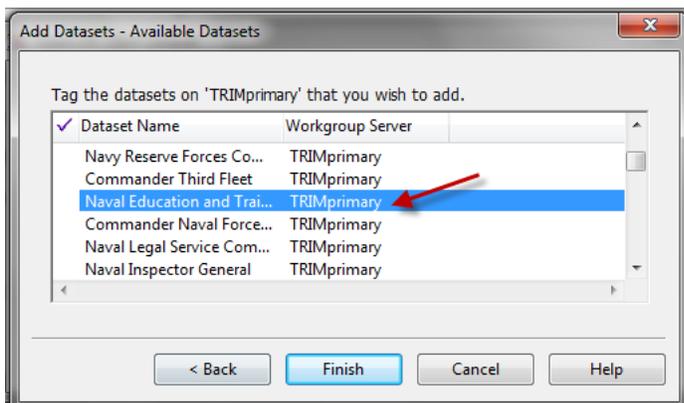
For initial HPRM login you will have to add the NETC TRIM DATASET. If "Naval Education and Training Command" is not listed under the AAA Navy Test Dataset or in this box, click on "ADD".



TRIM will find the server in closest proximity to your computer. If not already here, type in "TRIMprimary" wait for a few seconds for the type to turn bold. This indicates the server has been found. The PORT should read 1137, add if missing or different. Select "Next".



Scroll down the list and click on "Naval Education and Training Command". Select "Finish".



1. Select "Naval Education and Training Command"
2. Click on "Default"
3. Ensure check is in block for "Open default dataset next time..."
4. Select "OK"

