

To access CeTARS, click on the following link after you have reviewed this instruction:

<https://main.prod.cetars.training.navy.mil/cetars/dod.html>

If you DO have a CeTARS account login:

1. Print this presentation or keep it on your screen for reference as you navigate through the process.
2. Proceed to **Slide Number 2** if you will be booking training on behalf of others or for yourself.

If you do NOT have a CeTARS account login:

1. Click on the link above to request access and follow the instructions to request access on the CeTARS website.

- Once you click the link you will see the following page on the right side of this slide.
- Click the “Accept” button to continue to the next window.

OFFICIAL U.S. NAVY WEBSITE NOT INTENDED FOR PUBLIC ACCESS

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the [DoD Section 508](#) website. Last Updated: 07/16/2013

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications occurring on this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter intelligence investigations (CI).
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- Communications using, or data stored on this IS, are not private, are subject to routine monitoring, interception and search and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g. authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Decline](#)

Click the



(eNTRS) button. This will take you to the next screen.

A screenshot of the CeTARS website. The header includes the CeTARS logo and the text 'CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM'. A navigation bar at the top right contains links for 'U.S. Navy', 'NETC', 'NCO', 'Marine Corps', 'Air Force', 'Army', and 'Navy Jobs'. A 'Welcome MILLETE.JULES.ACASIO.1166490916' message is displayed. A central area contains several application icons: CANTRAC Vol 1, CANTRAC Vol 2, eNTRS (highlighted with a red arrow), NTQMS, CeTARSii Menu, Monitor, BUMED Gateway, eTEM, Training Paths, Discoverer Plus, Discoverer Viewer, RTM, CSM, and CERS. A sidebar on the left shows 'CoTARS News & Events' with a news item about 'JAVA 8 Adjustments Necessary to Run CeTARS Apps'. A red text box with a white background is overlaid on the news item, containing a note. At the bottom, there is a navigation bar with icons for Home, Downloads, Training, Management, Request Access, Contact Us, About Us, and Help. A '508' logo is in the bottom left corner.

NOTE: The icons you may see on this CeTARS screen may vary depending on what other related access you may have on CeTARS related site.

- Click on the “**PROCEED TO LOGIN PAGE**” link at the bottom of the screen.

NETC - Naval Education and Training Command

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[PROCEED TO LOGIN PAGE](#)

CeTARS
NETC

Entering your CDP Information:

- If you are booking for anyone other than yourself, Click on the “Booking Menu” link.
- If you are requesting individual training for yourself, click on the “Request Menu” link.
- You will see a window to enter your CDP information. (Refer to next slide for a list of CDPs and copy your CDP from the list).

The data contained in this website is subject to the Privacy Act of 1974.

You are logged into eNTRS as MILLETE, JULES A on CORP.

[| Main Menu](#) | [| Student Menu](#) | [| View Quotas](#) | [| Roster Menu](#) | [| Request Menu](#) | [| QCA Menu](#) | [| Booking Menu](#)

MAIN MENU

STUDENT MENU
VIEW QUOTAS
CLASS ROSTER
REQUEST MENU
QCA MENU
BOOKING MENU
REPORTS MENU
USER SETUP MENU

Single user request

Booking for 1 or more students

[Click Here To Go To CANTRAC](#)

PREVIOUS PAGE

[| Logout](#) | [| Help](#) | [| DOD ID Look-up](#) | [| NETC Pre-Req Waiver](#) | [| High Risk Medical Form](#) |

LANT CDPs

CDP	LOCATION	TRAINING
14BB	NORFOLK	2KW
14E2	NORFOLK	3MC SEMINAR
14AY	NORFOLK	DH/CPO
14E6	NORFOLK	DIVO W
14CJ	NORFOLK	LCPO
14AS	NORFOLK	SMMO
14EA	NORFOLK	WCS

CDP	LOCATION	TRAINING
14BM	MTT LANT	2KW
14E3	MTT LANT	3MC SEMINAR
14B0	MTT LANT	DH/CPO
14E7	MTT LANT	DIVO W
14CK	MTT LANT	LCPO
14AT	MTT LANT	SMMO
14F4	MTT LANT	WCS

MAYPORT
ROTA
BAHRAIN



Under “**Booking Menu**” :

| [Main Menu](#) | [Student Menu](#) | [View Quotas](#) | [Roster Menu](#) | [Request Menu](#) | [QCA Menu](#) | [Booking Menu](#) |



1. Enter your “CDP Code” from the provided list on prior SLIDES.
2. Click on the CONVENE DATE **BEGIN** “Calendar Icon” and select the desired date.
3. Click on the CONVENE DATE **END** “Calendar Icon” and select the desired date and click on the “Submit” button.

BOOKING MENU

FIND QUOTAS

ENTER CDP CODE	<input type="text"/>	LOOKUP...
CONVENE DATE BEGIN	<input type="text" value="10/05/2016"/>	
CONVENE DATE END	<input type="text" value="01/03/2017"/>	
SUBMIT		

FIND BOOKINGS

CDP	<input type="text"/>	LOOKUP...	CONVENE DATE BEGIN	<input type="text"/>		CONVENE DATE END	<input type="text"/>	
SSN/DOD ID	<input type="text"/>	SEARCH...	STUDENT UIC	<input type="text"/>		LORG UIC	<input type="text"/>	
STATUS	<input type="text" value="ALL"/>							
SEARCH								

PREVIOUS PAGE

| [Logout](#) | [Help](#) | [DOD ID Look-up](#) | [NETC Pre-Req Waiver](#) | [High Risk Medical Form](#) |

- Click on the desired course to select it and complete the necessary fields.
- Once you click the “Submit” button, follow the rest of the prompts until you have completed your booking request.

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[Main Menu](#) | [Student Menu](#) | [View Quotas](#) | [Roster Menu](#) | [Request Menu](#) | [QCA Menu](#) | [Booking Menu](#)

REQUEST CLASSES

CDP 14EA	PIPELINE NO
CIN G-880-0004	NEC 0000
PRIMARY LOCATION COMAFLOATRUGRULT	UIC 0022A
COURSE NAME (CDP) MU SURF WCS	

SELECT ONE OR MORE CLASSES	SEQ/SECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTA \$	CLASS LENGTH	DAYS TO CONVENE
<input type="checkbox"/>	40-1		10/18/16	10/20/16	0	3	0	0
<input type="checkbox"/>	50-1		10/19/16	10/21/16	0	15	0	1
<input type="checkbox"/>	60-1		10/25/16	10/27/16	0	4	0	7
<input type="checkbox"/>	70-1		10/26/16	10/28/16	0	14	0	8
<input type="checkbox"/>	80-1		11/15/16	11/17/16	0	5	0	28
<input type="checkbox"/>	90-1		11/21/16	11/23/16	0	4	0	34
<input type="checkbox"/>	100-1		11/29/16	12/01/16	0	22	0	42
<input type="checkbox"/>	101-1		12/06/16	12/08/16	0	21	0	49
<input type="checkbox"/>	110-1		12/07/16	12/09/16	0	24	0	50
<input type="checkbox"/>	120-1		12/14/16	12/16/16	0	23	0	57
<input type="checkbox"/>	130-1		12/19/16	12/21/16	0	24	0	62
<input type="checkbox"/>	140-1		12/20/16	12/22/16	0	24	0	63
<input type="checkbox"/>	150-1		01/03/17	01/05/17	0	24	0	77
<input type="checkbox"/>	160-1		01/04/17	01/06/17	0	24	0	78
<input type="checkbox"/>	165-1		01/09/17	01/11/17	0	24	0	83

Records 1 to 15

SSN/DOD ID

REQUEST TYPE ▼

End of Presentation