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

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

If you DO <u>have</u> a CeTARS account login:

1. Print this presentation or keep it on your screen for reference as you navigate trough 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 above link and follow the instructions on the CeTARS website to request access.

- 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 occuring 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).

- At any time the USG may inspect and seize data stored on this IS.

- 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.

Accept   Decline

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

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

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.

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 occuring 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 counterintelligence investigations (CI).

- At any time the USG may inspect and seize data stored on this IS.

- 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.

PROCEED TO LOGIN PAGE

CeTARS
NETC

4

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   ← Single user request
QCA MENU
BOOKING MENU   ← Booking for 1 or more students
REPORTS MENU
USER SETUP MENU

Click Here To Go To CANTRAC

PREVIOUS PAGE

| Logout | Help | DOD ID Look-up | NETC Pre-Req Waiver | High Risk Medical Form |

PAC CDPs

CDP	LOCATION	TRAINING
14BP	SAN DIEGO	2KW
14E4	SAN DIEGO	3MC SEMINAR
14B1	SAN DIEGO	DH/CPO
14E8	SAN DIEGO	DIVO W
14CV	SAN DIEGO	LCPO
14AU	SAN DIEGO	SMMO
14F5	SAN DIEGO	WCS

CDP	LOCATION	TRAINING
14C8	MTT PAC	2KW
14E5	MTT PAC	3MC SEMINAR
14AZ	MTT PAC	DH/CPO
14E9	MTT PAC	DIVO W
14CW	MTT PAC	LCPO
14AV	MTT PAC	SMMO
14F6	MTT PAC	WCS

EVERETT

PEARL HARBOR

YOKOSUKA

SASEBO

Under "**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 [ ] LOOKUP...

CONVENE DATE BEGIN 10/05/2016 [📅]

CONVENE DATE END 01/03/2017 [📅]

SUBMIT

FIND BOOKINGS

CDP [ ] LOOKUP...   CONVENE DATE BEGIN [ ] [📅]   CONVENE DATE END [ ] [📅]

SSN/DOD ID [ ] SEARCH...   STUDENT UIC [ ]   LORG UIC [ ]

STATUS [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.

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 |

REQUEST CLASSES

CDP	14EA		PIPELINE	NO
CIN	G-860-0004		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 QUOTAS	CLASS LENGTH	DAYS TO CONVENE
☐	40-1		10/18/16	10/20/16	0	3	0	0
☐	50-1		10/19/16	10/21/16	0	15	0	1
☐	60-1		10/25/16	10/27/16	0	4	0	7
☐	70-1		10/26/16	10/28/16	0	14	0	8
☐	80-1		11/15/16	11/17/16	0	5	0	28
☐	90-1		11/21/16	11/23/16	0	4	0	34
☐	100-1		11/29/16	12/01/16	0	22	0	42
☐	101-1		12/06/16	12/08/16	0	21	0	49
☐	110-1		12/07/16	12/09/16	0	24	0	50
☐	120-1		12/14/16	12/16/16	0	23	0	57
☐	130-1		12/19/16	12/21/16	0	24	0	62
☐	140-1		12/20/16	12/22/16	0	24	0	63
☐	150-1		01/03/17	01/05/17	0	24	0	77
☐	160-1		01/04/17	01/06/17	0	24	0	78
☐	165-1		01/09/17	01/11/17	0	24	0	83

Records 1 to 15

SSN/DOD ID	[ ]	SEARCH...
REQUEST TYPE	Single Named Request ▾	
	SUBMIT	

End of Presentation