

You **MUST** have the following information before attempting to request a new account Login **OR** you will end with an **incomplete** request and will have to start over when you have the information.

- DOD ID #
- PRD
- Title
- UIC
- Rank/Rate
- Commercial Tel. Number
- DSN
- Email address
- Role (should be Regular User)

To request a “Login Account” access eNTRS by clicking on the following link and following the instructions on this presentation :

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

1. Continue with the slides on this presentation for step-by-step instructions on how to get an eNTRS account login.
2. You may print this presentation/instruction or keep it open on your desktop as you proceed with your eNTRS request for an account login .

- Once you click on the link, you will see the following page illustrated on the right side of this slide.
- Click the “Accept” button in order 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.

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

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- 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.
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[Decline](#)

Select the

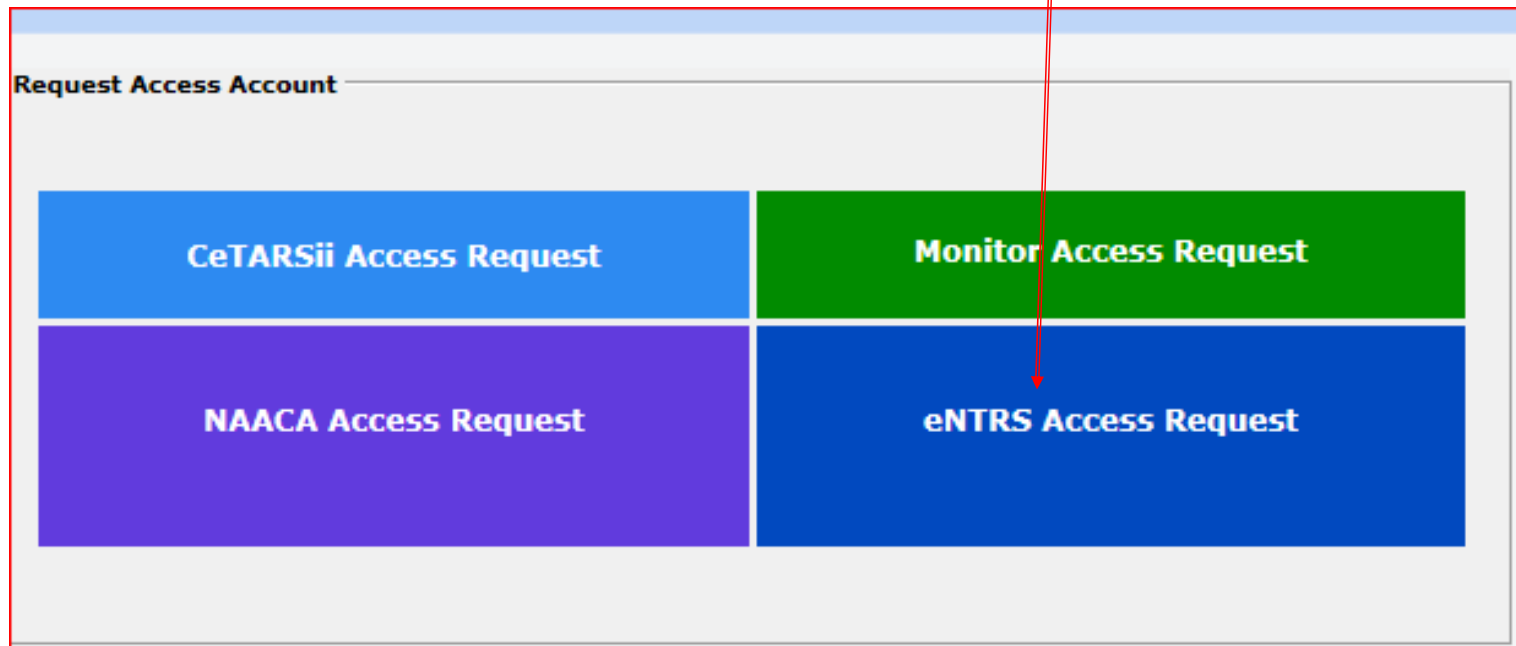


“Request Access” button at the bottom of the screen.

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", "NKO", "Marine Corps", "Air Force", "Army", and "Navy Jobs". A "Welcome MILLETE.JULES.ACASIO.1166490916" message is displayed. The main content area features a "CeTARS News &amp; Events" section with a news item titled "JAVA 8 Adjustments Necessary to Run CeTARS Apps" and a list of links. Below this is a "Life is worth living!" banner. The bottom of the page has a navigation bar with icons for Home, Downloads, Training, Management, Request Access, Contact Us, About Us, and Help. A red arrow points from the "Request Access" button in the top-left inset to the "Request Access" icon in the bottom navigation bar.

**NOTE: Your page may vary slightly in the number of icons you will see.**

Select the “Dark Blue Tile” titled “eNTRS Access Request”.



Fill in the “REQUEST ENTERS ACCESS” online form and click on the  button at the bottom of the form.

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

### REQUEST ENTRS ACCESS

DOD ID			<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
MIDDLE NAME	<input type="text"/>		
PRD	<input type="text"/>	TITLE	<input type="text"/>
UIC (LORG UIC FOR QCA, ADMIN UIC FOR RESERVE WEB)	<input type="text"/>	RANK	SELECT PAYGRADE ▼
ROLE	WEB - REGULAR USER ▼	COMPONENT (ACTIVE/RESERVE)	SELECT COMPONENT ▼
PHONE COMM	<input type="text"/>	PHONE DSN	<input type="text"/>
SERVICE	SELECT SERVICE ▼		
EMAIL	<input type="text"/>		
CONFIRM EMAIL	<input type="text"/>		
COMMENTS	<input type="text"/>		

ADDITIONAL UIC'S FOR WHICH USER WILL MAKE REQUESTS

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Click [here](#) if you need help with this form.

Once you have an eNTRS account login, visit the MU Web page located on the AMSEC website by following this link:

1. <http://www.amsec.com/>
2. Once on the MU Page, click on the “MU Important Links” at the top navigation and click on the second link titled: “Click here to Request training using eNTRS...(for those who already have an eNTRS account login)”
3. Print the presentation/instructions found on that link and proceed with your eNTRS request or booking.

**End of Presentation**