# 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 <u>DO have</u> a CeTARS account login:

- 1. Print this presentation or keep it on your screen for reference as you navigate trough the process.
- Proceed to Slide Number
  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.

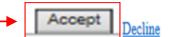
### OFFICIAL U.S. NAVY WEBSITE NOT INTENDED FOR PUBLIC ACCESS

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: <a href="mailto:DoDSection508@osd.mil">DoDSection508@osd.mil</a>. For more information about Section 508, please visit the <a href="mailto:DoDSection508">DoDSection508@osd.mil</a>. For more

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

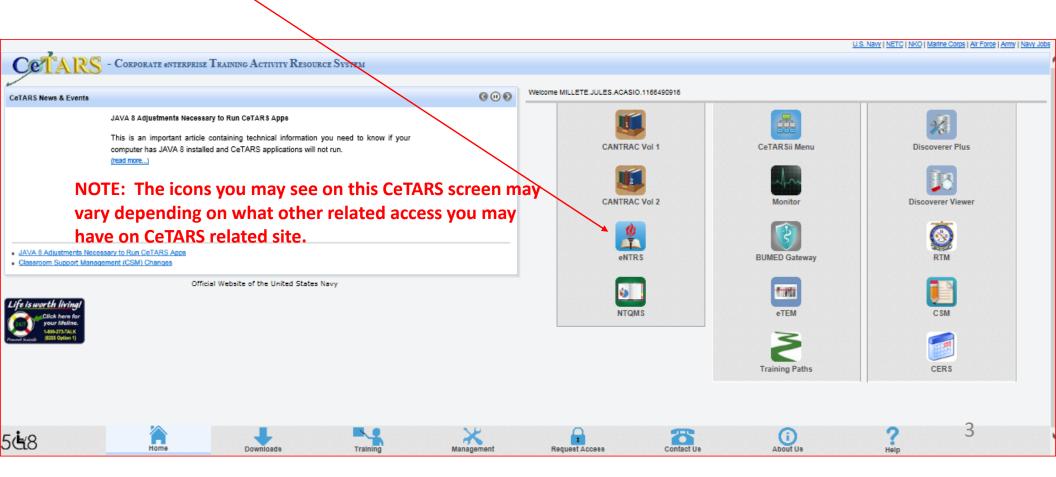
- The USG routinely intercepts and monitors communications occurring on this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter intelligence investigations (CI).
- At any 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.



### Click the



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



Click on the
 "PROCEED
 TO LOGIN
 PAGE" link
 at the
 bottom of
 the screen.

### **NETC - Naval Education and Training Command**

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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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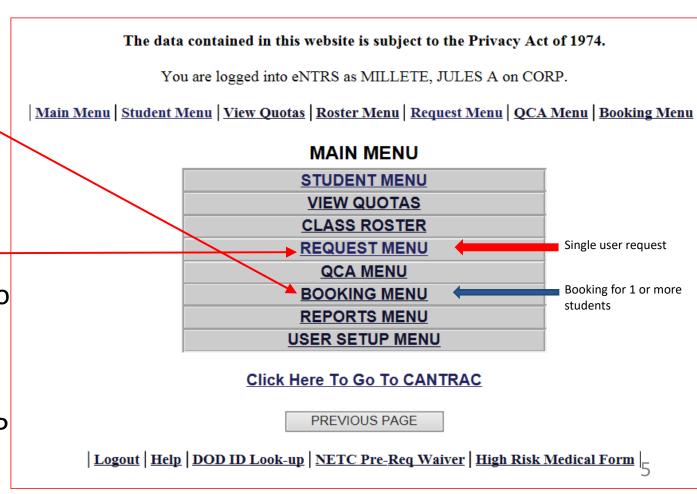


PROCEED TO LOGIN PAGE

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).



## PAC CDPs

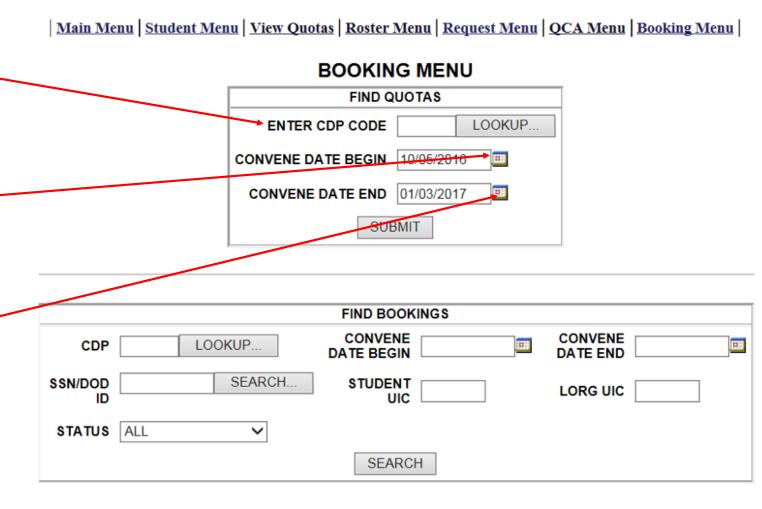
CDP	LOCATION	TRAINING	
14BP	SAN DIEGO	2KW	
14E4	SAN DIEGO	3MC SEMINAR	
14B1	SAN DIEGO	DH/CPO	
14E8	SAN DIEGO	DIVO W	
14CV	SAN DIEGO	LCPO	
14AU	SAN DIEGO	SMMO	
14F5	SAN DIEGO	WCS	

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.



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.

#### 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

### 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	\$EQ/\$ECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTA\$	CLASS LENGTH	DAYS TO CONVENE
	40-1		10/18/16	10/20/16	0	3	o	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**