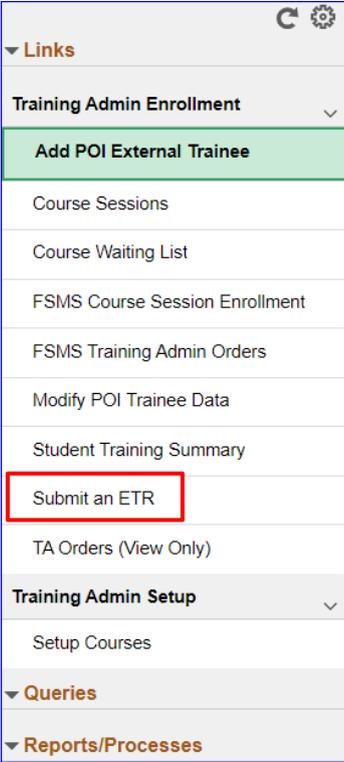


# Submitting an Electronic Training Request (ETR)

**Introduction** This guide provides the procedures for submitting an Electronic Training Request (ETR) in Direct Access (DA).

**Roles Needed** CGTASMGR  
CGTRNOFF  
CGTRNTQC

**Procedures** See below.

Step	Action
1	<p>Click the <b>Training Admin Workcenter</b> tile.</p> 
2	<p>Select the <b>Submit an ETR</b> option.</p> 

*Continued on next page*

## Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 517 1369 1630" style="border: 1px solid blue; padding: 10px;"> <p><b>Request Training Enrollment</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;"><a href="#">Find an Existing Value</a></p> <p><b>▼ Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/> <input type="button" value="Q"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Job Code begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Company begins with <input type="text"/></p> <p>Job Family begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div>

*Continued on next page*

# Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action																																																																																						
4	<p>The Request Training Enrollment page will display. Click on one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Search by Course Name</b> – Proceed to Step 5.</li> <li>• <b>Search by Course Number</b> – See below example.</li> <li>• <b>Search by Location</b> – See below example.</li> <li>• <b>Search by Date</b> – See below example.</li> </ul> <div data-bbox="327 712 1203 1122" style="border: 1px solid blue; padding: 10px;"> <p><b>Request Training Enrollment</b></p> <p><b>Rick Deckard</b> <span style="float: right;">Empl ID: 1234567</span></p> <p>Please choose one of the search methods below to find a course session.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: blue;"> <a href="#">Search by Course Name</a>  <a href="#">Search by Course Number</a>  <a href="#">Search by Location</a>  <a href="#">Search by Date</a> </p> </div> <p style="color: blue;"><a href="#">Return to Select Employee</a></p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="327 1151 751 1491" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Training Enrollment</b></p> <p><b>Course Search</b> <small>Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.</small></p> <p>Course Number: <input type="text" value="40"/> <span style="float: right; color: blue;">Search</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course Number</th> <th>Description</th> <th>Course Detail</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr><td>402140</td><td>GLIDE SLOPE IND MANT</td><td><a href="#">View Available Sessions</a></td><td></td></tr> <tr><td>402210</td><td>110 "A&amp;P" WFB CONTROL SYSTEMS</td><td><a href="#">View Available Sessions</a></td><td>No Sessions Available</td></tr> <tr><td>403001</td><td>USAF SEN NCO ACADEMY</td><td><a href="#">View Available Sessions</a></td><td></td></tr> <tr><td>403002</td><td>USN SEN ENL ACADEMY</td><td><a href="#">View Available Sessions</a></td><td></td></tr> <tr><td>403011</td><td>EQUAL OPPORT ADVISOR COURSE (E)</td><td><a href="#">View Available Sessions</a></td><td>No Sessions Available</td></tr> <tr><td>403037</td><td>Intro to FEAD/ROICC</td><td><a href="#">View Available Sessions</a></td><td>No Sessions Available</td></tr> <tr><td>403038</td><td>INTRO TO FMD &amp; PRCD DIV OPS</td><td><a href="#">View Available Sessions</a></td><td>No Sessions Available</td></tr> <tr><td>403085</td><td>SEARCH COORDINATION &amp; EXECUTIO</td><td><a href="#">View Available Sessions</a></td><td></td></tr> <tr><td>404475</td><td>OIL SPILL CONTROL</td><td><a href="#">View Available Sessions</a></td><td></td></tr> </tbody> </table> <p style="color: blue; font-size: small;"><a href="#">Return to Request Training Enrollment</a></p> </div> <div data-bbox="762 1151 1307 1491" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Training Enrollment</b></p> <p><b>Course Search</b> <small>Enter a date range and select the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.</small></p> <p>From: <input type="text" value="01/01/2024"/> Through: <input type="text" value="01/31/2024"/> <span style="float: right; color: blue;">Search</span></p> <p style="font-size: x-small; text-align: center;">(example: 12/31/2000) (example: 12/31/2000)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Date</th> <th>Description</th> <th>Course Detail</th> <th>Course Number</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr><td>01/09/2024</td><td>NVG MAINTENANCE</td><td><a href="#">View Available Sessions</a></td><td>501403</td><td></td></tr> <tr><td>01/09/2024</td><td>SEARCH COORDINATION &amp; EXECUTIO</td><td><a href="#">View Available Sessions</a></td><td>400385</td><td>No Sessions Available</td></tr> <tr><td>01/09/2024</td><td>SEAWATCH OPERATOR</td><td><a href="#">View Available Sessions</a></td><td>502496</td><td></td></tr> <tr><td>01/10/2024</td><td>Defense Strategic Debriefing</td><td><a href="#">View Available Sessions</a></td><td>502446</td><td></td></tr> <tr><td>01/10/2024</td><td>MIS INVESTIGATING OFFICER (IO)</td><td><a href="#">View Available Sessions</a></td><td>340860</td><td></td></tr> <tr><td>01/10/2024</td><td>USAF NCO ACADEMY</td><td><a href="#">View Available Sessions</a></td><td>501358</td><td></td></tr> <tr><td>01/10/2024</td><td>USAF SEN NCO ACADEMY</td><td><a href="#">View Available Sessions</a></td><td>400301</td><td></td></tr> </tbody> </table> </div> </div> <div data-bbox="327 1518 1307 1935" style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <p><b>Request Training Enrollment</b></p> <p><b>Course Search</b> <small>Enter a full or partial location name and select Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.</small></p> <p>Location: <input type="text" value="Yorktown"/> <span style="float: right; color: blue;">Search</span></p> <p><b>General Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Location</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>CG TRACEN YORKTOWN</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>Virtual Course TRACEN Yorktown</td> <td><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> <p style="color: blue; font-size: small;"><a href="#">Return to Request Training Enrollment</a></p> </div>	Course Number	Description	Course Detail	Session Availability	402140	GLIDE SLOPE IND MANT	<a href="#">View Available Sessions</a>		402210	110 "A&P" WFB CONTROL SYSTEMS	<a href="#">View Available Sessions</a>	No Sessions Available	403001	USAF SEN NCO ACADEMY	<a href="#">View Available Sessions</a>		403002	USN SEN ENL ACADEMY	<a href="#">View Available Sessions</a>		403011	EQUAL OPPORT ADVISOR COURSE (E)	<a href="#">View Available Sessions</a>	No Sessions Available	403037	Intro to FEAD/ROICC	<a href="#">View Available Sessions</a>	No Sessions Available	403038	INTRO TO FMD & PRCD DIV OPS	<a href="#">View Available Sessions</a>	No Sessions Available	403085	SEARCH COORDINATION & EXECUTIO	<a href="#">View Available Sessions</a>		404475	OIL SPILL CONTROL	<a href="#">View Available Sessions</a>		Start Date	Description	Course Detail	Course Number	Session Availability	01/09/2024	NVG MAINTENANCE	<a href="#">View Available Sessions</a>	501403		01/09/2024	SEARCH COORDINATION & EXECUTIO	<a href="#">View Available Sessions</a>	400385	No Sessions Available	01/09/2024	SEAWATCH OPERATOR	<a href="#">View Available Sessions</a>	502496		01/10/2024	Defense Strategic Debriefing	<a href="#">View Available Sessions</a>	502446		01/10/2024	MIS INVESTIGATING OFFICER (IO)	<a href="#">View Available Sessions</a>	340860		01/10/2024	USAF NCO ACADEMY	<a href="#">View Available Sessions</a>	501358		01/10/2024	USAF SEN NCO ACADEMY	<a href="#">View Available Sessions</a>	400301		Location	Session Availability	CG TRACEN YORKTOWN	<a href="#">View Available Sessions</a>	Virtual Course TRACEN Yorktown	<a href="#">View Available Sessions</a>
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## Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action																																																								
5	<p data-bbox="328 488 1358 555">Enter a full or partial <b>Course Name</b> and click <b>Search</b>. If you do not enter a name, all courses will display as shown below.</p> <div data-bbox="328 555 1358 1193"> <p data-bbox="328 562 628 584">Request Training Enrollment</p> <p data-bbox="328 591 497 613"><b>Course Search</b></p> <p data-bbox="328 620 1358 663">Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.</p> <p data-bbox="564 674 1038 701">Course Name <input data-bbox="687 667 1038 701" type="text" value="Control"/></p> <p data-bbox="1134 667 1323 701"><input data-bbox="1134 667 1323 701" type="button" value="Search"/></p> <p data-bbox="328 719 464 741"><b>Course Details</b></p> <table border="1" data-bbox="328 741 1350 1193"> <thead> <tr> <th>Description</th> <th>Course Detail</th> <th>Course Number</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>(LCM) S/B LOSS CONTROL MGMT</td> <td></td> <td>500105</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>110 "A&amp;B" WPB CONTROL SYSTEMS</td> <td></td> <td>400210</td> <td>No Sessions Available</td> </tr> <tr> <td>378 CONSOLE/TURBINE CONTROL</td> <td></td> <td>501554</td> <td>No Sessions Available</td> </tr> <tr> <td>828 GOVERNOR CONTROLS</td> <td></td> <td>501420</td> <td>No Sessions Available</td> </tr> <tr> <td>AIR DIRECTION CONTROLLER</td> <td></td> <td>500256</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>AMO CORROSION CONTROL</td> <td></td> <td>140201</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>C-130J GUIDANCE &amp; CONTROL SYST</td> <td></td> <td>502036</td> <td><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> </div> <div data-bbox="328 1227 1358 1760"> <p data-bbox="328 1234 628 1256">Request Training Enrollment</p> <p data-bbox="328 1263 497 1285"><b>Course Search</b></p> <p data-bbox="328 1292 1358 1335">Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.</p> <p data-bbox="564 1346 1038 1373">Course Name <input data-bbox="695 1346 1038 1379" type="text"/></p> <p data-bbox="1142 1346 1326 1379"><input data-bbox="1142 1346 1326 1379" type="button" value="Search"/></p> <p data-bbox="328 1400 464 1422"><b>Course Details</b></p> <table border="1" data-bbox="328 1422 1350 1760"> <thead> <tr> <th>Description</th> <th>Course Detail</th> <th>Course Number</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>(LCM) S/B LOSS CONTROL MGMT</td> <td></td> <td>500105</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>1 Day Boat Forces Underwater E</td> <td></td> <td>100144</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>110 "A&amp;B" WPB CONTROL SYSTEMS</td> <td></td> <td>400210</td> <td>No Sessions Available</td> </tr> <tr> <td>110 "C" WPB CONT/ALARM SYSTEM</td> <td></td> <td>500777</td> <td>No Sessions Available</td> </tr> <tr> <td>110 WPB PAXMAN MK-30</td> <td></td> <td>250011</td> <td>No Sessions Available</td> </tr> </tbody> </table> </div>	Description	Course Detail	Course Number	Session Availability	(LCM) S/B LOSS CONTROL MGMT		500105	<a href="#">View Available Sessions</a>	110 "A&B" WPB CONTROL SYSTEMS		400210	No Sessions Available	378 CONSOLE/TURBINE CONTROL		501554	No Sessions Available	828 GOVERNOR CONTROLS		501420	No Sessions Available	AIR DIRECTION CONTROLLER		500256	<a href="#">View Available Sessions</a>	AMO CORROSION CONTROL		140201	<a href="#">View Available Sessions</a>	C-130J GUIDANCE & CONTROL SYST		502036	<a href="#">View Available Sessions</a>	Description	Course Detail	Course Number	Session Availability	(LCM) S/B LOSS CONTROL MGMT		500105	<a href="#">View Available Sessions</a>	1 Day Boat Forces Underwater E		100144	<a href="#">View Available Sessions</a>	110 "A&B" WPB CONTROL SYSTEMS		400210	No Sessions Available	110 "C" WPB CONT/ALARM SYSTEM		500777	No Sessions Available	110 WPB PAXMAN MK-30		250011	No Sessions Available
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## Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action																																
6	<p data-bbox="328 488 1125 517">Locate the desired course and click <b>View Available Sessions</b>.</p> <div data-bbox="328 517 1374 1155" style="border: 1px solid black; padding: 5px;"> <p data-bbox="328 524 628 551">Request Training Enrollment</p> <p data-bbox="328 555 497 582"><b>Course Search</b></p> <p data-bbox="328 584 1366 629">Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.</p> <p data-bbox="564 633 1038 663">Course Name <input style="width: 200px;" type="text" value="Control"/></p> <p data-bbox="1139 629 1321 667" style="text-align: right;"><input type="button" value="Search"/></p> <p data-bbox="328 678 464 701"><b>Course Details</b></p> <table border="1" data-bbox="328 701 1350 1155"> <thead> <tr> <th data-bbox="328 712 687 763">Description</th> <th data-bbox="687 712 807 763">Course Detail</th> <th data-bbox="807 712 927 763">Course Number</th> <th data-bbox="927 712 1350 763">Session Availability</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 763 687 824">(LCM) S/B LOSS CONTROL MGMT</td> <td data-bbox="687 763 807 824" style="text-align: center;">i</td> <td data-bbox="807 763 927 824">500105</td> <td data-bbox="927 763 1350 824" style="text-align: center;"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="328 824 687 884">110 "A&amp;B" WPB CONTROL SYSTEMS</td> <td data-bbox="687 824 807 884" style="text-align: center;">i</td> <td data-bbox="807 824 927 884">400210</td> <td data-bbox="927 824 1350 884" style="text-align: center;">No Sessions Available</td> </tr> <tr> <td data-bbox="328 884 687 945">378 CONSOLE/TURBINE CONTROL</td> <td data-bbox="687 884 807 945" style="text-align: center;">i</td> <td data-bbox="807 884 927 945">501554</td> <td data-bbox="927 884 1350 945" style="text-align: center;">No Sessions Available</td> </tr> <tr> <td data-bbox="328 945 687 1005">828 GOVERNOR CONTROLS</td> <td data-bbox="687 945 807 1005" style="text-align: center;">i</td> <td data-bbox="807 945 927 1005">501420</td> <td data-bbox="927 945 1350 1005" style="text-align: center;">No Sessions Available</td> </tr> <tr> <td data-bbox="328 1005 687 1066">AIR DIRECTION CONTROLLER</td> <td data-bbox="687 1005 807 1066" style="text-align: center;">i</td> <td data-bbox="807 1005 927 1066">500256</td> <td data-bbox="927 1005 1350 1066" style="text-align: center;"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="328 1066 687 1126">AMO CORROSION CONTROL</td> <td data-bbox="687 1066 807 1126" style="text-align: center;">i</td> <td data-bbox="807 1066 927 1126">140201</td> <td data-bbox="927 1066 1350 1126" style="text-align: center;"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="328 1126 687 1155">C-130J GUIDANCE &amp; CONTROL SYST</td> <td data-bbox="687 1126 807 1155" style="text-align: center;">i</td> <td data-bbox="807 1126 927 1155">502036</td> <td data-bbox="927 1126 1350 1155" style="text-align: center;"><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> </div>	Description	Course Detail	Course Number	Session Availability	(LCM) S/B LOSS CONTROL MGMT	i	500105	<a href="#">View Available Sessions</a>	110 "A&B" WPB CONTROL SYSTEMS	i	400210	No Sessions Available	378 CONSOLE/TURBINE CONTROL	i	501554	No Sessions Available	828 GOVERNOR CONTROLS	i	501420	No Sessions Available	AIR DIRECTION CONTROLLER	i	500256	<a href="#">View Available Sessions</a>	AMO CORROSION CONTROL	i	140201	<a href="#">View Available Sessions</a>	C-130J GUIDANCE & CONTROL SYST	i	502036	<a href="#">View Available Sessions</a>
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continued

Step	Action																																																												
7	<p>A list of available sessions will display and will include specific details regarding each course. Click the <b>Session</b> number to request training.</p> <div data-bbox="327 555 1152 1256" style="border: 1px solid black; padding: 5px;"> <p>Request Training Enrollment</p> <p><b>View Available Sessions</b></p> <p>500206 SMALL CUTTER DAMAGE CONTROL</p> <p>Select a session number in the given list to view session details or to request enrollment in the session.</p> <p><b>Course Session Details</b></p> <table border="1" data-bbox="327 701 1142 779"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Days)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0117</td> <td>04/29/2024</td> <td>CG TRACEN YORKTOWN</td> <td>5.0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Course Session Details</b></p> <table border="1" data-bbox="327 808 1142 887"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Days)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0118</td> <td>05/20/2024</td> <td>CG TRACEN YORKTOWN</td> <td>5.0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Course Session Details</b></p> <table border="1" data-bbox="327 920 1142 999"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Days)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">0119</td> <td>07/08/2024</td> <td>CG TRACEN YORKTOWN</td> <td>5.0</td> <td>14</td> <td>0</td> </tr> </tbody> </table> <p><b>Course Session Details</b></p> <table border="1" data-bbox="327 1028 1142 1106"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Days)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0120</td> <td>08/26/2024</td> <td>CG TRACEN YORKTOWN</td> <td>5.0</td> <td>12</td> <td>0</td> </tr> </tbody> </table> <p><b>Course Session Details</b></p> <table border="1" data-bbox="327 1135 1142 1214"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Days)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0121</td> <td>09/09/2024</td> <td>CG TRACEN YORKTOWN</td> <td>5.0</td> <td>16</td> <td>0</td> </tr> </tbody> </table> <p><a href="#">Return to Course Search</a></p> </div>	Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0117	04/29/2024	CG TRACEN YORKTOWN	5.0	0	0	Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0118	05/20/2024	CG TRACEN YORKTOWN	5.0	0	0	Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0119	07/08/2024	CG TRACEN YORKTOWN	5.0	14	0	Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0120	08/26/2024	CG TRACEN YORKTOWN	5.0	12	0	Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0121	09/09/2024	CG TRACEN YORKTOWN	5.0	16	0
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8	<p>The Session Detail page will display. Review the <b>Session Schedule</b> and click <b>Continue</b>.</p> <div data-bbox="327 1355 1370 1906" style="border: 1px solid black; padding: 5px;"> <p>Request Training Enrollment</p> <p><b>Session Detail</b></p> <p>Rick Deckard</p> <p>Select the Continue button to submit your training request.</p> <p>Course SMALL CUTTER DAMAGE CONTROL      Session 0119</p> <p>Start Date 07/08/2024      Duration (Days) 5.0</p> <p>Location CG TRACEN YORKTOWN</p> <p>Language</p> <p><b>Prerequisite Courses</b></p> <p>None</p> <p><b>Session Schedule</b></p> <table border="1" data-bbox="327 1720 1361 1839" style="border: 2px solid red;"> <thead> <tr> <th>Date</th> <th>Session Start Date</th> <th>Session End Date</th> <th>Start Time</th> <th>End Time</th> <th>Training Facility Name</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>07/08/2024</td> <td>07/12/2024</td> <td>8:00AM</td> <td>4:00PM</td> <td>CG TRACEN YORKTOWN</td> </tr> </tbody> </table> <p style="text-align: center; border: 2px solid red; display: inline-block; padding: 5px 15px;">Continue</p> <p><a href="#">Return to Course Search</a></p> </div>	Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name	Monday	07/08/2024	07/12/2024	8:00AM	4:00PM	CG TRACEN YORKTOWN																																																
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## Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action																																												
<p><b>9</b></p>	<p>The Employee Information page will display. Ensure the <b>Select</b> box is checked and the Employee Details are correct. Click <b>Continue</b>.</p> <div data-bbox="327 517 1369 981" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p><b>Employee Information</b></p> <p>Verify Employee details and choose Continue button to submit the enrollment request.</p> <p><b>Employee Details</b></p> <table border="1" data-bbox="327 674 1369 869"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Empl ID</th> <th>Rank</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Rick Deckard</td> <td>1234567</td> <td>IT1</td> <td>TRACEN YKTWN IRM BR</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Continue"/></p> <p><a href="#">Return to View Available Sessions</a></p> </div>	Select	Name	Empl ID	Rank	Department	<input checked="" type="checkbox"/>	Rick Deckard	1234567	IT1	TRACEN YKTWN IRM BR																																		
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<p><b>10</b></p>	<p>Verify the <b>Course Session Details</b>. Enter <b>Comments ONLY</b> as required and click <b>Submit</b>.</p> <div data-bbox="327 1093 1369 1930" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Request</b></p> <p>Verify course details and select Submit to request enrollment.</p> <p><b>Course Session Details</b></p> <table border="1" data-bbox="338 1189 1198 1447"> <tbody> <tr> <td>Course:</td> <td colspan="3">SMALL CUTTER DAMAGE CONTROL</td> </tr> <tr> <td>Session:</td> <td colspan="3">0119</td> </tr> <tr> <td>Course Start Date:</td> <td colspan="3">07/08/2024</td> </tr> <tr> <td>Start Time:</td> <td>8:00AM</td> <td>End Time:</td> <td>4:00PM</td> </tr> <tr> <td>Duration (Days):</td> <td colspan="3">5.0</td> </tr> <tr> <td>Location:</td> <td colspan="3">CG TRACEN YORKTOWN</td> </tr> <tr> <td>Language:</td> <td colspan="3"></td> </tr> </tbody> </table> <p>By submitting this ETR, you are confirming that all prerequisites for this course have been met and authorizing the member to attend training for the requested date(s). Automatic deletion of this ETR will result if prerequisites are not met. Alternate sessions/dates must be listed in this block. If the ETR is being submitted for a SELRES member on long-term active duty orders (greater than 180 days), the comments must reflect the recall status, to receive AFC-56 funded travel.</p> <p>Only the following comments are to be listed: prerequisites have been met on (date), alternate sessions/dates, and any special circumstances. Do not list any other comments.</p> <p><b>Rick Deckard</b></p> <table border="1" data-bbox="338 1648 1318 1832"> <tbody> <tr> <td>Employee ID:</td> <td>1234567</td> <td>Empl Rcd:</td> <td>0</td> <td>Rank:</td> <td>IT1</td> <td>Dept:</td> <td>TRACEN YKTWN IRM BR</td> </tr> <tr> <td>Comment:</td> <td colspan="7" style="border: 1px solid red; height: 40px;"></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p><a href="#">Start a new Training Request</a></p> </div>	Course:	SMALL CUTTER DAMAGE CONTROL			Session:	0119			Course Start Date:	07/08/2024			Start Time:	8:00AM	End Time:	4:00PM	Duration (Days):	5.0			Location:	CG TRACEN YORKTOWN			Language:				Employee ID:	1234567	Empl Rcd:	0	Rank:	IT1	Dept:	TRACEN YKTWN IRM BR	Comment:							
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## Submitting an Electronic Training Request (ETR), Continued

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Procedures,  
continued

Step	Action
11	<p>A <b>Submit Confirmation</b> message will display. Click <b>Start a new Training Request</b> to enter an ETR for another member or click Home to return to the main page.</p> <div data-bbox="327 591 1369 734" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Confirmation</b></p> <div data-bbox="343 645 1353 689" style="border: 2px solid red; padding: 2px;">Submitted - Your Enrollment Request for Employee Rick Deckard( 1234567) has been submitted.</div> <p><a href="#">Course Session Details</a></p> </div> <div data-bbox="327 770 1369 1012" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Rick Deckard</b></p> <div data-bbox="343 824 1353 1003" style="border: 1px solid gray; padding: 5px;"> <p>Employee ID: 1234567      Empl Rcd: 0      Rank: IT1      Dept: TRACEN YKTWN IRM BR</p> <p>Comment: <input type="text" value="Prerequisites met as of 01/08/2024."/></p> </div> </div> <div data-bbox="327 1016 630 1057" style="border: 2px solid red; padding: 2px; margin-top: 10px;">Start a new Training Request</div>

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