# 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	Click the Training Admin	Workcenter tile.
	Training Admin Workcenter	
2	Select the Submit an ETR	option
	C ©	option.
	✓ Links	
	Training Admin Enrollment $\sim$	
	Add POI External Trainee	
	Course Sessions	
	Course Waiting List	
	FSMS Course Session Enrollment	
	FSMS Training Admin Orders	
	Modify POI Trainee Data	
	Student Training Summary	
	Submit an ETR	
	TA Orders (View Only)	
	Training Admin Setup $\checkmark$	
	Setup Courses	
	✓ Queries	

Procedures,

continued

Step			Action
3			and click Search.
	Request Tra	aining Enro	llment
	Enter any inform	nation you have a	and click Search. Leave fields blank for a list of all values.
	Find an Ex	isting Value	
	Search Crit	eria	
	Empl ID	begins with v	1234567
	Empl Record	= 🖌	Q
	Last Name	begins with 🗸	
	First Name	begins with 🗸	
	National ID	begins with 🖌	
	Job Code	begins with 🗸	٩
	Set ID	begins with 🗸	٩
	Department	begins with 🗸	٩
	Company	begins with 🗸	
	Job Family	begins with 🗸	Q
	Case Sensit	ive	
	Search	Clear Basic	Search 📓 Save Search Criteria

Continued on next page

#### Procedures,

continued

The Request Training Enrollment page will display. Click on one of the following:  Search by Course Name – Proceed to Step 5. Search by Course Number – See below example. Search by Location – See below example. Request Training Enrollment Rick Deckard Empl ID: 1234567 Please choose one of the search methods below to find a course session. Search by Course Number Search by Course Number Search by Course Number Return to Select Employee	following • Search • Search • Search • Search • Search Request Rick Dec Please ch Please ch Return to S Return to S	: by Cours by Cours by Locat by Date st Traini kard oose one c Search by Search by Search by Search by Search by	se Name – I se Number tion – See b – See below ing Enrolli of the search m Course Name Course Name Location Date	Proceed f - See be elow exa v exampl ment nethods be per	to Step 5. elow examplample. e. Elow to find a c	e.	): 1	234567	ne
<ul> <li>Search by Course Name – Proceed to Step 5.</li> <li>Search by Course Number – See below example.</li> <li>Search by Date – See below example.</li> <li>Request Training Enrollment Rick Deckard Empl ID: 1234567 Please choose one of the search methods below to find a course session. Search by Course Name Search by Date Return to Select Employee The search of the search methods below to find a course session. Search by Date Return to Select Employee The search of the search methods below to find a course session. Search by Date Return to Select Employee The search of the search methods below to find a course session. Search by Date Return to Select Employee The search of the search methods below to find a course session. Search by Course Name Search by Date Return to Select Employee The search of the search methods below to find a course session. Search by Date Return to Select Employee Content of the search but to be a list of matching training locations. Leave the location is to get a list of all location. Location Session Availability Cost Training Enrollment Location Session Availability Cig TraACEN YORKTOWN View Available Sessions</li></ul>	Search     Search     Search     Search     Search     Search     Search     Reques     Rick Dec     Please ch     Please ch     Corrected Search	by Cours by Cours by Locat by Date st Traini kard oose one c Search by Search by Search by Search by Search by	se Number tion – See b – See below ing Enrolli of the search m Course Name Course Numb Location Date	- See be elow exa v exampl ment nethods be ber	elow example ample. e. E elow to find a c	mpl II			
<ul> <li>Search by Course Number – See below example.</li> <li>Search by Location – See below example.</li> <li>Request Training Enrollment Rick Deckard Employee Please choose one of the search methods below to find a course session. Search by Course Name Search by Course Name Search by Course Name Search by Location Search by Location Search by Location Search by Date Return to Select Employee Prevent or Select Employee Return to Select Employ</li></ul>	Search     Search     Search     Search     Search     Reques     Rick Dec     Please ch     Please ch     Cours to     Cours to     Course to     Cou	by Cours by Locat by Date st Traini kard oose one o Search by Search by Search by Search by Search by	se Number tion – See b – See below ing Enrolli of the search m Course Name Course Numb Location Date	- See be elow exa v exampl ment nethods be ber	elow example ample. e. E elow to find a c	mpl II			
<ul> <li>Search by Location – See below example.</li> <li>Search by Date – See below example.</li> <li>Request Training Enrollment Rick Deckard Errol 1234567</li> <li>Please choose one of the search methods below to find a course session.</li> <li>Search by Course Name Search by Course Name Search by Location Search by Date</li> <li>Return to Select Employee</li> </ul> Prevent to Select Employee   The search of the search methods below to find a course session.     Search by Course Name Search by Location Search by Date   Return to Select Employee   The search the search methods below to find a course session.     Search by Course Name Search by Location   Search by Date   Return to Select Employee   The search the search methods below to find a course session.   Search by Location   Search by Course Name   Search by Location   Search by Course Name   Search by Course Name   Search by Course Name   Search by Location   Search by Course Name   Search by Location   Search by Course Name   Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Course Name Search by Cour	Search     Search     Search     Search     Reques     Rick Dec     Please ch     Please ch     Constant	by Locat by Date st Traini kard oose one c Search by Search by Search by Search by Search by	tion – See b – See below ing Enrolli of the search m Course Name Course Numb Location Date	elow exa v exampl ment nethods be ber	ample. e. E	mpl II			
Search by Date – See below example.   Request Training Enrollment   Rick Deckard   End Deckard   Search by Course Name   Search by Course Name   Search by Course Name   Search by Course Name   Search by Location   Search by Date   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods below to find a course session.   Peture to Select Employee   The search of the search methods to the search methods the search methods to the search method to the search method to th	Search     Reques     Rick Dec     Rick Dec     Please ch     Clease ch     Cleas	by Date st Traini kard oose one o Search by Search by Search by Search by Search by	- See below ing Enrolli of the search m Course Name Course Numb Location Date	r exampl ment nethods be ber	e. E	-			
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	Request Training Enrollment Course Search Eres acouse number and elect Soc Course Name Restaurse 40040 outpe supression 40020 strates ways con- 40020 USAE WAYS CON 40020 USAE SEN NCO ACA 40000 USAE SEN NCO ACA	Select Empl and button to get a list of matching co	loyee	Course Sea					
Result     Control       Result	Request Training Enrolment           Course Search           Eine course number and select Sociousis         Course Not           Course Details           Course Not           40010         QUOE SLOPE IND M           40010         USAF WHS CON           40010         USAF SEN NOC ACA           40001         USAF SEN NOC ACA           40002         USN SEN ENLACAD	arch button to get a list of matching co umber 40		Course Sea					
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Control       Contro       Control       Control	Course Details           Course Mamber         Description           400140         GLIDE SLOPE IND M           400210         110 "A&B" WPB CON SYSTEMS           400301         USAF SEN NCO ACA           400302         USN SEN ENLACAD			Enter a date ran	ge and select the Search button to get a	list of courses off	red within that	It range. Leave the date fields bl	ank to get a list o
Normality       Normality       Normality       Normality       Normality         Normality       Outcles Corr RD MMIT       O       Normality       Outcles Corr RD MMIT       O       Normality         Normality       Outcles Corr RD MMIT       O       Normality       Outcles Corr RD MMIT       O       Normality       Outcles Corr RD MMIT       Outcles Corr R	Course         Description           Number         Outpe SLOPE IND M           400140         GLIDE SLOPE IND M           400210         110 "AAB" WPB CON           400301         USAF SEN NCO ACA           400302         USN SEN ENLACAD	Course	Search	available course		Thro	ugh 01/31/2	024 📰 Sear	:h
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work is the puer law in the puer law is the puer la	400385 SEARCH COORDINA EXECUTIO	ATION &	View Available Sessions	01/10/2024	OFFICER (IO)		340860	View Available Sessions	
Request Training Enrollment         Course Search         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.         Location       Yorktown       Search         General Details         Location       Session Availability         CG TRACEN YORKTOWN       View Available Sessions	400475 OIL SPILL CONTROL	. 0	View Available Sessions						
Course Search         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.         Location       Yorktown       Search         General Details       Session Availability         CG TRACEN YORKTOWN       View Available Sessions	Return to Request Training Enrollment			01/10/2024	USAF SEN NCO ACADEMY	0	400301	View Available Sessions	_
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General Details       Location     Session Availability       CG TRACEN YORKTOWN     View Available Sessions	gord in	and an incontrol				1		o	
Location         Session Availability           CG TRACEN YORKTOWN         View Available Sessions			Location	own				Search	
Location         Session Availability           CG TRACEN YORKTOWN         View Available Sessions	General Deta	ils							
CG TRACEN YORKTOWN View Available Sessions	Sonorar Deta								
	Location				Session Availab	ility			
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	Virtual Course	ONCOM							
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**Procedures**,

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-			k Search. If you do not en
name, all courses will dis	splay as sho	wn below	Ν.
Request Training Enrollment			
Course Search	last the Search but	teo to got a list	of motobing courses. Leave the course par
Enter a full of partial course name and sel list of all courses.	lect the Search but	ion to get a list	of matching courses. Leave the course nam
Course Na	ame Control		Sear
Course Details			
Description	Course Detail	Course Number	Session Availability
(LCM) S/B LOSS CONTROL MGMT	0	500105	View Available Sessions
110 "A&B" WPB CONTROL SYSTEMS	0	400210	No Sessions Available
378 CONSOLE/TURBINE CONTROL	•	501554	No Sessions Available
828 GOVERNOR CONTROLS	6	501420	No Sessions Available
AIR DIRECTION CONTROLLER	6	500256	View Available Sessions
AMO CORROSION CONTROL	•	140201	View Available Sessions
C-130J GUIDANCE & CONTROL SYST	0	502036	View Available Sessions
Request Training Enrollment			
Course Search			
Enter a full or partial course name and se	ect the Search but	ton to get a list	of matching courses. Leave the course nan
list of all courses.	[		
Course Na	ame		Sear
Course Details			
Description	Course Detail	Course Number	Session Availability
(LCM) S/B LOSS CONTROL MGMT	0	500105	View Available Sessions
1 Day Boat Forces Underwater E	0	100144	View Available Sessions
	A	400210	No Sessions Available
110 "A&B" WPB CONTROL SYSTEMS			
	0	500777	No Sessions Available

**Procedures**,

continued

ep			Action						
6	Locate the desired course and click <b>View Available Sessions</b> .								
	Request Training Enrollment								
	Course Search								
	Enter a full or partial course name and se list of all courses.	elect the Search but	ton to get a list	of matching courses. Leave the course name blank to get					
	Course Na	ame Control		Search					
	Course Details								
	Description	Course Detail	Course Number	Session Availability					
	(LCM) S/B LOSS CONTROL MGMT	0	500105	View Available Sessions					
	110 "A&B" WPB CONTROL SYSTEMS	0	400210	No Sessions Available					
	378 CONSOLE/TURBINE CONTROL	0	501554	No Sessions Available					
	828 GOVERNOR CONTROLS	0	501420	No Sessions Available					
	AIR DIRECTION CONTROLLER	•	500256	View Available Sessions					
	AMO CORROSION CONTROL	0	140201	View Available Sessions					
	C-130J GUIDANCE & CONTROL	•	502036	View Available Sessions					

**Procedures**,

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		course. Click th	he <b>Session</b> nur	nber to re	quest tra	uning.
	Training Enr					
	ailable Sess					
500206		ER DAMAGE CONTROL	taile er te request enrellmen	tin the		
session.	ssion number in u	he given list to view session de	tails of to request enrollment	l III uie		
	ssion Details					
Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	
0117	04/29/2024	CG TRACEN YORKTOWN	5.0	)	0	0
Course Se	ssion Details					
Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	
0118	05/20/2024	CG TRACEN YORKTOWN	5.0	)	0	0
Course Se	ssion Details					
Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	
0119	07/08/2024	CG TRACEN YORKTOWN	5.0	) 1	4	0
Course Se	ssion Details					
Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	
0120	08/26/2024	CG TRACEN YORKTOWN	5.0	) 1	2	0
Course Se	ssion Details					
Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	
0121	09/09/2024	CG TRACEN YORKTOWN	5.0	) 1	6	0
The Se	ession De	etail page will d	lisplay. Reviev	v the <b>Sess</b>	ion Sch	edule and c
Conti		10	1 5			
	t Training E	nrollment				
-	n Detail					
Rick Dec	kard					
Select the		n to submit your training requ				
Course SMALL CUTTER DAMAGE CONTROL Session 0119						
	Start Date 07/			Duratio	on (Days) 5.0	)
Location CG TRACEN YORKTOWN						
	Language site Courses					
None						
Session	Schedule					
	Session Sta	art Date Session B	End Date Start Ti	ime End	Time	Training Facility N
Date				4.00004	00.1	
Date Monday	07/08/2024	07/12/2024	8:00AM	4:00PM	CGT	RACEN YORKTOW

Procedures,

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Step		Action						
9	and the En	ployee Details	are correc		. Ensure the <b>Select</b> box C <b>ontinue</b> .	x is checked		
	Request Tr	aining Enrollmen	t					
	Employee	Information						
	Verify Employ	ee details and choose	Continue buttor	n to submit the	enrollment request.			
	Employee De	tails						
	R				1-1 of	1 • •		
	Select	Name	Empl ID	Rank	Department			
		Rick Deckard	1234567	IT1	TRACEN YKTWN IRM BR			
		Available Sessions						
10	click Subr Submit Re	nit. equest letails and select Submit ion Details SMALL C 0119 t Date: 07/08/202 8:00AM ays): 5.0	to request enro	Ilment. SE CONTROL : 4:00PM	mments ONLY as rec			
	attend training for sessions/dates r (greater than 18)	or the requested date(s). nust be listed in this bloc 0 days), the comments n	Automatic dele k. If the ETR is nust reflect the r	tion of this ETR being submitted ecall status, to r	course have been met and authoriz will result if perquisites are not met d for a SELRES member on long-te receive AFC-56 funded travel. net on (date), alternate sessions/da	. Alternate rm active duty orders		
		Do not list any other con	nments.					
	Rick Deckard							
	Employee ID	: 1234567	Empl Rcd: 0	Rank: IT1	Dept: TRACEN YKTWN IRM	BR		
	Comme	ent:						
	Submit Start a new Tr	aining Request						

#### Procedures,

continued

Step	Action
11	A Submit Confirmation message will display. Click Start a new Training
	<b>Request</b> to enter an ETR for another member or click Home to return to the
	main page.
	Submit Confirmation
	Submitted - Your Enrollment Request for Employee Rick Deckard (1234567) has been submitted.
	Course Session Details
	Rick Deckard
	Employee ID: 1234567 Empl Rcd: 0 Rank: IT1 Dept: TRACEN YKTWN IRM BR
	Comment: Prerequisites met as of 01/08/2024.
	Start a new Training Request