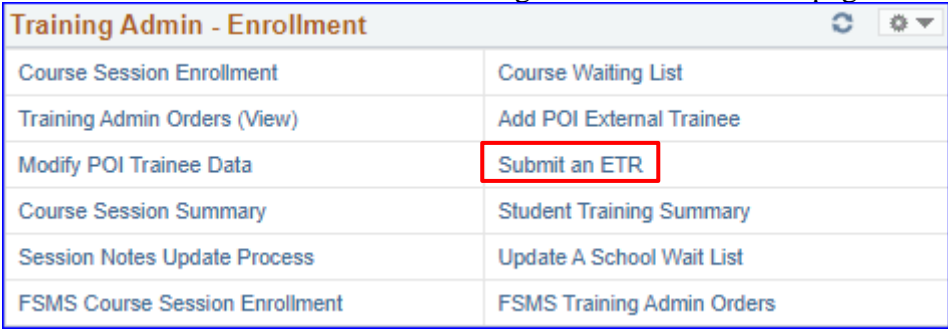
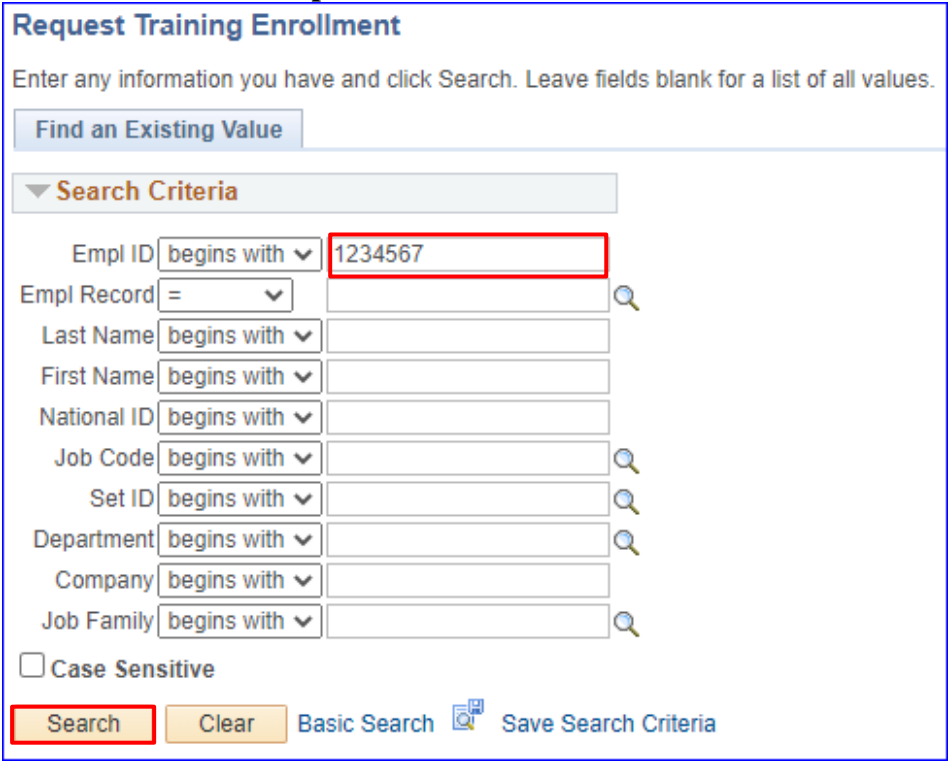


Submitting an Electronic Training Request (ETR)

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 Submit an ETR from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a window titled "Training Admin - Enrollment" with a table of options. The "Submit an ETR" link is highlighted with a red box.</p> <table border="1"> <tr> <td>Course Session Enrollment</td> <td>Course Waiting List</td> </tr> <tr> <td>Training Admin Orders (View)</td> <td>Add POI External Trainee</td> </tr> <tr> <td>Modify POI Trainee Data</td> <td>Submit an ETR</td> </tr> <tr> <td>Course Session Summary</td> <td>Student Training Summary</td> </tr> <tr> <td>Session Notes Update Process</td> <td>Update A School Wait List</td> </tr> <tr> <td>FSMS Course Session Enrollment</td> <td>FSMS Training Admin Orders</td> </tr> </table>	Course Session Enrollment	Course Waiting List	Training Admin Orders (View)	Add POI External Trainee	Modify POI Trainee Data	Submit an ETR	Course Session Summary	Student Training Summary	Session Notes Update Process	Update A School Wait List	FSMS Course Session Enrollment	FSMS Training Admin Orders
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2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the "Request Training Enrollment" search form. The "Empl ID" field is set to "begins with" and contains the value "1234567", which is highlighted with a red box. The "Search" button at the bottom is also highlighted with a red box.</p> <p>Request Training Enrollment</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record =</p> <p>Last Name begins with</p> <p>First Name begins with</p> <p>National ID begins with</p> <p>Job Code begins with</p> <p>Set ID begins with</p> <p>Department begins with</p> <p>Company begins with</p> <p>Job Family begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>												

Continued on next page

Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																																																						
3	<p>The Request Training Enrollment page will display. Click on one of the following:</p> <ul style="list-style-type: none"> • Search by Course Name and proceed to Step 4. • Search by Course Number – See below example. • Search by Location – See below example. • Search by Date – See below example. <div data-bbox="328 714 1169 1149" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p>Rick Deckard Empl ID: 1234567</p> <p>Please choose one of the search methods below to find a course session.</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Search by Course Name</p> <p>Search by Course Number</p> <p>Search by Location</p> <p>Search by Date</p> </div> <p>Return to Select Employee</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="328 1182 833 1525" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment Course Search</p> <p>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.</p> <p><input type="text" value="Course Number 50"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Course Number</th> <th>Description</th> <th>Course Detail</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>500022</td> <td>FACILITIES PLANNER</td> <td>i</td> <td>View Available Sessions</td> </tr> <tr> <td>500026</td> <td>ARCHITECT-ENGINEER CONT MGMT</td> <td>i</td> <td>View Available Sessions</td> </tr> <tr> <td>500028</td> <td>ENVIRONMENTAL REGULATIONS</td> <td>i</td> <td>No Sessions Available</td> </tr> <tr> <td>500035</td> <td>VALUE ENGINEERING</td> <td>i</td> <td>View Available Sessions</td> </tr> <tr> <td>500036</td> <td>CONCRETE MAINTENANCE REPAIR</td> <td>i</td> <td>View Available Sessions</td> </tr> <tr> <td>500038</td> <td>CONCRETE INSP + REPAIR</td> <td>i</td> <td>No Sessions Available</td> </tr> </tbody> </table> </div> <div data-bbox="842 1236 1366 1525" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment Course Search</p> <p>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.</p> <p><input type="text" value="From 12/15/2022"/> <input type="button" value="G"/> <input type="text" value="Through 12/31/2022"/> <input type="button" value="G"/> <input type="button" value="Search"/></p> <p style="font-size: small;">(example: 12/31/2000) (example: 12/31/2000)</p> <table border="1"> <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>12/19/2022</td> <td>HH-60J PROFICIENCY</td> <td>i</td> <td>340685</td> <td>View Available Sessions</td> </tr> <tr> <td>12/26/2022</td> <td>HH-60J PROFICIENCY</td> <td>i</td> <td>340685</td> <td>View Available Sessions</td> </tr> <tr> <td>12/29/2022</td> <td>Criminal Investigator Trng Pgm</td> <td>i</td> <td>240556</td> <td>View Available Sessions</td> </tr> </tbody> </table> <p>Return to Request Training Enrollment</p> </div> </div> <div data-bbox="328 1559 1027 1865" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Request Training Enrollment Course Search</p> <p>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.</p> <p><input type="text" value="Location Boston"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Location</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>CG D1 BOSTON, MA</td> <td>View Available Sessions</td> </tr> <tr> <td>SECTOR BOSTON</td> <td>View Available Sessions</td> </tr> </tbody> </table> <p>Return to Request Training Enrollment</p> </div>	Course Number	Description	Course Detail	Session Availability	500022	FACILITIES PLANNER	i	View Available Sessions	500026	ARCHITECT-ENGINEER CONT MGMT	i	View Available Sessions	500028	ENVIRONMENTAL REGULATIONS	i	No Sessions Available	500035	VALUE ENGINEERING	i	View Available Sessions	500036	CONCRETE MAINTENANCE REPAIR	i	View Available Sessions	500038	CONCRETE INSP + REPAIR	i	No Sessions Available	Start Date	Description	Course Detail	Course Number	Session Availability	12/19/2022	HH-60J PROFICIENCY	i	340685	View Available Sessions	12/26/2022	HH-60J PROFICIENCY	i	340685	View Available Sessions	12/29/2022	Criminal Investigator Trng Pgm	i	240556	View Available Sessions	Location	Session Availability	CG D1 BOSTON, MA	View Available Sessions	SECTOR BOSTON	View Available Sessions
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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action
4	<p data-bbox="328 495 1310 562">Enter a full or partial Course Name and click Search. If you do not enter a name, all courses will display.</p> <div data-bbox="328 562 1372 819" style="border: 1px solid blue; padding: 5px;"><p data-bbox="336 573 644 602">Request Training Enrollment</p><hr/><p data-bbox="336 609 544 638">Course Search</p><p data-bbox="336 674 1337 725">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="555 757 1083 786">Course Name <input data-bbox="684 757 1083 786" type="text" value="control"/></p><p data-bbox="1118 757 1294 786"><input data-bbox="1118 757 1294 786" type="button" value="Search"/></p></div>

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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																																								
5	<p data-bbox="325 495 1123 524">Locate the desired course and click View Available Sessions.</p> <div data-bbox="325 524 1370 1196" style="border: 1px solid black; padding: 5px;"> <p data-bbox="344 539 504 566">Course Details</p> <table border="1" data-bbox="344 566 1370 1196"> <thead> <tr> <th data-bbox="344 577 746 622">Description</th> <th data-bbox="746 577 871 622">Course Detail</th> <th data-bbox="871 577 995 622">Course Number</th> <th data-bbox="995 577 1370 622">Session Availability</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 645 746 678">(LCM) S/B LOSS CONTROL MGMT</td> <td data-bbox="746 645 871 678">i</td> <td data-bbox="871 645 995 678">500105</td> <td data-bbox="995 645 1370 678">No Sessions Available</td> </tr> <tr> <td data-bbox="344 701 746 734">110 "A&B" WPB CONTROL SYSTEMS</td> <td data-bbox="746 701 871 734">i</td> <td data-bbox="871 701 995 734">400210</td> <td data-bbox="995 701 1370 734">No Sessions Available</td> </tr> <tr> <td data-bbox="344 757 746 790">378 CONSOLE/TURBINE CONTROL</td> <td data-bbox="746 757 871 790">i</td> <td data-bbox="871 757 995 790">501554</td> <td data-bbox="995 757 1370 790">No Sessions Available</td> </tr> <tr> <td data-bbox="344 813 746 846">828 GOVERNOR CONTROLS</td> <td data-bbox="746 813 871 846">i</td> <td data-bbox="871 813 995 846">501420</td> <td data-bbox="995 813 1370 846">View Available Sessions</td> </tr> <tr> <td data-bbox="344 869 746 902">AIR DIRECTION CONTROLLER</td> <td data-bbox="746 869 871 902">i</td> <td data-bbox="871 869 995 902">500256</td> <td data-bbox="995 869 1370 902">View Available Sessions</td> </tr> <tr> <td data-bbox="344 925 746 958">AMO CORROSION CONTROL</td> <td data-bbox="746 925 871 958">i</td> <td data-bbox="871 925 995 958">140201</td> <td data-bbox="995 925 1370 958">View Available Sessions</td> </tr> <tr> <td data-bbox="344 981 746 1014">C-130J GUIDANCE & CONTROL SYST</td> <td data-bbox="746 981 871 1014">i</td> <td data-bbox="871 981 995 1014">502036</td> <td data-bbox="995 981 1370 1014">View Available Sessions</td> </tr> <tr> <td data-bbox="344 1037 746 1070">CORROSION CONTROL</td> <td data-bbox="746 1037 871 1070">i</td> <td data-bbox="871 1037 995 1070">500262</td> <td data-bbox="995 1037 1370 1070">View Available Sessions</td> </tr> <tr> <td data-bbox="344 1093 746 1126">ELECTRONIC SPEED CONTROLS</td> <td data-bbox="746 1093 871 1126">i</td> <td data-bbox="871 1093 995 1126">501555</td> <td data-bbox="995 1093 1370 1126">View Available Sessions</td> </tr> </tbody> </table> </div>	Description	Course Detail	Course Number	Session Availability	(LCM) S/B LOSS CONTROL MGMT	i	500105	No Sessions Available	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	View Available Sessions	AIR DIRECTION CONTROLLER	i	500256	View Available Sessions	AMO CORROSION CONTROL	i	140201	View Available Sessions	C-130J GUIDANCE & CONTROL SYST	i	502036	View Available Sessions	CORROSION CONTROL	i	500262	View Available Sessions	ELECTRONIC SPEED CONTROLS	i	501555	View Available Sessions
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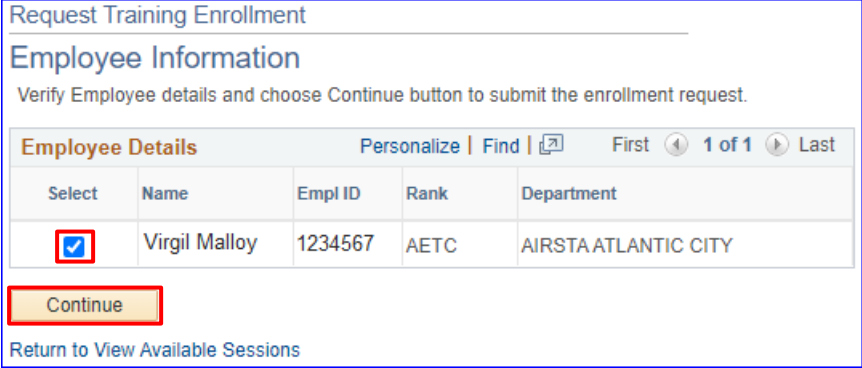
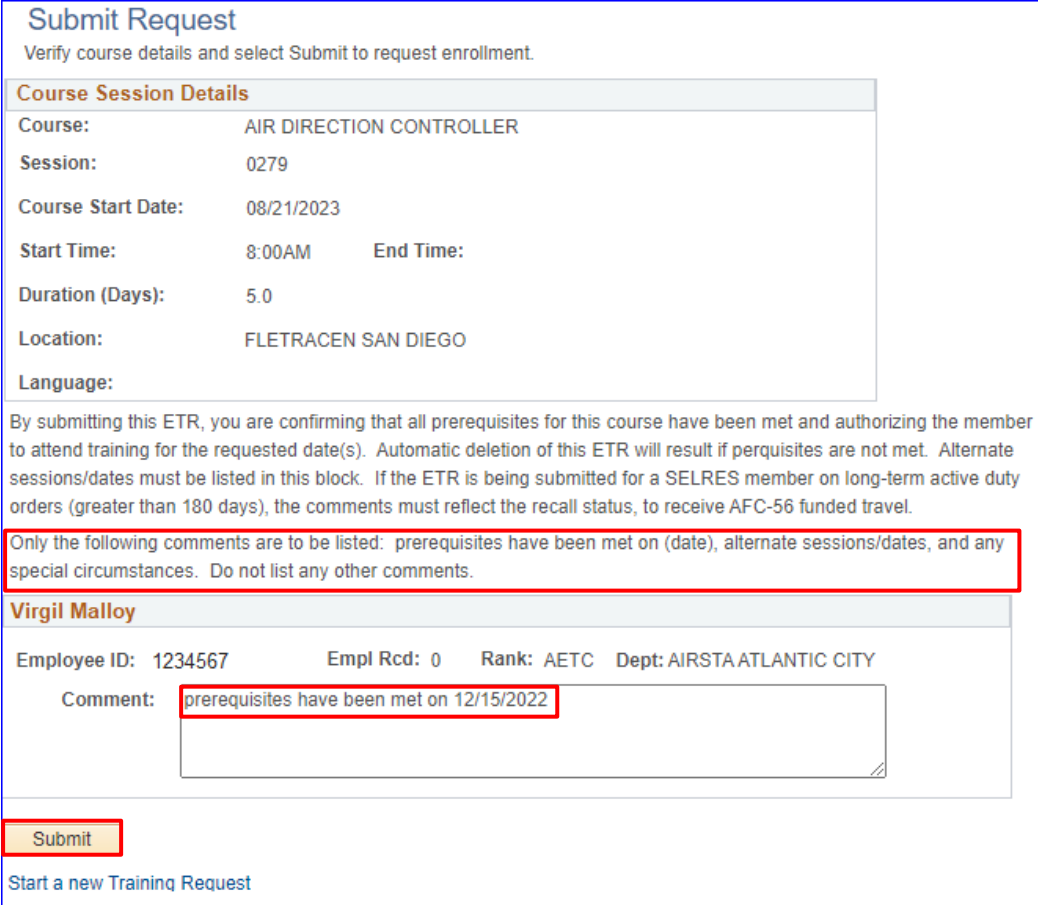
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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																																																																														
6	<p>A list of available sessions will display and will include specific details regarding each course. Click the Session number to request training.</p> <div data-bbox="328 562 1369 1249" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p>View Available Sessions</p> <p>500256 AIR DIRECTION CONTROLLER</p> <p>Select a session number in the given list to view session details or to request enrollment in the session.</p> <table border="1" data-bbox="331 741 1356 837"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <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>0277</td> <td>05/01/2023</td> <td>FTC NORFOLK VA</td> <td>5.0</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="331 860 1356 956"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <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>0278</td> <td>06/26/2023</td> <td>FTC NORFOLK VA</td> <td>5.0</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="331 978 1356 1099"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <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>0279</td> <td>08/21/2023</td> <td>FLETRACEN SAN DIEGO</td> <td>5.0</td> <td>5</td> <td>0</td> </tr> <tr> <td>0280</td> <td>08/21/2023</td> <td>FTC NORFOLK VA</td> <td>5.0</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="331 1122 1356 1218"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <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>0281</td> <td>08/28/2023</td> <td>FLETRACEN SAN DIEGO</td> <td>5.0</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p>Return to Course Search</p> </div>	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0277	05/01/2023	FTC NORFOLK VA	5.0	4	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0278	06/26/2023	FTC NORFOLK VA	5.0	5	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0279	08/21/2023	FLETRACEN SAN DIEGO	5.0	5	0	0280	08/21/2023	FTC NORFOLK VA	5.0	4	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0281	08/28/2023	FLETRACEN SAN DIEGO	5.0	4	0
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7	<p>The Session Detail will display. Review the Session Schedule and click Continue.</p> <div data-bbox="328 1350 1318 1912" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p>Session Detail</p> <p>Virgil Malloy</p> <p>Select the Continue button to submit your training request.</p> <p>Course AIR DIRECTION CONTROLLER Session 0279</p> <p>Start Date 08/21/2023 Duration (Days) 5.0</p> <p>Location FLETRACEN SAN DIEGO</p> <p>Language</p> <p>Prerequisite Courses</p> <p>None</p> <table border="1" data-bbox="331 1715 1305 1834"> <thead> <tr> <th colspan="6">Session Schedule</th> </tr> <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>08/21/2023</td> <td>08/25/2023</td> <td>8:00AM</td> <td></td> <td>FLETRACEN SAN DIEGO</td> </tr> </tbody> </table> <p>Continue</p> <p>Return to Course Search</p> </div>	Session Schedule						Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name	Monday	08/21/2023	08/25/2023	8:00AM		FLETRACEN SAN DIEGO																																																												
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Procedures,
continued

Step	Action
8	<p>The Employee Information page will display. Ensure the Select box is checked and the Employee Details are correct. Click Continue.</p>  <p>The screenshot shows the 'Request Training Enrollment' page. Under 'Employee Information', there is a table for 'Employee Details' with columns: Select, Name, Empl ID, Rank, and Department. The row for Virgil Malloy (Empl ID: 1234567, Rank: AETC, Department: AIRSTA ATLANTIC CITY) has the 'Select' checkbox checked. Below the table is a 'Continue' button and a link to 'Return to View Available Sessions'.</p>
9	<p>Verify the Course Session Details. Select one of the listed Comments (required) and click Submit.</p>  <p>The screenshot shows the 'Submit Request' page. Under 'Course Session Details', the following information is displayed: Course: AIR DIRECTION CONTROLLER, Session: 0279, Course Start Date: 08/21/2023, Start Time: 8:00AM, End Time: (blank), Duration (Days): 5.0, Location: FLETRACEN SAN DIEGO, Language: (blank). Below this is a paragraph of text and a red-bordered box containing the instruction: '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.' Underneath, the employee's name 'Virgil Malloy' is shown, followed by 'Employee ID: 1234567', 'Empl Rcd: 0', 'Rank: AETC', and 'Dept: AIRSTA ATLANTIC CITY'. A 'Comment:' field contains the text 'prerequisites have been met on 12/15/2022'. At the bottom, there is a 'Submit' button and a link to 'Start a new Training Request'.</p>

Continued on next page

Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action
10	<p>A Submit Confirmation message will display. Click Start a new Training Request to enter an ETR for another member or click Home to return to the main page.</p> <div data-bbox="328 595 1369 1021" style="border: 1px solid blue; padding: 5px;"> <p style="margin: 0;">Submit Confirmation</p> <div style="border: 1px solid red; padding: 2px; margin: 2px 0;">Submitted - Your Enrollment Request for Employee Virgil Malloy (1234567) has been submitted.</div> <hr style="border: 1px solid lightgray;"/> <p style="margin: 0;">Course Session Details</p> <p>Course: AIR DIRECTION CONTROLLER</p> <hr style="border: 1px solid lightgray;"/> <p>Comment: prerequisites have been met on 12/15/2022</p> <hr style="border: 1px solid lightgray;"/> <div style="border: 1px solid red; padding: 2px; margin: 2px 0;">Start a new Training Request</div> </div>
