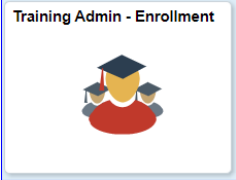
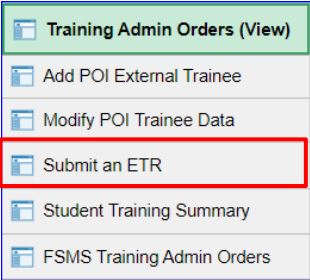
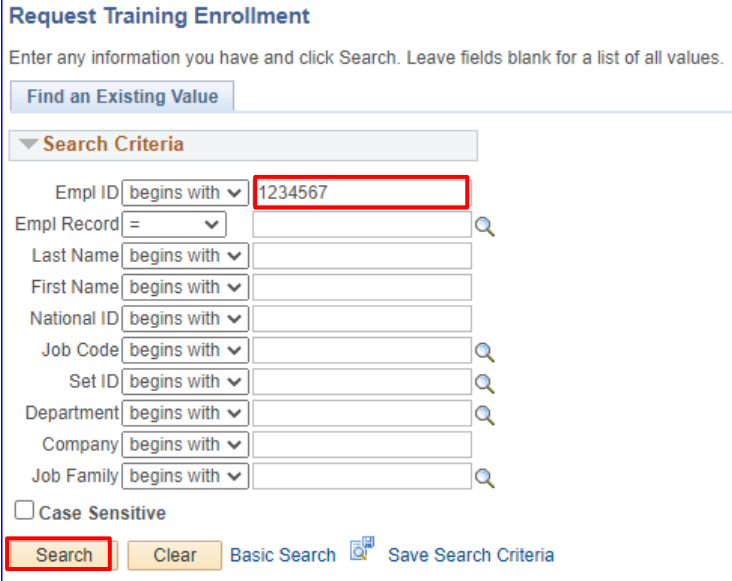


# Submitting an Electronic Training Request (ETR)

**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 – Enrollment</b> Tile.</p> 
1.5	<p>Select the <b>Submit an ETR</b> option.</p> 
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</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"> <li>• <b>Search by Course Name</b> and proceed to Step 4.</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 1168 1142" style="border: 1px solid blue; padding: 5px;"> <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: 1px solid red; padding: 5px; margin: 5px 0;"> <p><a href="#">Search by Course Name</a></p> <p><a href="#">Search by Course Number</a></p> <p><a href="#">Search by Location</a></p> <p><a href="#">Search by Date</a></p> </div> <p><a href="#">Return to Select Employee</a></p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="327 1176 829 1518" 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>Course Number <input type="text" value="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><a href="#">i</a></td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>500026</td> <td>ARCHITECT-ENGINEER CONT MGMT</td> <td><a href="#">i</a></td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>500028</td> <td>ENVIRONMENTAL REGULATIONS</td> <td><a href="#">i</a></td> <td>No Sessions Available</td> </tr> <tr> <td>500035</td> <td>VALUE ENGINEERING</td> <td><a href="#">i</a></td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>500036</td> <td>CONCRETE MAINTENANCE REPAIR</td> <td><a href="#">i</a></td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>500038</td> <td>CONCRETE INSP + REPAIR</td> <td><a href="#">i</a></td> <td>No Sessions Available</td> </tr> </tbody> </table> </div> <div data-bbox="837 1227 1364 1518" 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>From <input type="text" value="12/15/2022"/> <input type="button" value=""/> Through <input type="text" value="12/31/2022"/> <input type="button" value=""/> <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><a href="#">i</a></td> <td>340685</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>12/26/2022</td> <td>HH-60J PROFICIENCY</td> <td><a href="#">i</a></td> <td>340685</td> <td><a href="#">View Available Sessions</a></td> </tr> <tr> <td>12/29/2022</td> <td>Criminal Investigator Trng Pgm</td> <td><a href="#">i</a></td> <td>240556</td> <td><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> </div> </div> <div data-bbox="327 1552 1029 1859" 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>Location <input type="text" value="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><a href="#">View Available Sessions</a></td> </tr> <tr> <td>SECTOR BOSTON</td> <td><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> <p><a href="#">Return to Request Training Enrollment</a></p> </div>	Course Number	Description	Course Detail	Session Availability	500022	FACILITIES PLANNER	<a href="#">i</a>	<a href="#">View Available Sessions</a>	500026	ARCHITECT-ENGINEER CONT MGMT	<a href="#">i</a>	<a href="#">View Available Sessions</a>	500028	ENVIRONMENTAL REGULATIONS	<a href="#">i</a>	No Sessions Available	500035	VALUE ENGINEERING	<a href="#">i</a>	<a href="#">View Available Sessions</a>	500036	CONCRETE MAINTENANCE REPAIR	<a href="#">i</a>	<a href="#">View Available Sessions</a>	500038	CONCRETE INSP + REPAIR	<a href="#">i</a>	No Sessions Available	Start Date	Description	Course Detail	Course Number	Session Availability	12/19/2022	HH-60J PROFICIENCY	<a href="#">i</a>	340685	<a href="#">View Available Sessions</a>	12/26/2022	HH-60J PROFICIENCY	<a href="#">i</a>	340685	<a href="#">View Available Sessions</a>	12/29/2022	Criminal Investigator Trng Pgm	<a href="#">i</a>	240556	<a href="#">View Available Sessions</a>	Location	Session Availability	CG D1 BOSTON, MA	<a href="#">View Available Sessions</a>	SECTOR BOSTON	<a href="#">View Available Sessions</a>
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## Submitting an Electronic Training Request (ETR), Continued

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Procedures,  
continued

Step	Action
4	<p>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.</p> <div data-bbox="328 555 1369 813" style="border: 1px solid blue; padding: 5px;"><p>Request Training Enrollment</p><hr/><p>Course Search</p><p>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>Course Name <input data-bbox="683 748 1082 779" type="text" value="control"/> <input data-bbox="1118 748 1294 779" type="button" value="Search"/></p></div>

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

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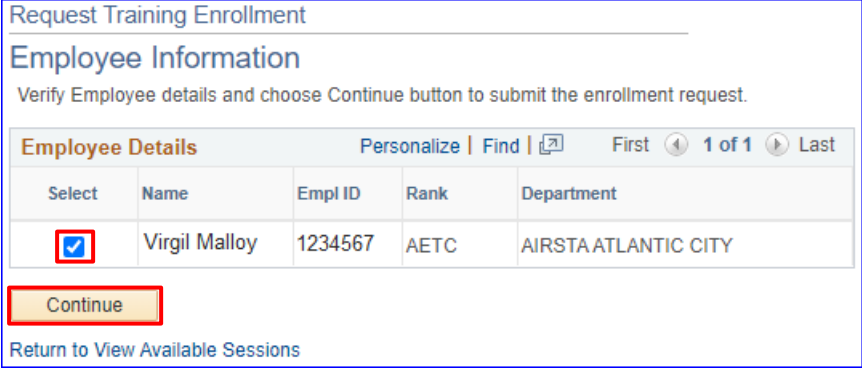
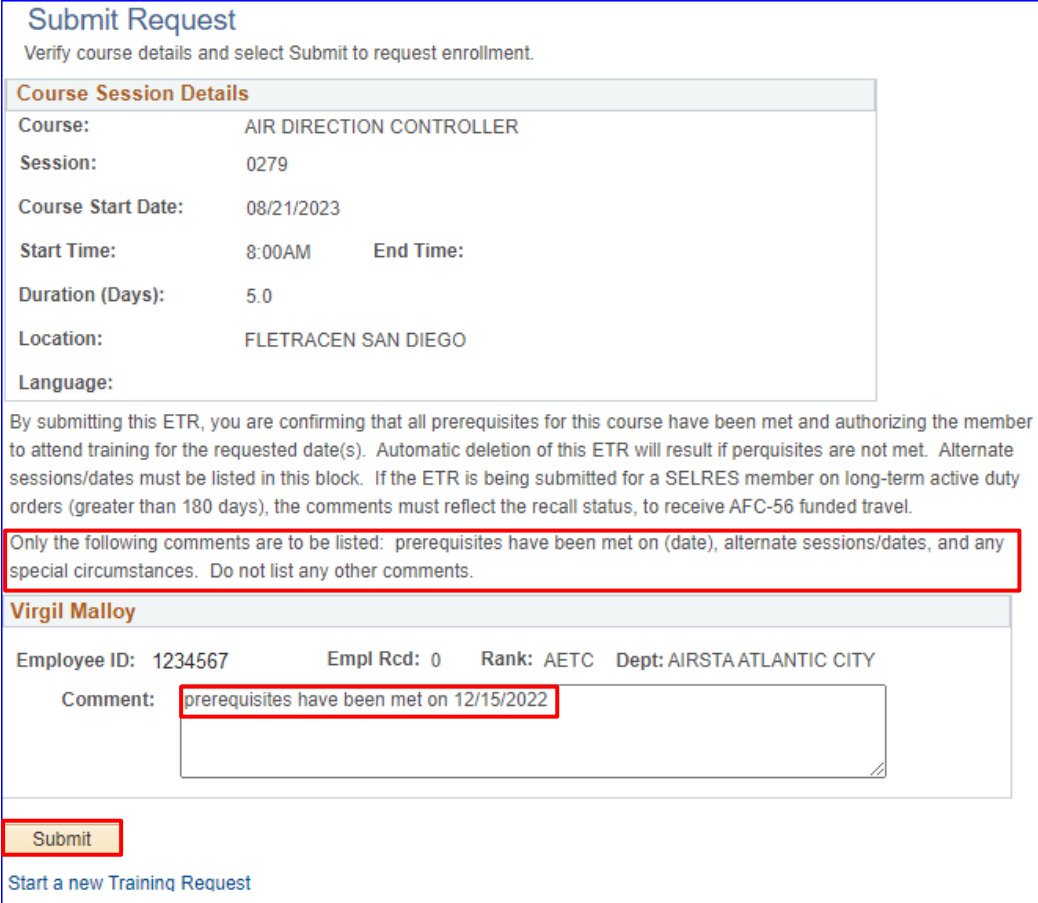
Procedures,  
continued

Step	Action																																												
5	<p data-bbox="327 488 1125 519">Locate the desired course and click <b>View Available Sessions</b>.</p> <table border="1" data-bbox="327 519 1369 1189"> <thead> <tr> <th colspan="4" data-bbox="343 533 1361 562">Course Details</th> </tr> <tr> <th data-bbox="343 577 746 607">Description</th> <th data-bbox="746 577 869 607">Course Detail</th> <th data-bbox="869 577 997 607">Course Number</th> <th data-bbox="997 577 1361 607">Session Availability</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 636 746 665">(LCM) S/B LOSS CONTROL MGMT</td> <td data-bbox="746 636 869 665"><a href="#">i</a></td> <td data-bbox="869 636 997 665">500105</td> <td data-bbox="997 636 1361 665">No Sessions Available</td> </tr> <tr> <td data-bbox="343 692 746 721">110 "A&amp;B" WPB CONTROL SYSTEMS</td> <td data-bbox="746 692 869 721"><a href="#">i</a></td> <td data-bbox="869 692 997 721">400210</td> <td data-bbox="997 692 1361 721">No Sessions Available</td> </tr> <tr> <td data-bbox="343 748 746 777">378 CONSOLE/TURBINE CONTROL</td> <td data-bbox="746 748 869 777"><a href="#">i</a></td> <td data-bbox="869 748 997 777">501554</td> <td data-bbox="997 748 1361 777">No Sessions Available</td> </tr> <tr> <td data-bbox="343 804 746 833">828 GOVERNOR CONTROLS</td> <td data-bbox="746 804 869 833"><a href="#">i</a></td> <td data-bbox="869 804 997 833">501420</td> <td data-bbox="997 804 1361 833"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="343 860 746 889">AIR DIRECTION CONTROLLER</td> <td data-bbox="746 860 869 889"><a href="#">i</a></td> <td data-bbox="869 860 997 889">500256</td> <td data-bbox="997 860 1361 889"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="343 916 746 945">AMO CORROSION CONTROL</td> <td data-bbox="746 916 869 945"><a href="#">i</a></td> <td data-bbox="869 916 997 945">140201</td> <td data-bbox="997 916 1361 945"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="343 972 746 1001">C-130J GUIDANCE &amp; CONTROL SYST</td> <td data-bbox="746 972 869 1001"><a href="#">i</a></td> <td data-bbox="869 972 997 1001">502036</td> <td data-bbox="997 972 1361 1001"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="343 1028 746 1057">CORROSION CONTROL</td> <td data-bbox="746 1028 869 1057"><a href="#">i</a></td> <td data-bbox="869 1028 997 1057">500262</td> <td data-bbox="997 1028 1361 1057"><a href="#">View Available Sessions</a></td> </tr> <tr> <td data-bbox="343 1084 746 1113">ELECTRONIC SPEED CONTROLS</td> <td data-bbox="746 1084 869 1113"><a href="#">i</a></td> <td data-bbox="869 1084 997 1113">501555</td> <td data-bbox="997 1084 1361 1113"><a href="#">View Available Sessions</a></td> </tr> </tbody> </table>	Course Details				Description	Course Detail	Course Number	Session Availability	(LCM) S/B LOSS CONTROL MGMT	<a href="#">i</a>	500105	No Sessions Available	110 "A&B" WPB CONTROL SYSTEMS	<a href="#">i</a>	400210	No Sessions Available	378 CONSOLE/TURBINE CONTROL	<a href="#">i</a>	501554	No Sessions Available	828 GOVERNOR CONTROLS	<a href="#">i</a>	501420	<a href="#">View Available Sessions</a>	AIR DIRECTION CONTROLLER	<a href="#">i</a>	500256	<a href="#">View Available Sessions</a>	AMO CORROSION CONTROL	<a href="#">i</a>	140201	<a href="#">View Available Sessions</a>	C-130J GUIDANCE & CONTROL SYST	<a href="#">i</a>	502036	<a href="#">View Available Sessions</a>	CORROSION CONTROL	<a href="#">i</a>	500262	<a href="#">View Available Sessions</a>	ELECTRONIC SPEED CONTROLS	<a href="#">i</a>	501555	<a href="#">View Available Sessions</a>
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*Continued on next page*



Procedures,  
continued

Step	Action										
8	<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>  <p>Request Training Enrollment</p> <p><b>Employee Information</b> Verify Employee details and choose Continue button to submit the enrollment request.</p> <p><b>Employee Details</b> Personalize   Find    First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Empl ID</th> <th>Rank</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Virgil Malloy</td> <td>1234567</td> <td>AETC</td> <td>AIRSTA ATLANTIC CITY</td> </tr> </tbody> </table> <p><b>Continue</b></p> <p><a href="#">Return to View Available Sessions</a></p>	Select	Name	Empl ID	Rank	Department	<input checked="" type="checkbox"/>	Virgil Malloy	1234567	AETC	AIRSTA ATLANTIC CITY
Select	Name	Empl ID	Rank	Department							
<input checked="" type="checkbox"/>	Virgil Malloy	1234567	AETC	AIRSTA ATLANTIC CITY							
9	<p>Verify the <b>Course Session Details</b>. Select one of the listed <b>Comments</b> (required) and click <b>Submit</b>.</p>  <p><b>Submit Request</b> Verify course details and select Submit to request enrollment.</p> <p><b>Course Session Details</b></p> <p>Course: AIR DIRECTION CONTROLLER</p> <p>Session: 0279</p> <p>Course Start Date: 08/21/2023</p> <p>Start Time: 8:00AM End Time:</p> <p>Duration (Days): 5.0</p> <p>Location: FLETRACEN SAN DIEGO</p> <p>Language:</p> <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>Virgil Malloy</b></p> <p>Employee ID: 1234567 Empl Rcd: 0 Rank: AETC Dept: AIRSTA ATLANTIC CITY</p> <p>Comment: prerequisites have been met on 12/15/2022</p> <p><b>Submit</b></p> <p><a href="#">Start a new Training Request</a></p>										

Continued on next page

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

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Procedures,  
continued

Step	Action
10	<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 1016" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Confirmation</b></p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Submitted - Your Enrollment Request for Employee Virgil Malloy (1234567) has been submitted.</div> <hr/> <p><b>Course Session Details</b></p> <p>Course: AIR DIRECTION CONTROLLER</p> <hr/> <p>Comment: prerequisites have been met on 12/15/2022</p> <hr/> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Start a new Training Request</div> </div>

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