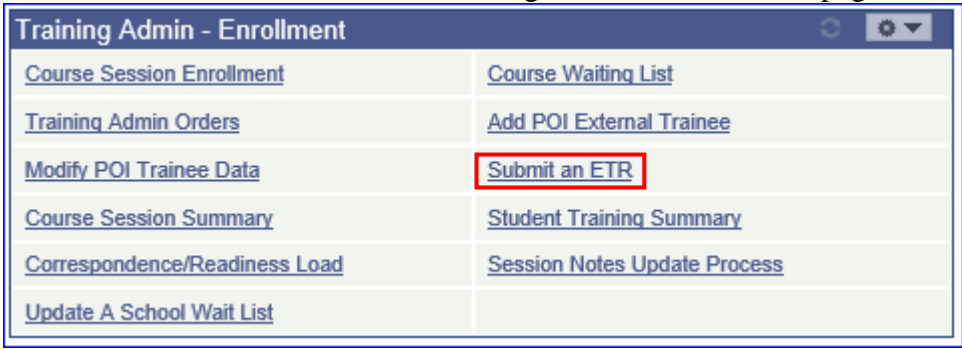
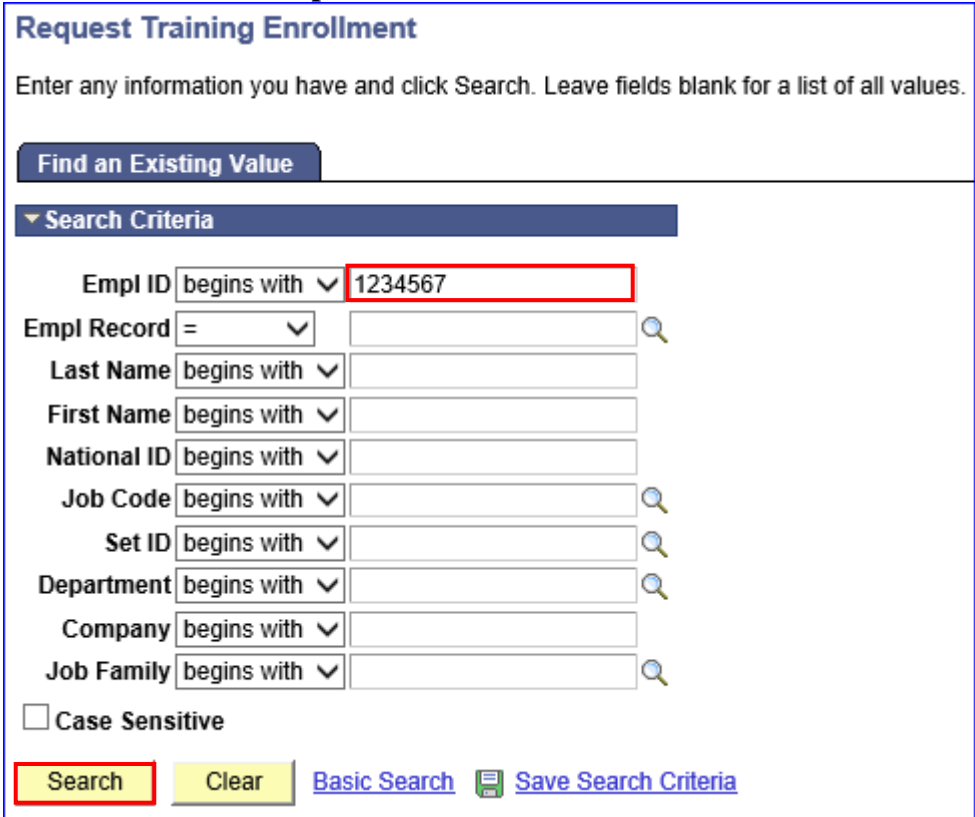


Submitting an Electronic Training Request (ETR)

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

Procedures See below.

Step	Action
1	<p>Select Submit an ETR from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a web interface titled "Training Admin - Enrollment" with a grid of links. The link "Submit an ETR" is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows a search form titled "Request Training Enrollment". It includes a "Find an Existing Value" button and a "Search Criteria" section. The "Empl ID" field is set to "1234567" and is highlighted with a red box. The "Search" button at the bottom is also highlighted with a red box.</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 Search by Course Name.</p> <div data-bbox="352 562 1211 1086" style="border: 1px solid blue; padding: 10px;"> <p>Request Training Enrollment</p> <p>Wallace A. Weems Empl ID: 1234567</p> <p>Please choose one of the search methods below to find a course session.</p> <p style="text-align: center;">Search by Course Name</p> <p style="text-align: center;">Search by Course Number</p> <p style="text-align: center;">Search by Location</p> <p style="text-align: center;">Search by Date</p> <p style="text-align: center;">Return to Select Employee</p> </div>
4	<p>Enter a full or partial Course Name and click Search. Leave the Course Name blank for a list of all courses.</p> <div data-bbox="352 1200 1390 1491" style="border: 1px solid blue; padding: 10px;"> <p>Request Training Enrollment</p> <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 style="text-align: center;">Course Name <input type="text" value="Proficiency"/> <input type="button" value="x"/> <input type="button" value="Search"/></p> <p style="text-align: center;">Return to Request Training Enrollment</p> </div>

Continued on next page

Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																																				
5	<p>Locate the desired course and click View Available Sessions.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Request Training Enrollment</p> <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 style="text-align: center;">Course Name <input type="text" value="Proficiency"/> <input type="button" value="Search"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="4">Course Details</th> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Description</th> <th>Course Detail</th> <th>Course Number</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>HC-144 Pilot Proficiency</td> <td style="text-align: center;">i</td> <td>700405</td> <td>View Available Sessions</td> </tr> <tr> <td>HC27J Proficiency Course</td> <td style="text-align: center;">i</td> <td>100087</td> <td>View Available Sessions</td> </tr> <tr> <td>HH-60J PROFICIENCY</td> <td style="text-align: center;">i</td> <td>340685</td> <td style="border: 2px solid red;">View Available Sessions</td> </tr> <tr> <td>HH-65 PROFICIENCY TRAINING</td> <td style="text-align: center;">i</td> <td>500477</td> <td>View Available Sessions</td> </tr> <tr> <td>MQ-9 UAS SO Proficiency Course</td> <td style="text-align: center;">i</td> <td>100025</td> <td>No Sessions Available</td> </tr> <tr> <td>Sensor/C4ISR Sys Proficiency</td> <td style="text-align: center;">i</td> <td>700435</td> <td>View Available Sessions</td> </tr> <tr> <td>UAS Pilot Proficiency</td> <td style="text-align: center;">i</td> <td>502834</td> <td>No Sessions Available</td> </tr> </tbody> </table> </div>	Course Details				Description	Course Detail	Course Number	Session Availability	HC-144 Pilot Proficiency	i	700405	View Available Sessions	HC27J Proficiency Course	i	100087	View Available Sessions	HH-60J PROFICIENCY	i	340685	View Available Sessions	HH-65 PROFICIENCY TRAINING	i	500477	View Available Sessions	MQ-9 UAS SO Proficiency Course	i	100025	No Sessions Available	Sensor/C4ISR Sys Proficiency	i	700435	View Available Sessions	UAS Pilot Proficiency	i	502834	No Sessions Available
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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																																																																																																																																																
6	<p data-bbox="354 495 1321 562">A list of available sessions will display with specific details regarding each course. Click the Session number to request training.</p> <div data-bbox="354 562 1393 1697" style="border: 1px solid black; padding: 5px;"> <p data-bbox="354 566 707 598">Request Training Enrollment</p> <p data-bbox="354 600 732 633">View Available Sessions</p> <p data-bbox="354 658 866 687">500477 HH-65 PROFICIENCY TRAINING</p> <p data-bbox="354 714 1062 770">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="354 775 1393 864"> <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>0915</td> <td>05/06/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>10</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 896 1393 985"> <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>0916</td> <td>05/13/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>10</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1016 1393 1106"> <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>0917</td> <td>05/20/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>10</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1137 1393 1227"> <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>0918</td> <td>05/27/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>10</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1258 1393 1348"> <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>0919</td> <td>06/03/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>8</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1379 1393 1469"> <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>0920</td> <td>06/10/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>8</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1500 1393 1590"> <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>0921</td> <td>06/17/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>8</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1621 1393 1711"> <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>0922</td> <td>06/24/2019</td> <td>CG AVTRACEN MOBILE</td> <td>5.0</td> <td>8</td> <td>0</td> </tr> </tbody> </table> </div>	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0915	05/06/2019	CG AVTRACEN MOBILE	5.0	10	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0916	05/13/2019	CG AVTRACEN MOBILE	5.0	10	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0917	05/20/2019	CG AVTRACEN MOBILE	5.0	10	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0918	05/27/2019	CG AVTRACEN MOBILE	5.0	10	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0919	06/03/2019	CG AVTRACEN MOBILE	5.0	8	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0920	06/10/2019	CG AVTRACEN MOBILE	5.0	8	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0921	06/17/2019	CG AVTRACEN MOBILE	5.0	8	0	Course Session Details						Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted	0922	06/24/2019	CG AVTRACEN MOBILE	5.0	8	0
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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action												
7	<p>The Session Detail will display. Review the Session Schedule and click Continue.</p> <div data-bbox="357 562 1393 1211" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p>Session Detail</p> <p>Wallace A. Weems</p> <p>Select the Continue button to submit your training request.</p> <p>Course HH-65 PROFICIENCY TRAINING Session 0918</p> <p>Start Date 05/27/2019 Duration (Days) 5.0</p> <p>Location CG AVTRACEN MOBILE</p> <p>Language</p> <p>Prerequisite Courses</p> <p>None</p> <p>Session Schedule</p> <table border="1" data-bbox="357 1055 1382 1149"> <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>05/27/2019</td> <td>05/31/2019</td> <td>8:00AM</td> <td>4:00PM</td> <td>CG AVTRACEN MOBILE</td> </tr> </tbody> </table> <p style="text-align: center;">Continue</p> </div>	Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name	Monday	05/27/2019	05/31/2019	8:00AM	4:00PM	CG AVTRACEN MOBILE
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8	<p>The Employee Information page displays. Click Continue.</p> <div data-bbox="357 1285 1393 1715" style="border: 1px solid blue; padding: 5px;"> <p>Request Training Enrollment</p> <p>Employee Information</p> <p>Verify Employee details and choose Continue button to submit the enrollment request.</p> <p>Employee Details Personalize Find First 1 of 1 Last</p> <table border="1" data-bbox="357 1541 1382 1641"> <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>Wallace A. Weems</td> <td>1234567</td> <td>AMTCS</td> <td>OPBAT SUPPORT</td> </tr> </tbody> </table> <p style="text-align: center;">Continue</p> </div>	Select	Name	Empl ID	Rank	Department	<input checked="" type="checkbox"/>	Wallace A. Weems	1234567	AMTCS	OPBAT SUPPORT		
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Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																						
9	<p>Verify the course details and enter Comments (required). Click Submit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Request</p> <p>Verify course details and select Submit to request enrollment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">Course Session Details</th> </tr> </thead> <tbody> <tr> <td>Course:</td> <td>HH-65 PROFICIENCY TRAINING</td> </tr> <tr> <td>Session:</td> <td>0918</td> </tr> <tr> <td>Course Start Date:</td> <td>05/27/2019</td> </tr> <tr> <td>Start Time:</td> <td>8:00AM End Time: 4:00PM</td> </tr> <tr> <td>Duration (Days):</td> <td>5.0</td> </tr> <tr> <td>Location:</td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>Language:</td> <td></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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">William A. Weems</th> </tr> </thead> <tbody> <tr> <td>Employee ID: 1234567</td> <td>Empl Rcd: 0 Rank: AMTCS Dept: OPBAT SUPPORT</td> </tr> <tr> <td>Comment:</td> <td style="border: 2px solid red; padding: 5px;">Enter comments as appropriate. (I.e. All prerequisites have been met. Include Alternate Dates and/or any special circumstances, etc.)</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Submit</p> </div>	Course Session Details		Course:	HH-65 PROFICIENCY TRAINING	Session:	0918	Course Start Date:	05/27/2019	Start Time:	8:00AM End Time: 4:00PM	Duration (Days):	5.0	Location:	CG AVTRACEN MOBILE	Language:		William A. Weems		Employee ID: 1234567	Empl Rcd: 0 Rank: AMTCS Dept: OPBAT SUPPORT	Comment:	Enter comments as appropriate. (I.e. All prerequisites have been met. Include Alternate Dates and/or any special circumstances, etc.)
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Continued on next page

Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action																						
10	<p>The Submit Confirmation will display. To request training for another member, click Start a new Training Request. To return to the Main page, click the Home link located in the upper right corner.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Confirmation</p> <p style="border: 2px solid red; padding: 2px;">Submitted - Your Enrollment Request for Employee Wallace A Weems (1234567) has been submitted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">Course Session Details</th> </tr> </thead> <tbody> <tr> <td>Course:</td> <td>HH-65 PROFICIENCY TRAINING</td> </tr> <tr> <td>Session:</td> <td>0918</td> </tr> <tr> <td>Course Start Date:</td> <td>05/27/2019</td> </tr> <tr> <td>Start Time:</td> <td>8:00AM End Time: 4:00PM</td> </tr> <tr> <td>Duration (Days):</td> <td>5.0</td> </tr> <tr> <td>Location:</td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>Language:</td> <td></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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">William A. Weems</th> </tr> </thead> <tbody> <tr> <td>Employee ID:</td> <td>1234567 Empl Rcd: 0 Rank: AMTCS Dept: OPBAT SUPPORT</td> </tr> <tr> <td>Comment:</td> <td>Enter comments as appropriate. (I.e. All prerequisites have been met. Include Alternate Dates and/or any special circumstances, etc.)</td> </tr> </tbody> </table> <p style="border: 2px solid red; padding: 2px; display: inline-block;">Start a new Training Request</p> </div>	Course Session Details		Course:	HH-65 PROFICIENCY TRAINING	Session:	0918	Course Start Date:	05/27/2019	Start Time:	8:00AM End Time: 4:00PM	Duration (Days):	5.0	Location:	CG AVTRACEN MOBILE	Language:		William A. Weems		Employee ID:	1234567 Empl Rcd: 0 Rank: AMTCS Dept: OPBAT SUPPORT	Comment:	Enter comments as appropriate. (I.e. All prerequisites have been met. Include Alternate Dates and/or any special circumstances, etc.)
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