

How to Obtain an eNTRS Account (Student)

THIS PROCESS REQUIRES THAT YOU HAVE A DOD CAC CARD.

If you do not have one, please submit a request to the CECOS registrars at cecos-registrars@us.navy.mil with your **full name** and the **course title and date you are requesting to attend in the subject line**.

For any questions, please contact the CECOS registrars at cecos-registrars@us.navy.mil.

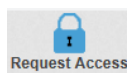
For Environmental course questions please contact Nancy Watt at nancy.j.watt.ctr@us.navy.mil.

Account Setup Process:

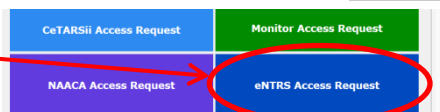
1) Open a web browser and access <https://main.prod.cetars.training.navy.mil/cetars/main.html>

You can use your e-mail or non-email certificate to access the site

2) At the very bottom center of the page select "REQUEST ACCESS"



3) Select "eNTRS Access Request"



The DOD ID and name fields will auto-populate from your CAC Card. If name is incorrect contact the registrars at cecos-registrars@us.navy.mil

4) The following screen will appear:

The data contained in this website is subject to the Privacy Act of 1974.
REQUEST ENTRS ACCESS

DOD ID			
FIRST NAME	LAST NAME	MIDDLE NAME	
PRD	TITLE		
UIC (LONG UIC FOR QCA, ADMIN UIC FOR RESERVE WEB)	RANK	SELECT PAYGRADE	
ROLE	COMPONENT (ACTIVE/RESERVE)	SELECT COMPONENT	
PHONE COMM	PHONE DSN		
SERVICE	SELECT SERVICE		
EMAIL			
CONFIRM EMAIL			
COMMENTS			
ADDITIONAL UICS FOR WHICH USER WILL MAKE REQUESTS			

Instructions for specific fields:

- PRD: For Military, enter your PRD for your current duty station. For civilians, enter any date 5+ years in the future.
- Title: Mr/Mrs/Dr/etc.
- Role: Choose "WEB – REGULAR USER"
- Component (ACTIVE/RESERVE): Based on the command you are stationed at, not your individual status. For active Navy serving at a reserve command, choose Reserve. Civilians should select active.
- UIC: For Navy personnel, enter the last five letters/numbers of the UIC you are assigned to. For other services, use the following: Marines: USMCU; Army: ARMYU; Air Force: USAFU; Coast Guard: USCGU
- Email: Must match the name of the account holder and must be a .MIL, .EDU, or .GOV address
- Comments:
 - Civilians and Military E-5 and above: Leave blank.
 - **Military E-4 and below:** Enter your supervisor's contact information in the comments block for us to validate your requirement for systemaccess. Include supervisor's Name, Rate/Rank, Phone, and Email.
 - **Contractors:** Provide the following information in the comments block: Govt Sponsor's Name, Command, Phone, and Email address; your company's name; your contract end date.

5) When complete select "Submit Request". Your account should be approved in 3-5 business days. You will receive emails updating the status of your request (e-mail may get filtered to junk e-mail box). If you receive an error, send an email to cecos-registrars@us.navy.mil.