How to Update eNTRS Student Data after account is created MANDATORY: Accounts should be updated continuously to reflect current/accurate information

1) Click the following link: https://app.prod.cetars.training.navy.mil/eNTRS/

- 2) Click "PROCEED TO LOGIN PAGE" when the welcome screen comes up
- 3) At the eNTRS Home Page, select "Student Menu" (top option)
- 4) Enter your SSN or DOD ID.
- 5) Select "Update Student Data" from the drop down menu and click "SUBMIT".
- 6) The screen below will display your information currently stored in the system:

MAIN MENU	
STUDENT MENU	
VIEW QUOTAS	
CLASS ROSTER	
REQUEST MENU	
BOOKING MENU	
REPORTS MENU	
USER SETUP MENU	
Click Here To Go To CANTRAC	

| Logout | Help | NETC Pre-Reg Waiver | High Risk Medical Form |

| Main Menu | Student Menu | View Quotas | Roster Menu | Request Menu | QCA Menu | Booking Menu

ENTER SSN/DOD ID	SEARCH	
SELECT AN ACTION	View Active Reservations	v
	SUBMIT	

Logout | Help | DOD ID Look-up | NETC Pre-Req Waiver | High Risk Medical Form

Do Not Change	UPDATE STUDENT DATA SSN	If name is inco at cecos-	prrect contact the registrars registrars@us.navy.mil			
LAST NAME	MISTNAME	MIDDLE NAME	P			
PAYGRADE E4	GENDER	UIC	00062			
PGM GEN	RATE GEN	DCODE				
SCAT	PSS ENLISTED	SSRC	FLEET			
COUNTRY UNITED STATES						
EMAIL EMAIL REQU	JIRED					
UPDATE STUDENT DATA						

7) Update your information. Some data fields are self-explanatory, (i.e., Name, SSN, etc). The following provides a brief description of less common entries:

- 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
- PGM: Should be "GEN".
- Rate: For Navy enlisted, choose your Rate (i.e., AT, EM, YN, etc.). For officers and other services, choose your rank. Civilians select your appropriate level (i.e. GS06, WG04, etc.). Contractors choose "CONTR".
- DCODE/SCAT/PSS/SSRC: Preset, do not change these.

8) Once your adjustments are complete, select update student data and you are done!