Submitting a Class Reservation Request

YOU MUST HAVE AN eNTRS ACCOUNT and updated your student data prior to registering for a class. Please refer to the "How to obtain an eNTRS account" and "How to update student data" guides at https://www.denix.osd.mil/cecos/ entrs-guides/

For more detailed guidance, please go to CeTARS at https://aux.prod.cetars.training.navy.mil/webhelp/ CeTARS_Help.htm?#t=SOP%2FeNTRS_SOP.htm

- 1) You must know the Course Data Processing code (CDP) of the course you wish to attend which can be found at the following URLs:
 - a. Detailed course info can be found on Cantrac: <u>https://app.prod.cetars.training.navy.mil/cantrac/vol2.html</u>. Enter the course title to obtain course schedule, pre-requisites if applicable, and CDP.
 - b. Environmental course schedule and CDP can be found on DENIX: <u>http://www.denix.osd.mil/cecos/home/</u>.
- 2) After you find the course information, write down the offering's CDP, start and end dates, and location.
- 3) Enter the eNTRS website: https://app.prod.cetars.training.navy.mil/eNTRS/
- 4) Select Request Menu from the eNTRS menu.

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

You are logged into eNTRS as on CORP.

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



PREVIOUS PAGE

5) Enter the CDP code in top box ONLY (FIND QUOTAS). For the date, enter a date prior to the course start date in "CONVENE DATE BEGIN" and a date after the course end date in "CONVENE DATE END". Click "SUBMIT".

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6) A list of courses with the CDP and a start date between the dates you just entered will appear. Check the box in the first column next to the offering you would like to attend, and then enter your SSN or DODID. Do not change the

Request Type (it should be "Single Named Request"). Click "SUBMIT."

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	30-1	VA, NORFOLK	02/03/25	02/06/25	2	25	0	144			
	40-1	HI, PEARL HARBOR	04/14/25	04/17/25	0	25	0	214			
	50-1	WA, SILVERDALE	06/02/25	06/05/25	7	25	0	263			
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7) The following screen will appear. In the "STUDENT AND/OR ADDITIONAL EMAIL" field, enter the email address you would like the course information sent to. You can enter an alternate email address in this field as well. If you enter two, separate them by a comma with no space (Example: joe.bob@navy.mil,trainingisfun@gmail.com). The "COMMENTS" block is optional. If the course has prerequisites, enter a statement in the "PREREQUISITES" block that they have been met. Change the "WAITLIST" drop-down value to "YES". All students will be placed on a waitlist within 5 days of the initial request. Finally, click "PROCESS REQUEST."

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8) You are done! Your request will now be forwarded to the QCA and you can expect an automated e-mail in 3-5 business days. The automated e-mail will come from eNTRS@p10l1419d01.ux.dc3n.navy.mil and may be filtered to your junk e-mail box.

Checking Status or Cancelling a Class Reservation Request

- 1) Go to 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 "Request Menu"
- 4) Enter your SSN or DOD ID in the SSN/DOD ID block, and click "Submit".
- 5) The STATUS column will show you the status of your request.
 - a) If it says INITIAL, your request has not yet been processed by the registrars.
 - b) If it says "BOOKING CREATED (BKG: WAITLIST), the registrar has processed your request and added you to the waitlist.
 - c) If it shows CONFIRMED, you have a confirmed seat in the course.
- 6) Click "Update" to cancel your request.
- 7) Click "Cancel" to cancel your request.
- 8) If you are unable to cancel through eNTRS contact the registrars at cecos-registrars@us.navy.mil.

No-Name Placeholder or Group Requests

Please contact the CECOS registrars for assistance with making these types of requests at cecos-registrars@us.navy.mil.