

## 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](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: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>. 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: <http://www.denix.osd.mil/cecos/home/>.
- 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 [REDACTED] on CORP.

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**MAIN MENU**

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- 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".

The screenshot shows a web browser window with the URL [app.prod.cetars.training.navy.mil/eNTRS/requestMenu.do](https://app.prod.cetars.training.navy.mil/eNTRS/requestMenu.do). The page content includes a privacy notice, a navigation menu, and two main sections: "FIND QUOTAS" and "SEARCH FOR REQUESTS".

**FIND QUOTAS**

ENTER CDP CODE	<input type="text"/>	<input type="button" value="LOOKUP..."/>
CONVENE DATE BEGIN	<input type="text" value="09/12/2024"/>	<input type="button" value="..."/>
CONVENE DATE END	<input type="text" value="12/11/2024"/>	<input type="button" value="..."/>
<input type="button" value="SUBMIT"/>		

**SEARCH FOR REQUESTS**

CDP	<input type="text"/>	<input type="button" value="LOOKUP..."/>	CONVENE DATE BEGIN	<input type="text"/>	<input type="button" value="..."/>	CONVENE DATE END	<input type="text"/>	<input type="button" value="..."/>
SSN/DOD ID	<input type="text"/>	<input type="button" value="SEARCH..."/>	STUDENT UIC	<input type="text"/>				
STATUS	<input type="text" value="ACTION PENDING"/>	REQUESTS BY #916A01	<input type="checkbox"/>	REQUEST TYPES	<input type="text" value="ALL"/>			
<input type="button" value="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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### REQUEST CLASSES

CDP	3355	PIPELINE	NO
CIN	A-4A-0079	NEC	0000
PRIMARY LOCATION	S NSCECO PT HUE	UIC	30645
COURSE NAME	(CDP) INTEGRATED EMS & COMPLIANCE AUDITING		

SELECT ONE OR MORE CLASSES	SEQSECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTAS	CLASS LENGTH	DAYS TO CONVENE
<input type="checkbox"/>	10-1		10/21/24	10/24/24	14	0	0	39
<input type="checkbox"/>	20-1	CA, SAN DIEGO	01/13/25	01/16/25	0	25	0	123
<input type="checkbox"/>	30-1	VA, NORFOLK	02/03/25	02/06/25	2	25	0	144
<input type="checkbox"/>	40-1	HI, PEARL HARBOR	04/14/25	04/17/25	0	25	0	214
<input type="checkbox"/>	50-1	WA, SILVERDALE	06/02/25	06/05/25	7	25	0	263

Records 1 to 5

SSN/DOD ID:  SEARCH...

REQUEST TYPE:  SUBMIT

If Alternate Location is blank, the class is at the Primary Location

- 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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### CREATE REQUEST

<b>STUDENT INFO</b>			
DOD ID	[REDACTED]	NAME	THOMPSON, ALICIA P
UIC	0760A	UIC NAME	NSCHCECOFF PHUNE
GENDER	FEMALE	SCAT	DCIVN
PGM	GEN	RATE	[REDACTED]
SSRC	NO RESTRICTION	PCS	NO RESTRICTION
COUNTRY	UNITED STATES	PAYGRADE	CIVIL SERVICE CIVILIAN
<b>CLASS/DYNQ INFO</b>			
CDP	3355	COURSE NAME	(CDP) INTEGRATED EMS & COMPLIANCE AUDITING
PIPELINE	NO		
SEQSECT	30-1	CONVENE DATE	02/03/25
		GRADUATION DATE	02/06/25
<b>REQUEST INFO</b>			
STUDENT and/or ADDITIONAL EMAIL, up to 400 characters (email addresses separated by a comma, no space)	<input type="text" value=""/>		
COMMENTS	<input type="text"/>		
PREREQUISITES	<input type="text"/>		
WAITLIST	SELECT WAITLIST <input type="text"/>		

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@p1011419d01.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](mailto: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](mailto:cecos-registrars@us.navy.mil).