

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 the email address above or the following contact numbers:
 Environmental classes 805-982-3276 or 4173 (DSN 551)
 Facilities, Seabee Readiness and Energy 805-982-2876 or 3276 (DSN 551)**

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" → 

4) The following screen will appear:

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

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

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

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 system access. 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. If you receive an error, send an email to cecos-registrars@us.navy.mil