## How to update eNTRS Student Data after account is created

PLEASE NOTE: Accounts should be updated continuously to reflect current/accurate information

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

2) Click "PROCEED TO LOGIN PAGE" when the welcome screen comes up

		Math Menn   Studien   Henn   Niew Quotes   Roster Menn   Kequeri Jilem   Booking Menn
3) At the eNTRS Home Page, select "Student menu"		BLOCKING BLO
		Citck Here To Go To CANTRAC
	Jala Mena   Madeut Mena   View Oneias   Boiter Mena   Recover Mena   OCA Mena   Boshine Mena	PERFORMENT PLACE
4) Enter your SSN or DOD ID -		Lagord [Bible   NEIC. Jrn. Rog Malvor   Bilgh Biol. Moderal Farm
and click "search" Close	RELECT AN ACTION (View Active Reservatives )	
und their startin . Close	. 200m1	28ata Mennel Stadent Alema   Vers Quettas   Roster Mennel   Reunes Alema   OCA Mennel Booking Mennel
the non-up when it opens	PREVICUIS INVOL	STUDENT MENU
the pop up when it opens.	Legenst   Help   BOD ID Lonis up   NETC Pre-Beq, Walver   High Biols Medical Form	ENTER ERIDOO D
your name should now		HELECT ADVISED Vision Active Reservations
annoar holow the SCN/DOD ID	fald	Laboration
appear below the SSN/DOD ID		PARACUS PAGE
1.5		Logout [Help   EGE ED Losis up   NETC Pre Res Wairer   High Risk Medical Ecom

- 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:

Do Not Cha	ange	UPDATE STUDENT DA'	IA If name is at <u>cecos-</u>	incorrect contact the registrees the registrees of the registrees	strars <u>nil</u>
LAST NAME	PHETMAME		MIDDLE NAME	F	
PAYGRADE	GENDER		UIC	00062	
POM GEN .	RATE	GEN -	DCODE		I
SCAT	P33	ENLISTED	SSRC	FLEET	<u>.</u>
COUNTRY	UNITED STATES		•		
EMAIL	EMAIL REQUIRED				

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!