

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

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

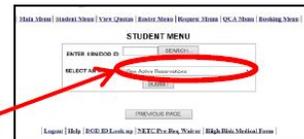
1) Click the following link: <https://app.prod.cetars.training.navy.mil/eNTRS/>

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

3) At the eNTRS Home Page, select "Student menu"



4) Enter your SSN or DOD ID and click "search". Close the pop-up when it opens. your name should now appear below the SSN/DOD ID field.



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:

**UPDATE STUDENT DATA**

SSN

**Do Not Change**

LAST NAME		FIRST NAME		MIDDLE NAME	
PAYGRADE	E4	GENDER	M	UIC	00062
POM	GEN	RATE	GEN	DCODE	NOT APPLICABLE
SCAT	USNARG	PSS	ENLISTED	SSRC	FLEET
COUNTRY	UNITED STATES				
EMAIL	EMAIL REQUIRED				

If name is incorrect contact the registrars at [cecos-registrars@us.navy.mil](mailto:cecos-registrars@us.navy.mil)

**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!