

## 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 found here:

<https://www.netc.navy.mil/Commands/Center-for-Seabees-and-Facilities-Engineering/Naval-Civil-Engineer-Corps-Officers-School/CECOS-Registration/>

- 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. Course info (SharePoint) CECOS Course Information and Registration:  
<https://mpte.navy.deps.mil/sites/NETC/CSFE/Courses/Forms/AllItems.aspx>
  - b. Detailed Course info (Cantrac link) go to this link: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html> and enter the CDP or course title to identify if you meet the requirements and the course schedules along with schedule information.
  - c. Environmental courses “Only” Public Environmental Training schedule and registration (Denix link) go to this link: <http://www.denix.osd.mil/cecos/home/> to identify the Course title and CDP of the class you wish to attend. The link to eNTRS is imbedded in the quota request.
  - d. Environmental courses “Only” Secured Environmental Training schedule and registration (Denix link) go to this link: <https://authoring.denix.osd.mil/> to identify the Course title and CDP of the class you wish to attend. The link to eNTRS is imbedded in the quota request.
- 2) After you find the course information, write down the offering’s CDP, start and end dates, and the location.
- 3) Enter the eNTRS website: <https://app.prod.cetars.training.navy.mil/eNTRS/> or <https://app.prod.cetars.training.navy.mil/eNTRS/mainMenu.do>
- 4) Select Request Menu from the eNTRS menu.

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You are logged into eNTRS as [REDACTED] on CORP.

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### MAIN MENU

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- 5) Enter the course information you gathered. 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.”

### REQUEST MENU

FIND QUOTAS

ENTER CDP CODE  LOOKUP...

CONVENE DATE BEGIN

CONVENE DATE END

SUBMIT

- 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

| SELECT ONE OR MORE CLASSES | SEQ/SECT | ALTERNATE LOCATION       | CONVENE DATE | GRADUATE DATE | WAITLIST | AVAILABLE QUOTAS | CLASS LENGTH | DAYS TO CONVENE |
|----------------------------|----------|--------------------------|--------------|---------------|----------|------------------|--------------|-----------------|
| <input type="checkbox"/>   | 90-1     | CA, SAN DIEGO            | 01/04/21     | 01/06/21      | 20       | 30               | 0            | 26              |
| <input type="checkbox"/>   | 100-     | VA, NORFOLK              | 01/04/21     | 01/06/21      | 29       | 30               | 0            | 26              |
| <input type="checkbox"/>   | 110-1    | CA, LEMOORE              | 01/11/21     | 01/13/21      | 16       | 30               | 0            | 33              |
| <input type="checkbox"/>   | 120-1    | FL, PENSACOLA            | 01/25/21     | 01/27/21      | 3        | 30               | 0            | 47              |
| <input type="checkbox"/>   | 125-1    | HI, KANE OHE             | 01/25/21     | 01/27/21      | 3        | 30               | 0            | 47              |
| <input type="checkbox"/>   | 127-1    | CA, TWENTY NINE PALMS    | 01/26/21     | 01/28/21      | 0        | 30               | 0            | 48              |
| <input type="checkbox"/>   | 130-1    | CA, SAN DIEGO            | 02/01/21     | 02/03/21      | 13       | 30               | 0            | 54              |
| <input type="checkbox"/>   | 140-1    | FL, MILTON               | 02/01/21     | 02/03/21      | 2        | 30               | 0            | 54              |
| <input type="checkbox"/>   | 150-1    | TX, FORT WORTH           | 02/08/21     | 02/10/21      | 6        | 30               | 0            | 61              |
| <input type="checkbox"/>   | 160-1    | MS, STENNIS SPACE CENTER | 02/08/21     | 02/10/21      | 0        | 30               | 0            | 61              |
| <input type="checkbox"/>   | 165-1    | CA, BARSTOW              | 02/16/21     | 02/18/21      | 1        | 30               | 0            | 69              |
| <input type="checkbox"/>   | 170-1    | MS, GULFPORT             | 02/22/21     | 02/24/21      | 1        | 30               | 0            | 75              |
| <input type="checkbox"/>   | 180-1    | MS, MERIDIAN             | 02/22/21     | 02/24/21      | 1        | 30               | 0            | 75              |

Records 1 to 13

SSN/DOD ID  SEARCH

REQUEST TYPE: Single Named Request

SUBMIT

- 7) The following screen will appear. In the "STUDENT AND/OR 1 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>  |                        | <b>NAME</b> [REDACTED]                             |  |
| DOD ID [REDACTED]  | UIC [REDACTED]         | SCAT/USNARG  | RATE/CS12                                |
| GENDER: MALE   | PGM/GEN                | PSS: NO RESTRICTION                                | PAYGRADE: MCP/SGTMAJ/MYSGT/CSM/SGM/CMMSG |
| SSRC: FLEET  | COUNTRY: UNITED STATES |  |  |
| <b>CLASS/DYNO INFO</b>   |                        | <b>COURSE NAME</b> [(CDP) INTRO HAZ WASTE GEN/HAN] |  |
| CDP: 2298  | PIPELINE: NO           | CONVENE DATE                                       | GRADUATION DATE                          |
| 90-1   |                        | 01/04/21   | 01/06/21                                 |
| <b>REQUEST INFO</b>  |                        |  |  |
| STUDENT AND/OR 1 ADDITIONAL EMAIL (EMAIL ADDRESSES SEPARATED BY A COMMA, NO SPACE) |                        |  |  |
| COMMENTS   |                        |  |  |
| PREREQUISITES  |                        |  |  |
| WAITLIST: SELECT WAITLIST  |                        |  |  |
| 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 email in 3-5 business days that you are waitlisted for the class from [oracle@penu0000.cnet.navy.mil](mailto:oracle@penu0000.cnet.navy.mil).

### **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.

### **No-Name Placeholder or Group Requests**

Please contact the CECOS registrars for assistance with making these types of requests:

- 1) Environmental classes: 805-982-3276 or 4173 (DSN 551)
- 2) Facilities, Seabee Readiness, and Energy classes: 805-982-2876 or 3276 (DSN 551)