

**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@navy.mil](mailto:cecos_registrars@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" 

The DOD ID and name fields will auto-populate from your CAC Card. If name is incorrect contact the registrars at [cecos\\_registrars@navy.mil](mailto:cecos_registrars@navy.mil)

4) The following screen will appear:

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

**REQUEST ENTRS ACCESS**

DOD ID			
FIRST NAME		LAST NAME	
MIDDLE NAME			
PRD		TITLE	
UIC (LONG UIC FOR QCA, ADMIN UIC FOR RESERVE WEB)		RANK	SELECT PAYGRADE
ROLE	WEB - REGULAR USER	COMPONENT (ACTIVE/RESERVE)	SELECT COMPONENT
PHONE COMM		PHONE DSN	
SERVICE	SELECT SERVICE		
EMAIL			
CONFIRM EMAIL			
COMMENTS			

ADDITIONAL UICS FOR WHICH USER WILL MAKE REQUESTS

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**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@navy.mil](mailto:cecos_registrars@navy.mil)