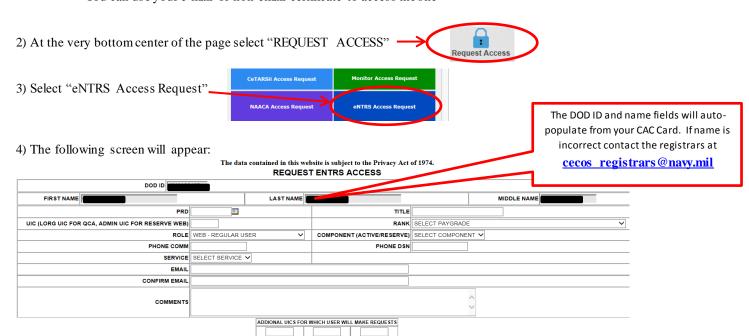
## THIS PROCESS REQUIRES THAT YOU HAVE A DOD CAC CARD.

If you do not have one, please submit a request to the CECOS registrars at <u>cecos registrars@navy.mil</u> 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 <a href="https://main.prod.cetars.training.navy.mil/cetars/main.html">https://main.prod.cetars.training.navy.mil/cetars/main.html</a> \*\*\*You can use your e-mail or non-email certificate to access the site\*\*\*



## 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:
  - o Civilians and Military E-5 and above: Leave blank.
  - o **Military E-4 and below**: Enter your supervisor's contact information in the comments block for us to validate your requirement for systemaccess. Include supervisor's Name, Rate/Rank, Phone, and Email.
  - o **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