Submitting a Class Reservation Request

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 Couse 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.

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	12/09/2020
CONVENE DATE END	03/09/2021
	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."

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

You are logged into eNTRS as ███████ on CORP.

| Main Menu | Student Menu | View Quotas | Roster Menu | Request Menu | QCA Menu | Booking Menu |

REQUEST CLASSES

CDP	2298		PIPELINE	NO
CIN	A-493-0080		NEC	0000
PRIMARY LOCATION	S NSCECO PT HUE		UIC	30645
COURSE NAME	(CDP) INTRO HAZ WASTE GEN/HAN			

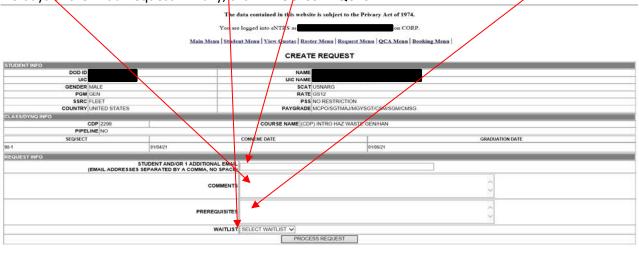| SELECT ONE OR MORE CLASSES	SEQ/SECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTAS	CLASS LENGTH	DAYS TO CONVENE
☐	90-1	CA, SAN DIEGO	01/04/21	01/06/21	20	30	0	26
☐	100-1	VA, NORFOLK	01/04/21	01/06/21	29	30	0	26
☐	110-1	CA, LEMOORE	01/11/21	01/13/21	16	30	0	33
☐	120-1	FL, PENSACOLA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

CREATE REQUEST

STUDENT INFO

DOD ID	███	NAME	███
UIC		UIC NAME	
GENDER	MALE	SCAT	USNARG
PGM	GEN	RATE	GS12
SSRC	FLEET	PSS	NO RESTRICTION
COUNTRY	UNITED STATES	PAYGRADE	MCPO/SGTMAJ/MGYSGT/CSM/SGM/CMSG

CLASS/DYNQ INFO

CDP	2298	COURSE NAME	(CDP) INTRO HAZ WASTE GEN/HAN
PIPELINE	NO		
SEQ/SECT		CONVENE DATE	GRADUATION DATE
90-1	01/04/21		01/06/21

REQUEST INFO

STUDENT AND/OR 1 ADDITIONAL EMAIL (EMAIL ADDRESSES SEPARATED BY A COMMA, NO SPACE)	
COMMENTS	
PREREQUISITES	
WAITLIST	SELECT WAITLIST ▾
	PROCESS REQUEST

PREVIOUS PAGE

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.

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)