

# How to Register for Class

## 1. Classroom Training Schedule

Most users will go through the Classroom Training Schedule to find and enroll in classes that have been made available to the user's command/organization. ***This method only shows classes in your region associated with your ESAMS account. Use Global Registration for worldwide view of classes.***

The screenshot displays the ESAMS for NETC web application. The top navigation bar includes links for Global Training, ESAMS Main, Reports, ADMIN Links, Web Training, Help, and Contact Us. The left sidebar contains a navigation menu with the following items: My Requests, My Actions, My Links, Classroom Training Schedule (circled in red), Data Change Request, Job Hazard Analysis, Motorcycle Survey, Report Near Miss, Needed Training, Profile, Report Unsafe/Unhealthful, Customer Surveys, License Application, Motorcycle Safety, Policies & Procedures, Instructions, Links of Interest, and Forms, Checklists, and Documents. The main content area features a 'Needed Training' section with a 'Refresh Training' button and a search bar containing 'No Results Found'. Below this are two boxes: 'News and Events' with a link to 'Installation and Industrial Ops Task Force Projects Brief, DSOE Seminar May 15, 2013 ESAMS General User Web-Course' and 'HRTS Executive Summary' with a link to 'Cmd/Org Safety Summary'. On the right, there is a yellow 'ESAMS Updates' box with a release date of 04/13/2016 and a list of updates regarding the new ESAMS Login Page and user information validation. The bottom left corner shows the Naval Education and Training Command logo and login statistics.

**Upcoming Classes**

December	January	February	March	April	May	June	July	August	September	October	November
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**Scheduled Today**

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Enrolled	Waiting
12/30/2015	715 - 1600	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	JEB Fort Story, VA	<a href="#">View Info</a>	<a href="#">View Documents</a>	6	0

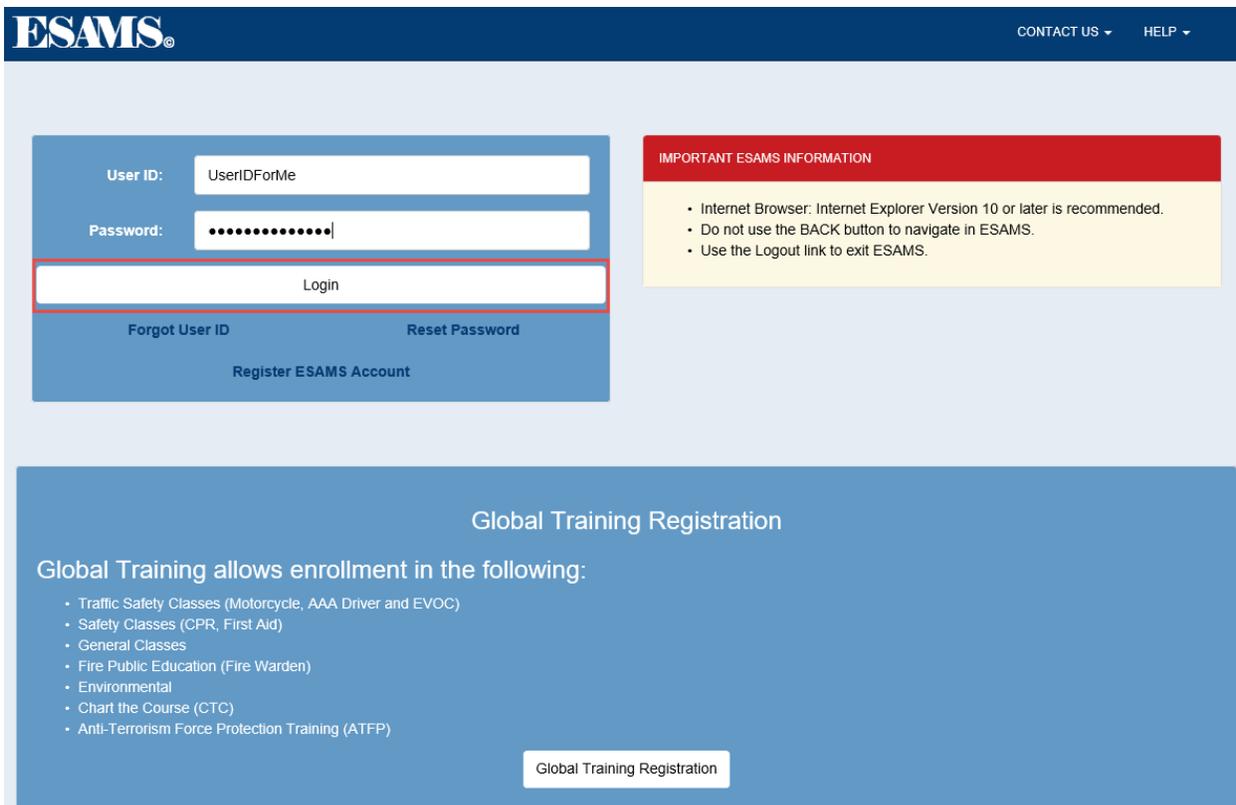
**February 2016 Schedule**

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Enrolled	Waiting	Record Training
2/1/2016 - 2/2/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAVSTA Norfolk Base, VA	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>
2/1/2016 - 2/2/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAVSTA Norfolk Base, VA	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>
2/1/2016 - 2/2/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	JEB Fort Story, VA	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>
2/1/2016 - 2/2/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	JEB Fort Story, VA	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>
2/1/2016	800 - 1100	Chart the Course (CTC) Command Facilitator Certification	NSA Naples - Italy	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>
2/1/2016	1300 - 1600	Chart the Course (CTC) Command Facilitator Certification	NSA Naples - Italy	<a href="#">View Info</a>	<a href="#">View Documents</a>	0	0	<a href="#">Enroll Me</a> <a href="#">Enroll Others</a>

## 2. Global Training Registration

Most users will go through the Classroom Training Schedule to find and enroll in classes that have been made available to the user's command/organization. However this Method provides worldwide view of all courses.

Users who reach the login page without a CAC/PKI certificate, and who have a registered account in ESAMS, will see the "User ID" and "Password" fields. These users must enter their User ID and Password, then click the "Login" button to log into the ESAMS website. Users who have not yet done so will be asked to create a "Code Word" that will be used by the ESAMS Help Desk to verbally identify the user, should the user need to contact the Help Desk for support. These users will also be required to select and answer three (3) security questions for additional verification purposes.



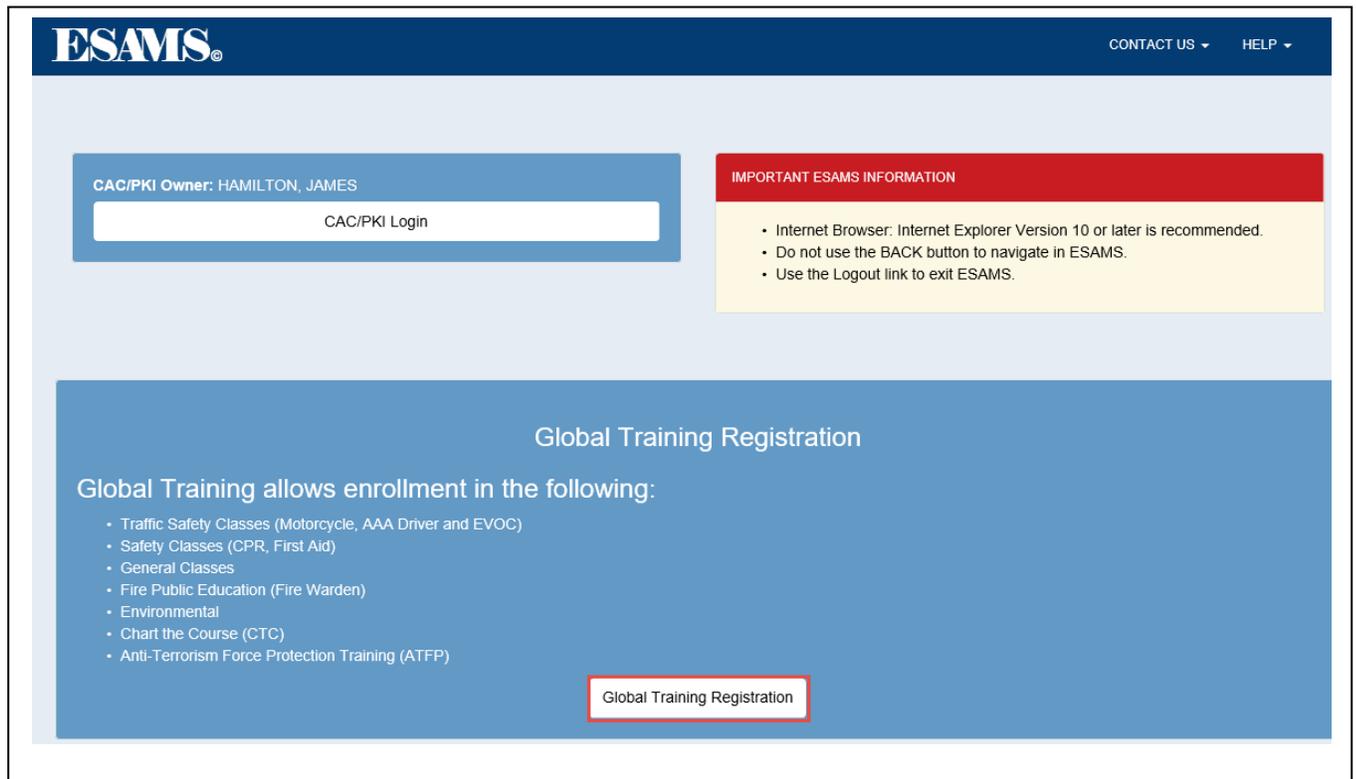
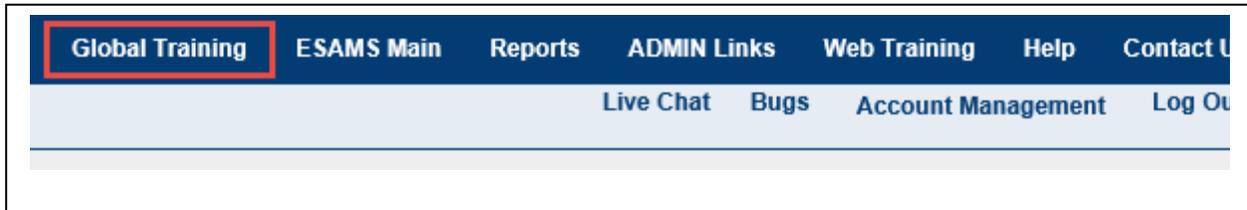
**Note: Users who reach the login page without a CAC/PKI certificate, and who do not have a registered account in ESAMS cannot log into ESAMS, nor can they request a new account.**

Next you click the “Global Training Registration” link that is circled below.



However, the Global Training Registration area can be used to find and enroll in classes that are outside of the user’s listed location. The “Global Training” link can be found in the top navigation bar of the ESAMS Main page; the same area can be accessed by clicking the “Global Training Registration” link at the bottom of the ESAMS Login page. Clicking either link takes the user to the Global Training Registration area. **Note: From the ESAMS Login page, the Global Training Registration area is**

only accessible to user with a CAC/PKI login. Users who access the website with User ID/Password must log in to the website and click on the link on the ESAMS Main page to access the Global Training Registration area. Users who are awaiting authentication for an account request can still access the Global Training Registration area from the login page.



Once the user has reached the Global Training Registration area, there are several options for the user.

1. ESAMS Main – Clicking this link will take the user to the main ESAMS website.
2. Live Chat – Clicking this link will open a new window for chatting with the ESAMS Help Desk.
3. Contact Us – Contact information for ESAMS, and a link to email the ESAMS webmaster.
4. Help – Login Help documents
5. Log Out – User should click this button when leaving ESAMS.
6. Historical Training – Clicking this link opens a new window in which the user can view a history of the training that has been recorded for the user in ESAMS.
7. Scheduled Training – This area will display any course for which the user is currently enrolled in ESAMS.
  - a. Unenroll – Clicking this link will remove the user from the scheduled class roster.
  - b. View – Clicking this link will open a new window displaying the information provided for the class. Documents provided by the administrator or instructor can be downloaded by

clicking the link(s) under the “Student Attachments” section.

The screenshot displays the ESAMS Global Training interface. At the top, there is a navigation bar with the ESAMS logo and links for ESAMS MAIN, LIVE CHAT, CONTACT US, HELP, and LOG OUT. Below the navigation bar, the page title is "GLOBAL TRAINING".

The main content area is divided into two sections:

- CLASS SEARCH:** A form with the following fields:
  - Type of Training:** A dropdown menu currently set to "Chart the Course (CTC)".
  - Course(s):** A text input field with a dropdown arrow and a close button (x).
  - Region:** A dropdown menu currently set to "ALL".
  - Installation(s):** A text input field with a dropdown arrow and a close button (x).
  - Month:** A dropdown menu currently set to "April".A "Search" button is located at the bottom right of the form.
- Motorcycle Survey:** A table with the following data:

Motorcycle Survey		Update
Ownership Status:	Not a Rider	
Last Updated:	4/6/2016	
Last Updated By:		
Primary Ownership Type:	N/A	

Below the table is a link: [View Motorcycle Coordinators](#). At the bottom right of the page, there is a link: [Historical Training](#).

8. Class Search – The main reason users will access the Global Training Registration area is to enroll in classroom training not located at the user’s installation.
  - a. Type of Training – The user must select the type of training in which to enroll by clicking on the drop down arrow to make a selection. This field defaults to “Traffic Safety”.
  - b. Course(s) – Once the type has been selected, clicking on the popup arrow will open a new window in which the user can select one or more courses to include in the search. Selecting no course will display results for all courses of the selected type in the search results.
  - c. Region – The user can limit the search to a specific region by clicking on the drop down arrow to make a selection. Selecting no region will display results for all installations in the search results.
  - d. Installation – The user can limit the search to one or more specific installations by clicking on the popup arrow to open a new window in which the user can select the installation(s). The list of installation will be limited by the selected region, and only installations providing training of the selected type will be displayed. Selecting no installation will display results for all installations within the selected region providing training of the selected type.
  - e. Month – The user must select the month in which to enroll for training by clicking on the drop down arrow to make a selection. This field defaults to the current month.
  - f. Once all selections have been made, clicking the “Search” button displays the results. If no results are returned, no class has been scheduled in ESAMS for the selected course/installation/month. The user may wish to search using different criteria.

ESAMS®

ESAMS MAIN LIVE CHAT CONTACT US HELP LOG OUT

GLOBAL TRAINING / CLASS RESULTS

**ENROLLING IN A CLASS**

Find the class then click "Enroll" or "Wait List". Note: If you are getting ready to deploy and the class is full for the motorcycle course you need, contact the class administrator to request enrollment. To find the class admin, click "View" under "Class Info".

Current Month: April Search Again

	Course Title	Start Date	End Date	Time	Installation	Class Info	Seats Available	Wait List Available
Enroll Me	Chart the Course (CTC) Command Facilitator Certification	4/20/2016	4/20/2016	800 - 1100	NSA Bahrain - Kingdom of Bahrain	View	32	0
Enroll Others								
Enroll Me	Chart the Course (CTC) Command Facilitator Certification	4/20/2016	4/20/2016	1300 - 1600	NSA Bahrain - Kingdom of Bahrain	View	36	0
Enroll Others								

- g. Enroll Me – Clicking this link opens a new window in which the user enrolls into the selected class. If all open seats are unavailable, but Wait List seats are still open, this link will read “Wait List Me”. The window will contain the class information. Clicking on the “Continue Enrollment” button enrolls the user into the class.
  - i. If the user is already enrolled in a class for the same selected course, a new window will display, asking if the user wishes to remain enrolled in the original class (“Cancel Request”) or to switch enrollment to the new class (Switch my Enrollment”).

Enroll Info ✖

Currently Scheduled for Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) on 5/2/2016 at MCAS Beaufort, SC

You have now selected a different class on 5/2/2016 at MCB Quantico, VA.

Cancel Request Switch my Enrollment

- h. Enroll Others – Clicking this link opens a new window in which personnel with Training Administrator access can enroll other users into the selected class. If all open seats are unavailable, but Wait List seats are still open, this link will read “Wait List Others”.
  - i. If the user is already enrolled in a class for the same selected course, a new window will display, showing the ID of the class in which the user is enrolled. The user must be unenrolled from the original class before an administrator may

enroll them in a new class.

- i. View - Clicking this link will open a new window displaying the information provided for the class. Documents provided by the administrator or instructor can be downloaded by clicking the link(s) under the "Student Attachments" section.
- j. Search Again – Clicking this link will take the user back to the Global Training Registration page, allowing the user to change the search criteria.
- k. Current Month – Clicking on this drop down allows the user to select a different month for the search while retaining the other search criteria.

### Enroll Info

**Start Time - End Time:** 0800 - 1100

**Location:** NOSC Springfield, OR, Navy Operational Support Center Springfield-Auditorium 3106 Pierce Parkway Springfield, OR

**Contact Info:** [Redacted]

**Enrollment Notes:** \*\*\*Students must bring hard copy of CTC Facilitation Guide on day of scheduled training\*\*\* - Guide is attached! Chart the Course Command Facilitator Certification: Course qualifies Command Facilitators from individual Navy commands to deliver CTC training to peer -groups at their local commands. CTC training will serve as a Navigation Plan to help Sailors recognize admirable decision-making and professional behavior when faced with challenging circumstances and/or situations. CTC is designed with scenarios and discussions to address the idea that leaders set the tone, and therefore must take ownership of enhancing positive and professional command climates within the micro-climate they lead (e.g., work centers, divisions, departments, watch teams). Peer-facilitated small groups of no more than 30 Sailors is recommended to encourage productive discussion and organically foster peer group buy-in and support. Core training topics cover SAPR, Sexual Harassment, and other destructive behaviors. CTC will count for three NAVY "Care" GMTs: Hazing, ORM, and Drug, Alcohol and Tobacco Awareness. FLT MPS Short Title: NETC-CTC-CF CERT.

**Enrollment Requirements:** [Redacted]

[Continue Enrollment](#)