ESAMS©

Training Enrollment

ESAMS MCIPAC Administrator:

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The following instructions assist individuals to register for classes, provided by the Installation Safety Office. If you have any questions, comments, or concerns please contact Sean Thorp at 644-4468 or sean.thorp@usmc.mil

If you DO NOT have an ESAMS account and you are NOT Active Duty please proceed to step 5. If you are active duty and do not have an ESAMS account please contact your Company Safety Representative, or log into ESAMS and self-register.

General Guide to Training Enrollment

1. Finding ESAMS

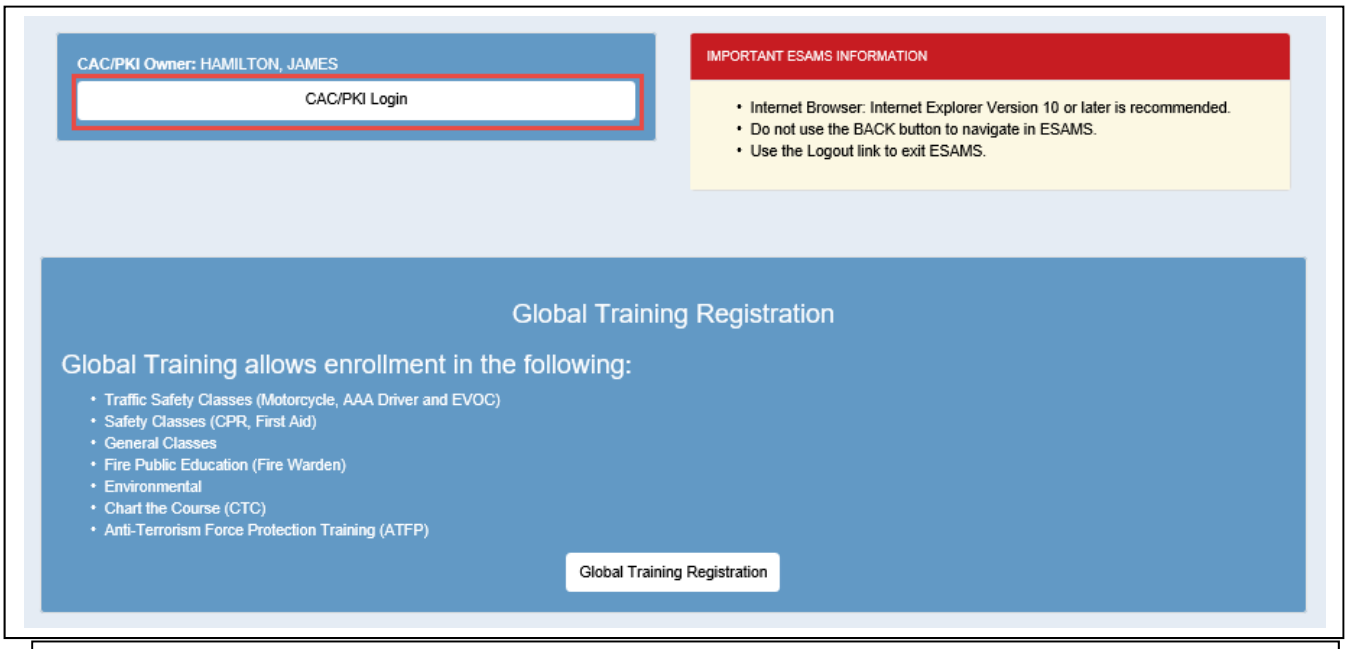
The web site login can be accessed directly by using the following URL:

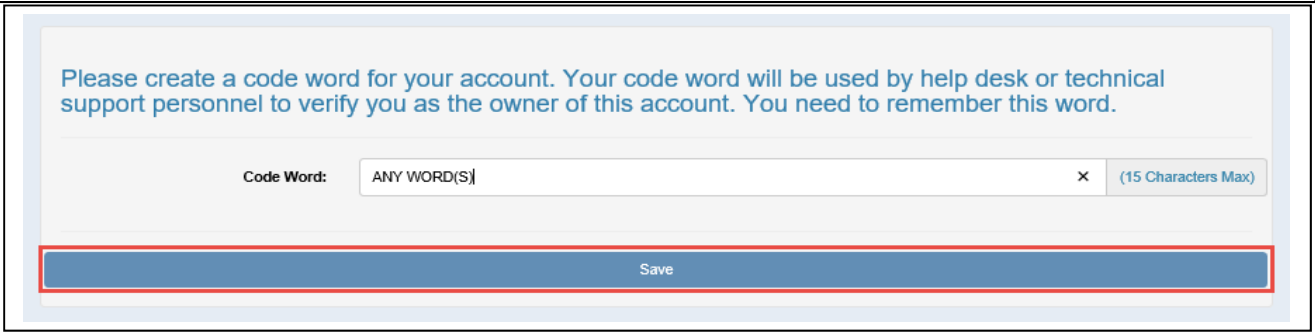
https://esams.cnic.navy.mil/ESAMS_Gen_2/loginESAMS.aspx

Users can also find the login at http://www.hgwllc.com
Select the "Customer Login" hyperlink in the top right corner; then click on the "Click Here to Log In (DoD Users)" link that is located on the Customers Login page.

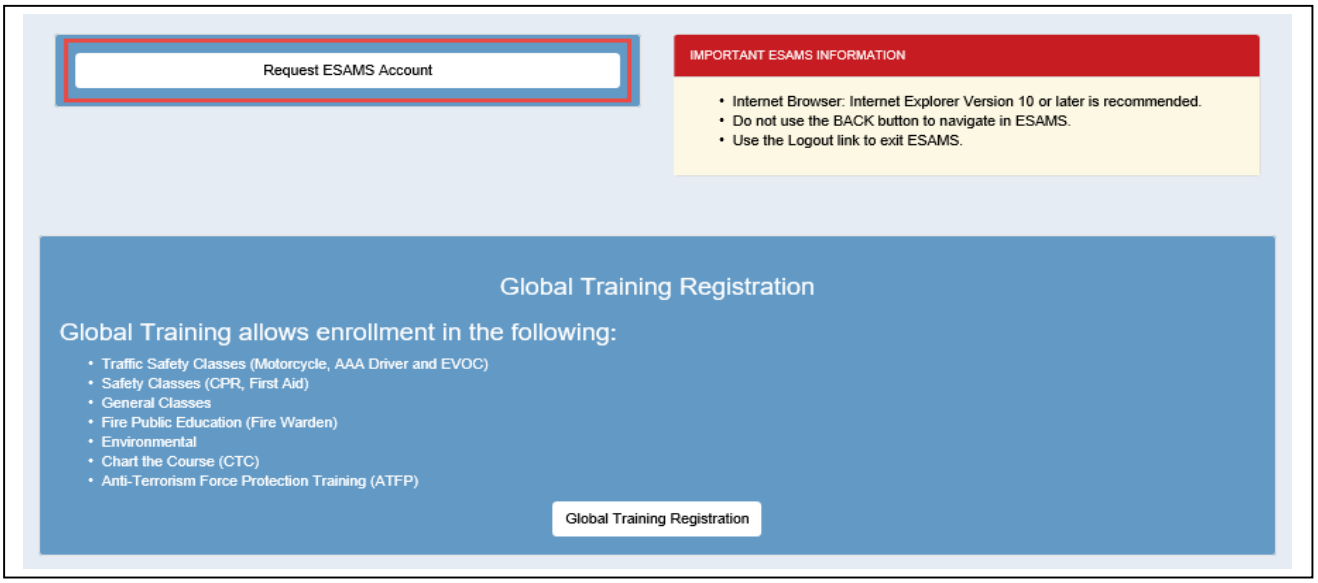
2. Logging into ESAMS

When a user reaches the ESAMS Login page, they will see one of three screens, depending on the user's account status. Users who reach the login page with a CAC/PKI certificate, and who have a registered account in ESAMS, will see the "CAC/PKI Login" button. Clicking this button logs the user 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.





Users who reach the login page with a CAC/PKI certificate, but who do not have a registered account in ESAMS, will see the "Request ESAMS Account" button.



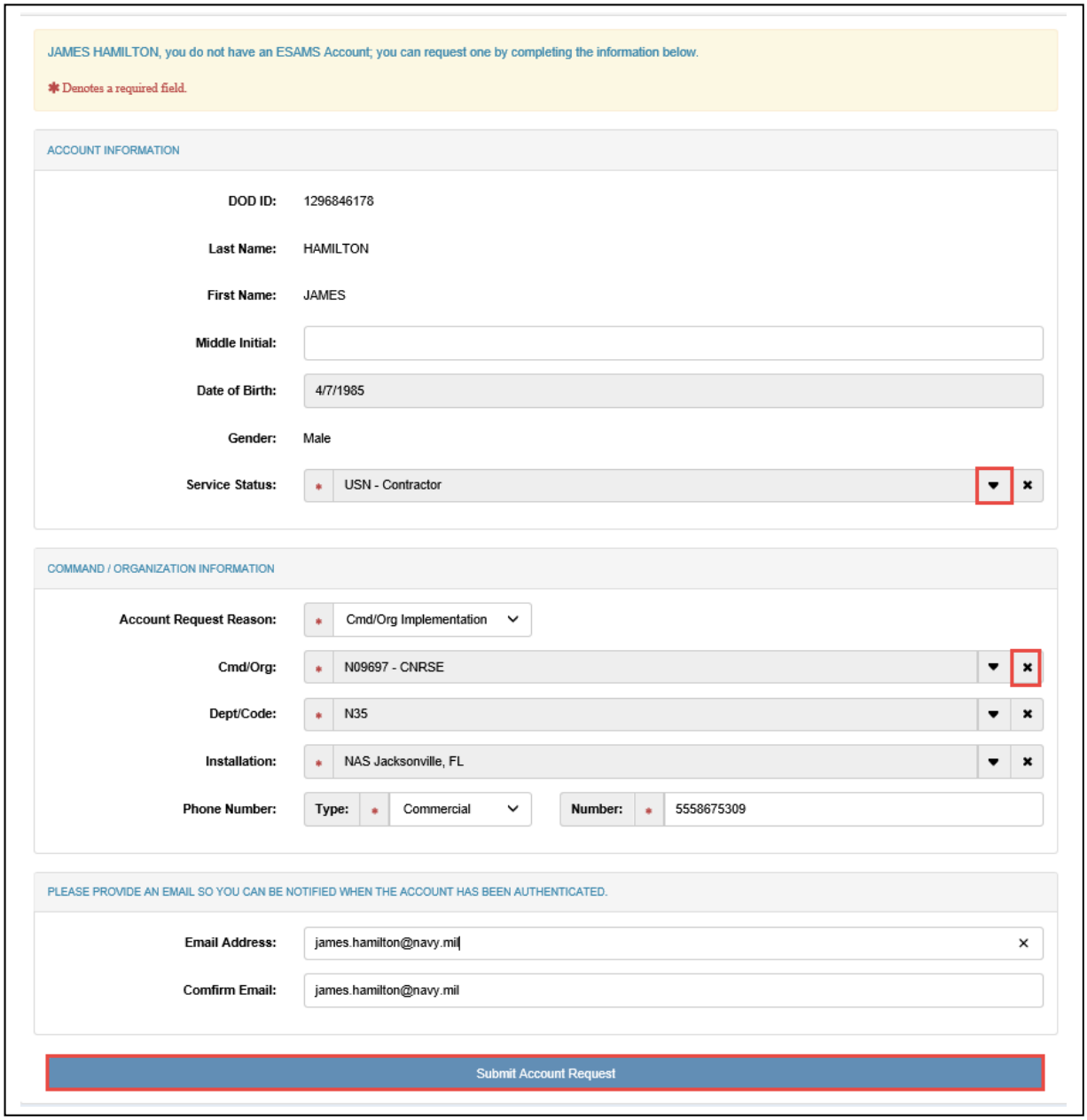
Clicking this button takes the user to a new page on which the system has pulled the following information as it appears in the Defense Enrollment Eligibility Reporting System (DEERS) website:

- DoD ID
- Last Name
- First Name
- DoB
- Gender

The user will be required to fill in the rest of the required information on the page:

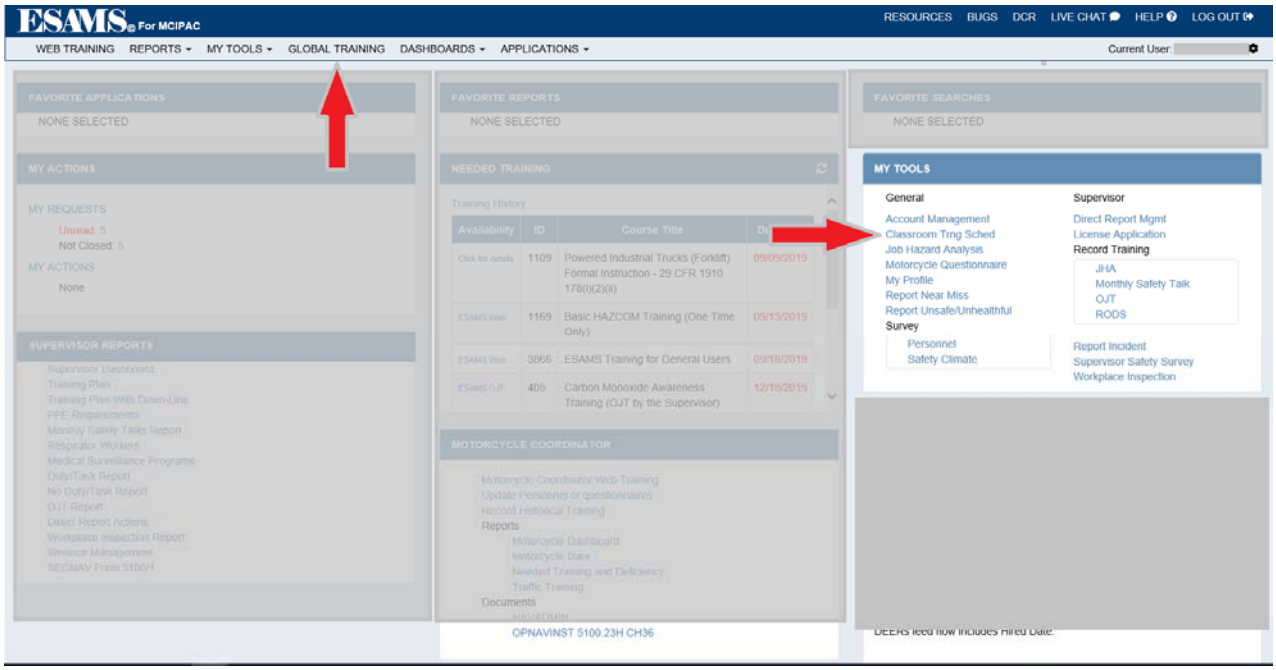
- Service Status: The Service Status of the user (USN Active, Contractor, etc.)
- Account Request Reason: The reason the user is requesting an ESAMS account, selected from a drop-down.
- Cmd/Org: The command or organization at which the user is stationed.
- Dept/Code: The department or code within the command/organization at which the user is stationed.
- Installation: The installation at which the user is stationed.
- Phone Number: The user should select either "DSN" or "Commercial" and enter the appropriate/matching number.
- Email: The email address is not required to request an account, but users are advised to enter this information so that the administrator can notify the user once the account has been authenticated. Also, ESAMS uses email to notify the user for other reasons (training due, etc.).

Once all required information is entered on the page, clicking the "Submit Account Request" button completes the user's request. The user must now wait for a local Personnel Administrator to authenticate the account. Once the account is authenticated, the user can log in using the "CAC/PKI Login" button on the ESAMS Login page. **Note: While waiting for authentication, the user can still access the "Global Training Registration" button to enroll in scheduled classes.**


JAMES HAMILTON, you do not have an ESAMS Account; you can request one by completing the information below.
* Denotes a required field.
ACCOUNT INFORMATION
DOD ID: 1296846178
Last Name: HAMILTON
First Name: JAMES
Middle Initial:
Date of Birth: 4/7/1985
Gender: Male
Service Status: * USN - Contractor
COMMAND / ORGANIZATION INFORMATION
Account Request Reason: * Cmd/Org Implementation
Cmd/Org: * N09697 - CNRSE
Dept/Code: * N35
Installation: * NAS Jacksonville, FL
Phone Number: Type: * Commercial Number: * 5558675309
PLEASE PROVIDE AN EMAIL SO YOU CAN BE NOTIFIED WHEN THE ACCOUNT HAS BEEN AUTHENTICATED.
Email Address: james.hamilton@navy.mil
Comfirm Email: james.hamilton@navy.mil
Submit Account Request

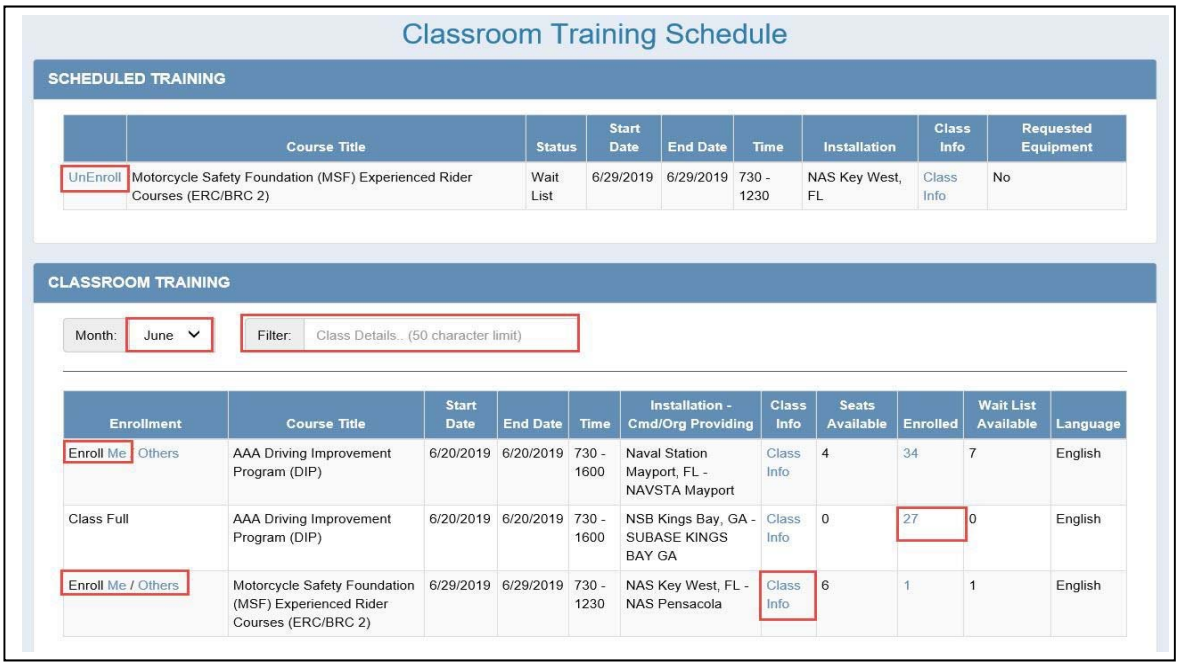
3. Signing Up For Training Via Classroom Training Schedule.

Log into ESAMS with your CAC card or login information. On the right hand side of the ESAMS main page click the tab labeled “My Tools”, a menu should appear. Then click Classroom Training Schedule

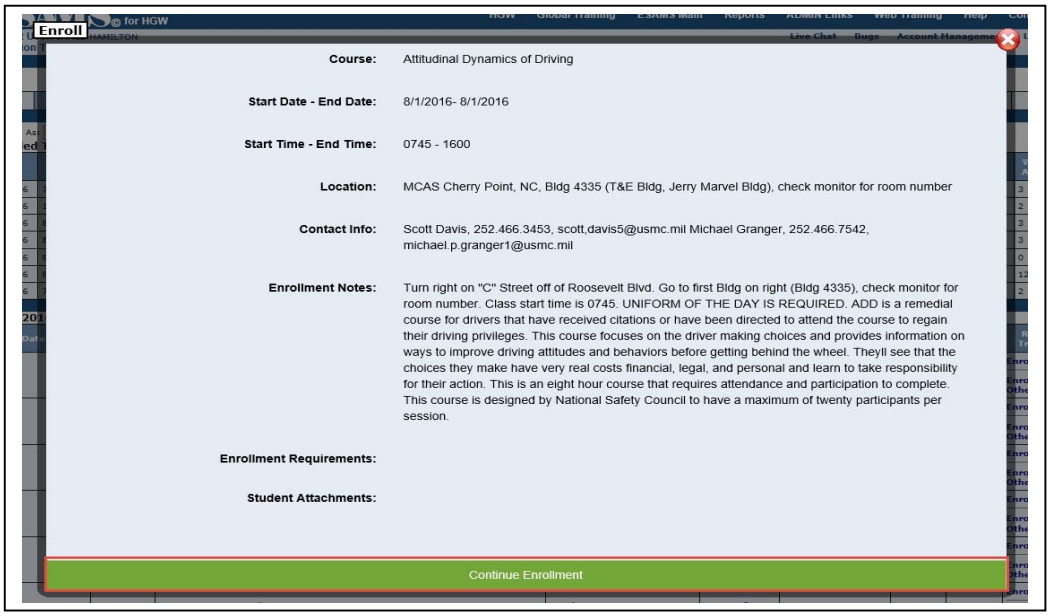


To enroll in upcoming training classes, the user may click the “Classroom Trng Sched” link to display the available class schedules (including the class title, date/time, facility/Installation, location, etc). Clicking on the “Month” dropdown at the top of the page allows the user to select a specific month in which to search. Entering text into the “Filter” field will limit the displayed courses to those that contain matching information to the characters typed into the field. Clicking “Class Info” will display any information that has been provided by class administrators, including any documents that have been made available by class administrators. Individuals can enroll themselves into training classes.

To Enroll In a Class



1. Click the "Classroom Training Schedule" link.
2. Click "Enroll Me" after searching through and finding an upcoming class to enroll in it. A screen will display with the information for the class.
3. Click the "Continue Enrollment" button to enroll in the class. You should get an email confirming enrollment

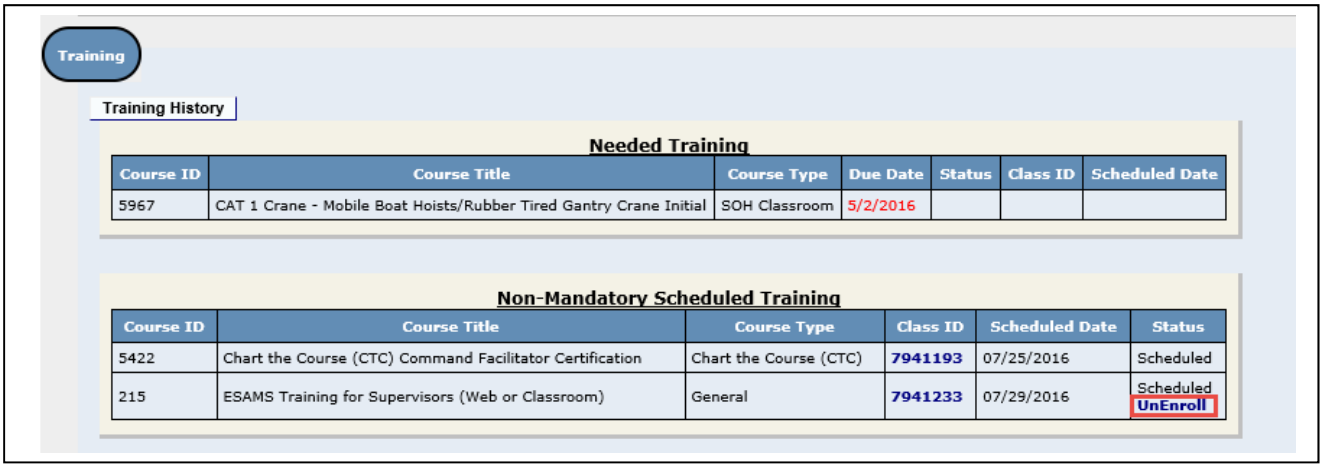


Remove Enrollment

There is also an "UnEnroll" link that allows personnel to remove only themselves from the class, available up to 24 hours before the class start date/time. During the 24 hours previous to the class start, an administrator listed

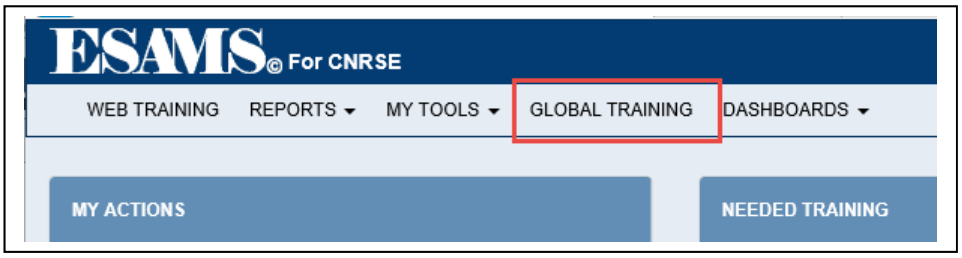
on the class record must use the Training Administration (TA) application to remove a student from the class roster.

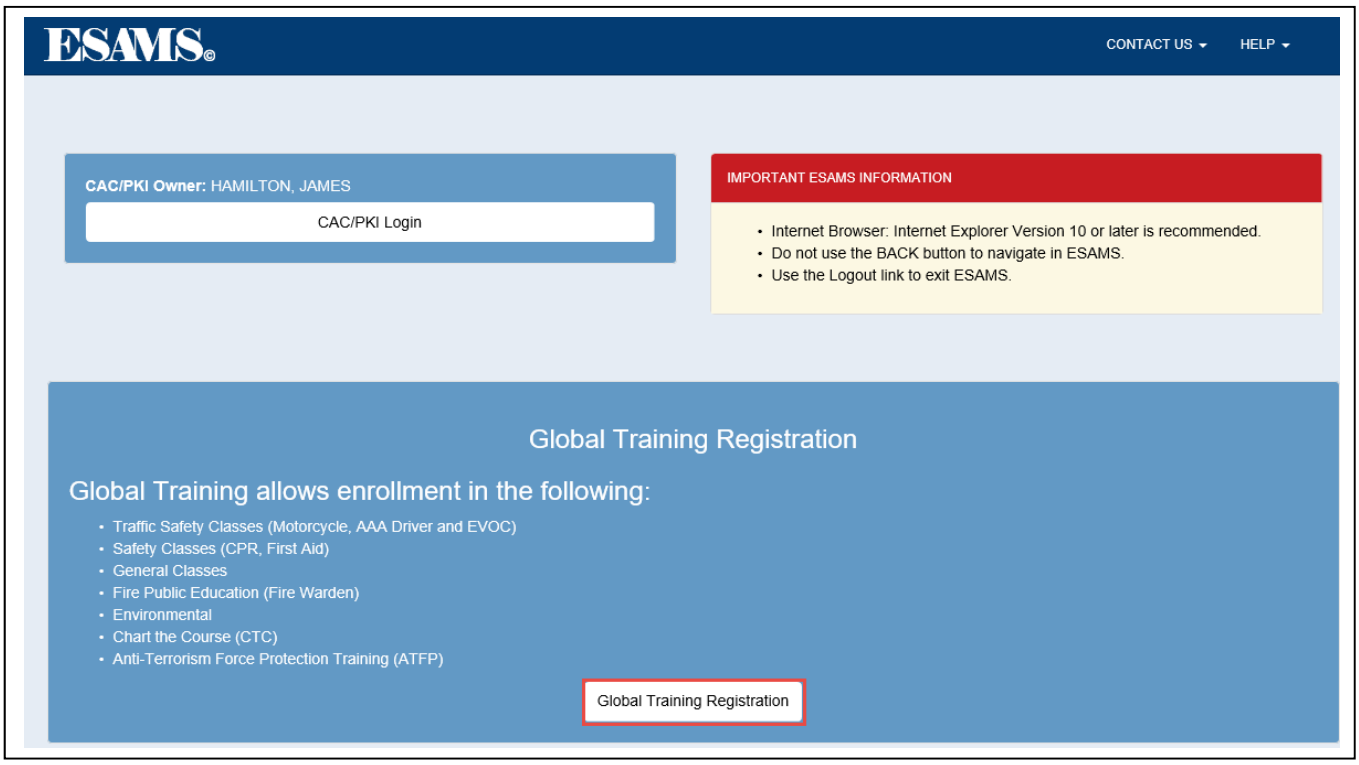
1. Click the “Profile” link under My Tools, then click on the “Training” tab.
2. Under the “Training” tab, user can view classes in which the user has been enrolled.
3. Users may click the “UnEnroll” link to remove themselves from the class roster (up to 24 hours before the class start date/time).

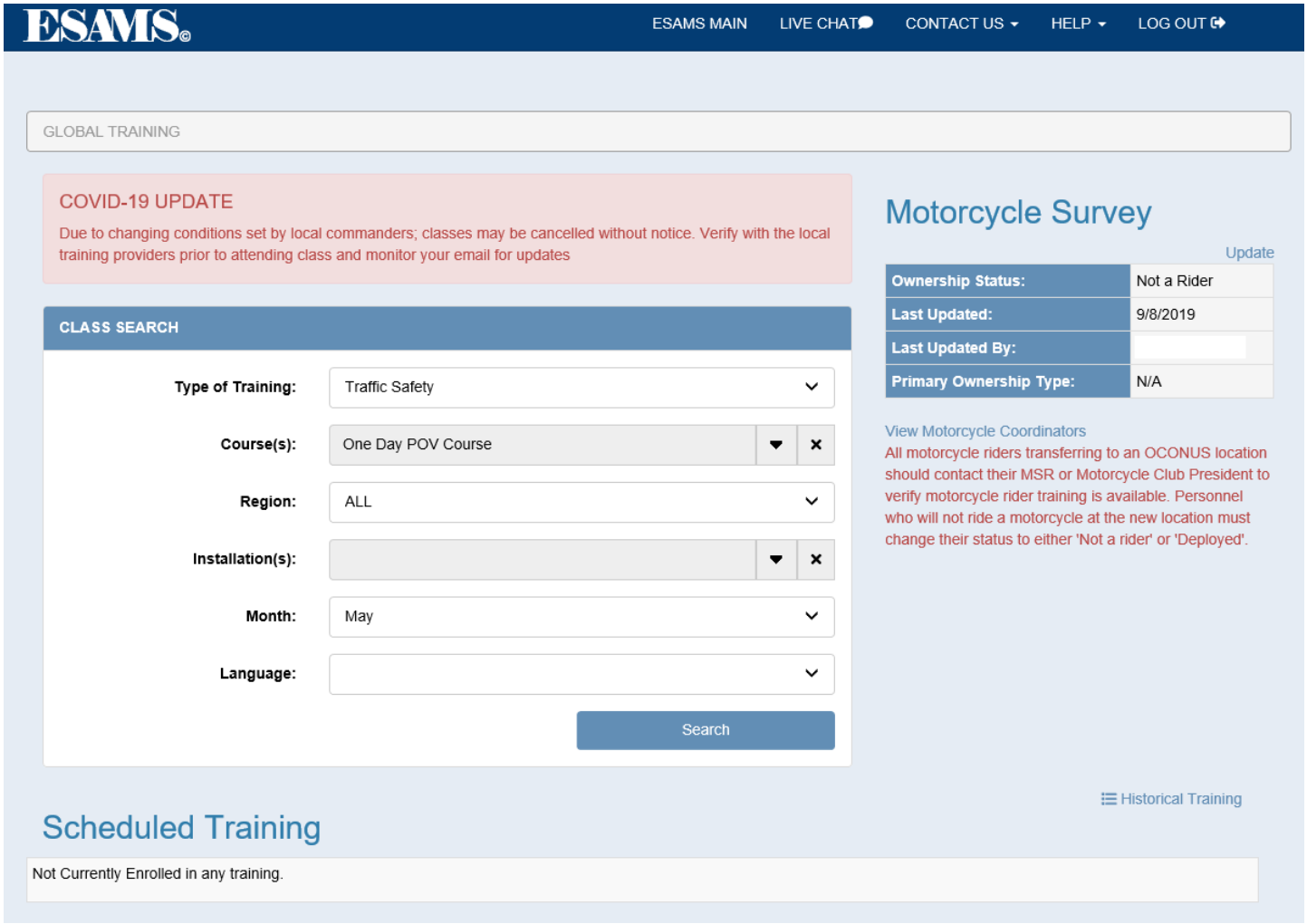


4. Signing Up For Training Via Global Registration.

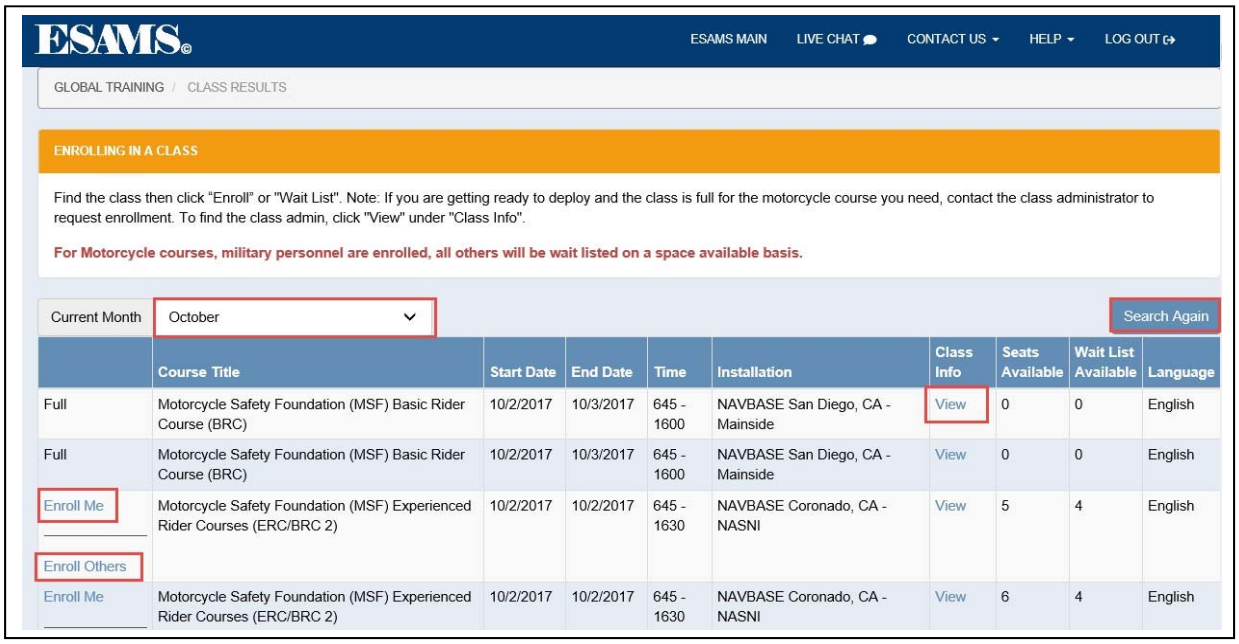
Most users will go through the Classroom Training Schedule to find and enroll in classes that have been made available to the user's command/organization. However, the Global Training Registration area can be used to find and enroll in classes that are outside of the user's listed location. The "Global 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 are awaiting authentication for an account request can still access the Global Training Registration area from the login page.)**





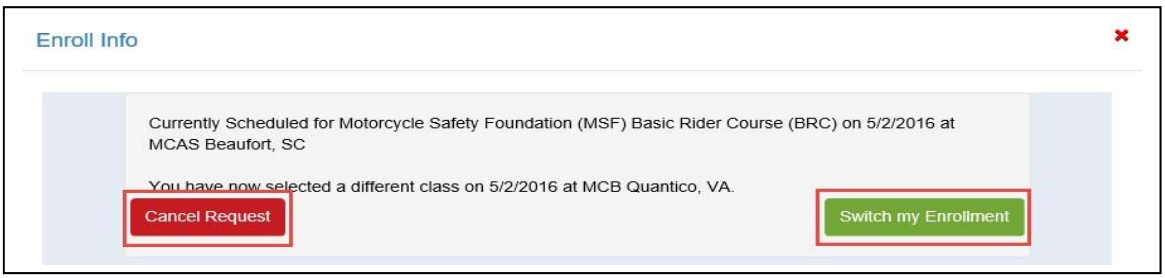


1. Class Search – The main reason users will access the Global Training Registration area is to enroll in classroom training not located at the user's installation or for Users without an ESAMS Account.
    a. Type of Training – The user must select the type of training in which to enroll by clicking 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. Language – The user may select to view courses conducted in a specific language.
    g. 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.



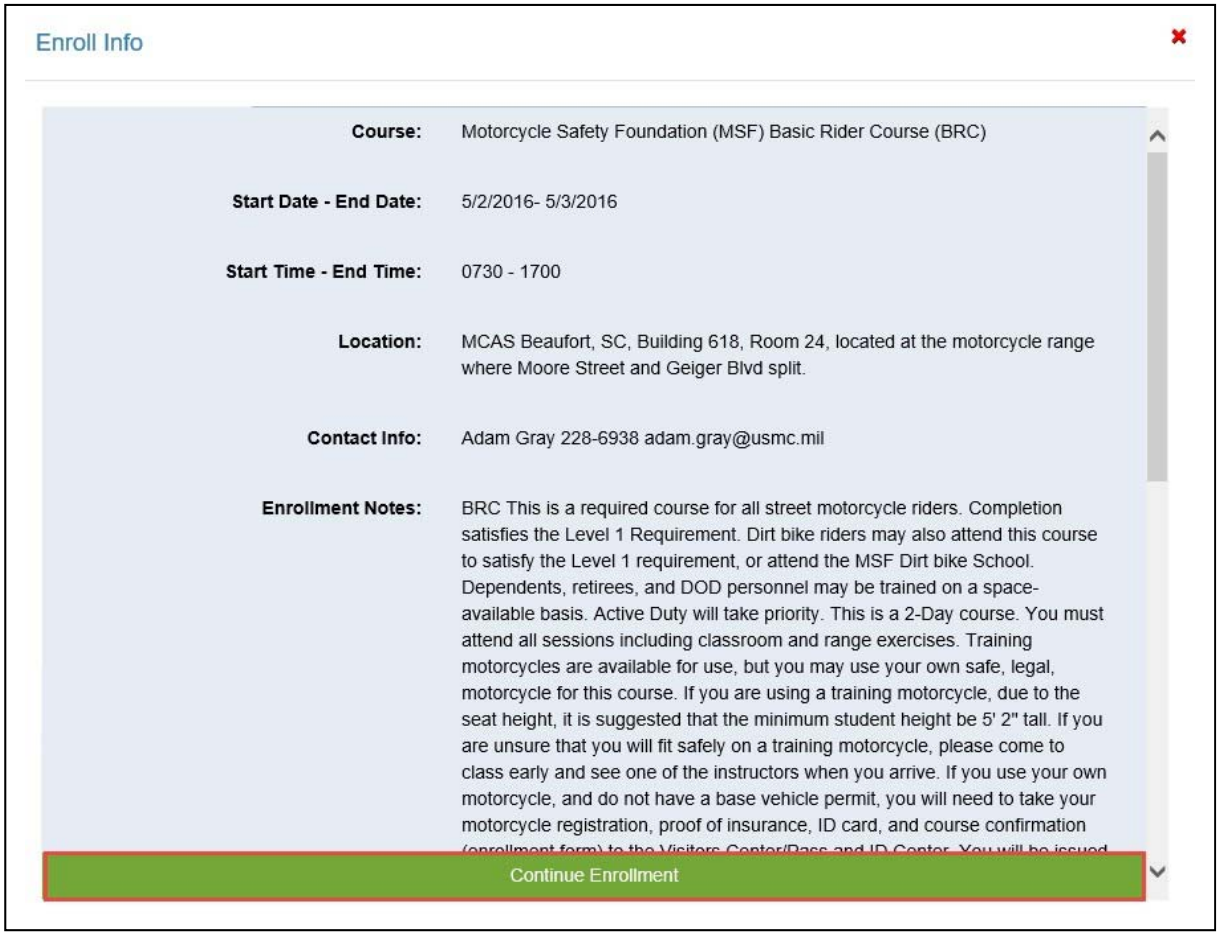
h. Enroll Me – Clicking this link opens a new window in which the user enrolls into the selected class. If all open seats are unavailable, but Wait List seats are still open, this link will read "Wait List Me". The window will contain the class information. Clicking on the "Continue Enrollment" button enrolls the user into the class.

- If the class allows for the user to request training motorcycle or other materials, a new window will display in which the user must check the box next to any equipment the user wishes to request. Clicking the "Enroll" button completes the enrollment process.
- 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").



i. 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 class allows for the user to request training motorcycle or other materials, a new window will display in which the administrator must check the box next to any equipment the user wishes to request. Clicking the "Enroll" button completes the enrollment process.
    ii. 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.

j. 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.

k. Search Again – Clicking this link will take the user back to the Global Training Registration page, allowing the user to change the search criteria.

l. Current Month – Clicking on this drop down allows the user to select a different month for the search while retaining the other search criteria.