



Training Enrollment

ESAMS MCIPAC Administrator:

Sean P. Thorp 644-4468

sean.thorp@usmc.mil

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.cnmc.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.

The screenshot shows the ESAMS login interface for a user identified as 'CAC/PKI Owner: HAMILTON, JAMES'. A red box highlights the 'CAC/PKI Login' button. To the right, a red header reads 'IMPORTANT ESAMS INFORMATION' with a yellow background containing the following instructions:

- Internet Browser: Internet Explorer Version 10 or later is recommended.
- Do not use the BACK button to navigate in ESAMS.
- Use the Logout link to exit ESAMS.

The main content area is titled 'Global Training Registration' and lists the following enrollment options:

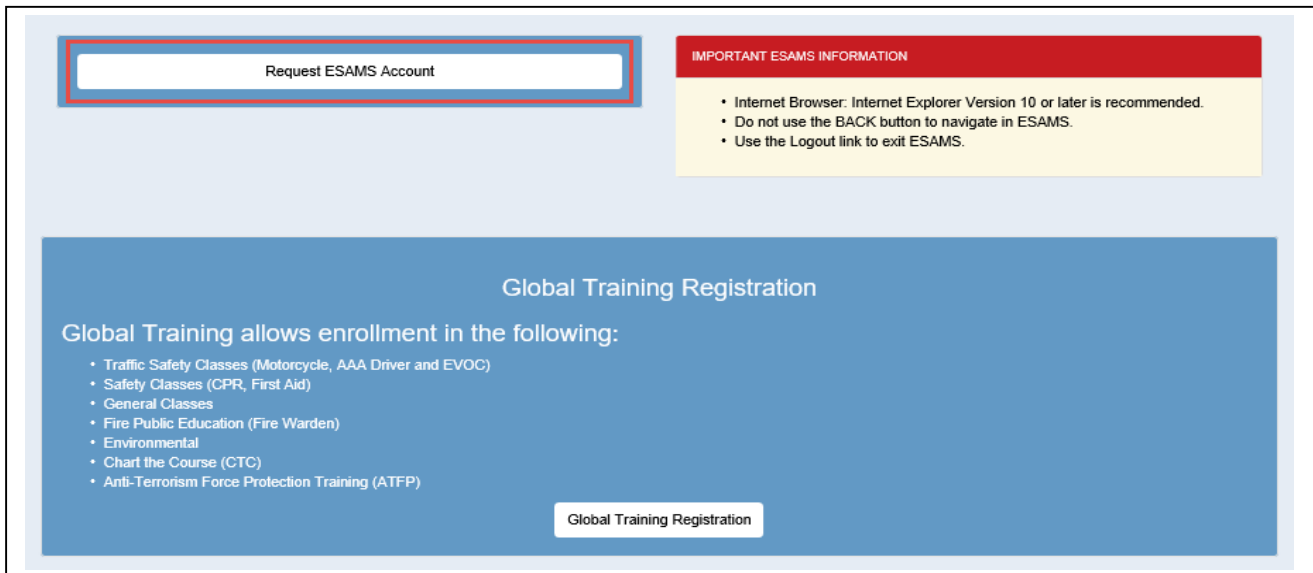
- Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
- Safety Classes (CPR, First Aid)
- General Classes
- Fire Public Education (Fire Warden)
- Environmental
- Chart the Course (CTC)
- Anti-Terrorism Force Protection Training (ATFP)

A 'Global Training Registration' button is located at the bottom of this section.

The screenshot shows the 'Please create a code word for your account' screen. The text states: 'Please create a code word for your account. Your code word will be used by help desk or technical support personnel to verify you as the owner of this account. You need to remember this word.'

Below the text is a text input field labeled 'Code Word:' containing the placeholder text 'ANY WORD(S)'. To the right of the field is a small 'x' icon and the text '(15 Characters Max)'. A red box highlights the 'Save' button at the bottom of the form.

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:	<input type="text"/>
Date of Birth:	4/7/1985
Gender:	Male
Service Status:	* USN - Contractor <input type="button" value="v"/> <input type="button" value="x"/>

COMMAND / ORGANIZATION INFORMATION

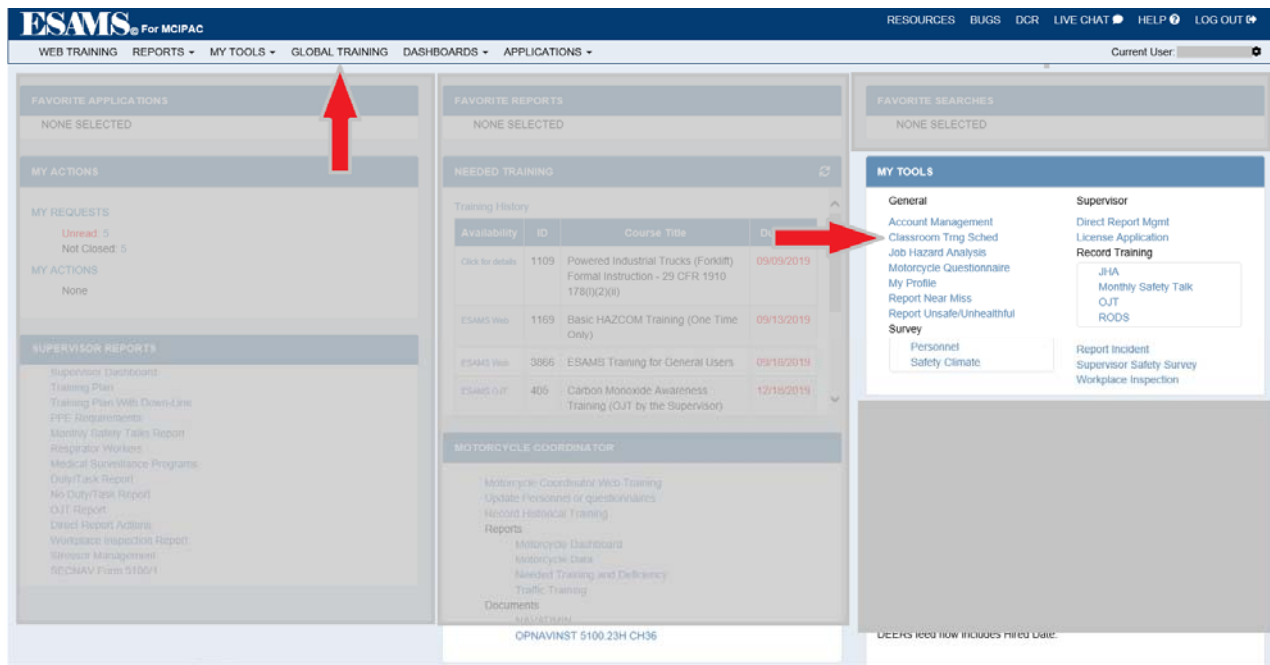
Account Request Reason:	* Cmd/Org Implementation <input type="button" value="v"/>
Cmd/Org:	* N09697 - CNRSE <input type="button" value="v"/> <input type="button" value="x"/>
Dept/Code:	* N35 <input type="button" value="v"/> <input type="button" value="x"/>
Installation:	* NAS Jacksonville, FL <input type="button" value="v"/> <input type="button" value="x"/>
Phone Number:	Type: * Commercial <input type="button" value="v"/> Number: * 5558675309

PLEASE PROVIDE AN EMAIL SO YOU CAN BE NOTIFIED WHEN THE ACCOUNT HAS BEEN AUTHENTICATED.

Email Address:	james.hamilton@navy.mil <input type="button" value="x"/>
Confirm Email:	james.hamilton@navy.mil

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

Classroom Training Schedule

SCHEDULED TRAINING

	Course Title	Status	Start Date	End Date	Time	Installation	Class Info	Requested Equipment
UnEnroll	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	Wait List	6/29/2019	6/29/2019	730 - 1230	NAS Key West, FL	Class Info	No

CLASSROOM TRAINING

Month: **June** Filter:

Enrollment	Course Title	Start Date	End Date	Time	Installation - Cmd/Org Providing	Class Info	Seats Available	Enrolled	Wait List Available	Language
Enroll Me	Others AAA Driving Improvement Program (DIP)	6/20/2019	6/20/2019	730 - 1600	Naval Station Mayport, FL - NAVSTA Mayport	Class Info	4	34	7	English
Class Full	AAA Driving Improvement Program (DIP)	6/20/2019	6/20/2019	730 - 1600	NSB Kings Bay, GA - SUBASE KINGS BAY GA	Class Info	0	27	0	English
Enroll Me / Others	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	6/29/2019	6/29/2019	730 - 1230	NAS Key West, FL - NAS Pensacola	Class Info	6	1	1	English

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

Enroll

Course: Attitudinal Dynamics of Driving

Start Date - End Date: 8/1/2016- 8/1/2016

Start Time - End Time: 0745 - 1600

Location: MCAS Cherry Point, NC, Bldg 4335 (T&E Bldg, Jerry Marvel Bldg), check monitor for room number

Contact Info: Scott Davis, 252.466.3453, scott.davis5@usmc.mil Michael Granger, 252.466.7542, michael.p.granger1@usmc.mil

Enrollment Notes: Turn right on "C" Street off of Roosevelt Blvd. Go to first Bldg on right (Bldg 4335), check monitor for room number. Class start time is 0745. UNIFORM OF THE DAY IS REQUIRED. ADD is a remedial course for drivers that have received citations or have been directed to attend the course to regain their driving privileges. This course focuses on the driver making choices and provides information on ways to improve driving attitudes and behaviors before getting behind the wheel. They'll see that the choices they make have very real costs financial, legal, and personal and learn to take responsibility for their action. This is an eight hour course that requires attendance and participation to complete. This course is designed by National Safety Council to have a maximum of twenty participants per session.

Enrollment Requirements:

Student Attachments:

[Continue 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).

Training

Training History

Needed Training

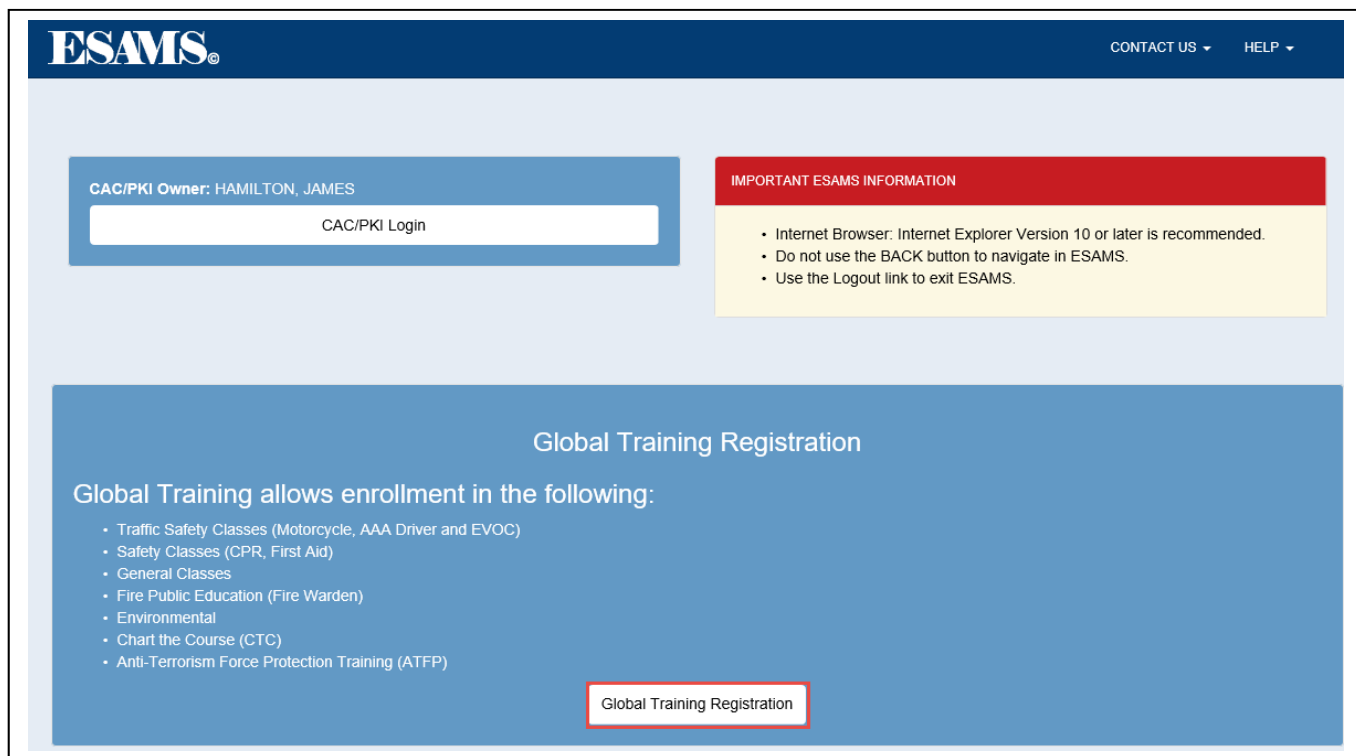
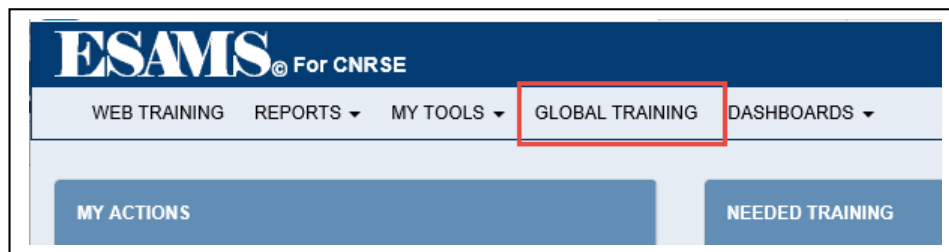
Course ID	Course Title	Course Type	Due Date	Status	Class ID	Scheduled Date
5967	CAT 1 Crane - Mobile Boat Hoists/Rubber Tired Gantry Crane Initial	SOH Classroom	5/2/2016			

Non-Mandatory Scheduled Training

Course ID	Course Title	Course Type	Class ID	Scheduled Date	Status
5422	Chart the Course (CTC) Command Facilitator Certification	Chart the Course (CTC)	7941193	07/25/2016	Scheduled
215	ESAMS Training for Supervisors (Web or Classroom)	General	7941233	07/29/2016	Scheduled UnEnroll

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.)**



GLOBAL TRAINING

COVID-19 UPDATE

Due to changing conditions set by local commanders; classes may be cancelled without notice. Verify with the local training providers prior to attending class and monitor your email for updates

CLASS SEARCH

Type of Training: Traffic Safety

Course(s): One Day POV Course

Region: ALL

Installation(s):

Month: May

Language:

Search

Motorcycle Survey

Update

Ownership Status:	Not a Rider
Last Updated:	9/8/2019
Last Updated By:	
Primary Ownership Type:	N/A

View Motorcycle Coordinators

All motorcycle riders transferring to an OCONUS location should contact their MSR or Motorcycle Club President to verify motorcycle rider training is available. Personnel who will not ride a motorcycle at the new location must change their status to either 'Not a rider' or 'Deployed'.

[Historical Training](#)**Scheduled Training**

Not Currently Enrolled in any training.

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.

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".

For Motorcycle courses, military personnel are enrolled, all others will be wait listed on a space available basis.

Current Month:

	Course Title	Start Date	End Date	Time	Installation	Class Info	Seats Available	Wait List Available	Language
Full	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	10/2/2017	10/3/2017	645 - 1600	NAVBASE San Diego, CA - Mainside	View	0	0	English
Full	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	10/2/2017	10/3/2017	645 - 1600	NAVBASE San Diego, CA - Mainside	View	0	0	English
Enroll Me	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	10/2/2017	10/2/2017	645 - 1630	NAVBASE Coronado, CA - NASNI	View	5	4	English
Enroll Others									
Enroll Me	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	10/2/2017	10/2/2017	645 - 1630	NAVBASE Coronado, CA - NASNI	View	6	4	English

- 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**).

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.

- 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.

Enroll Info
✕

Course: Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)

Start Date - End Date: 5/2/2016- 5/3/2016

Start Time - End Time: 0730 - 1700

Location: MCAS Beaufort, SC, Building 618, Room 24, located at the motorcycle range where Moore Street and Geiger Blvd split.

Contact Info: Adam Gray 228-6938 adam.gray@usmc.mil

Enrollment Notes: BRC This is a required course for all street motorcycle riders. Completion satisfies the Level 1 Requirement. Dirt bike riders may also attend this course to satisfy the Level 1 requirement, or attend the MSF Dirt bike School. Dependents, retirees, and DOD personnel may be trained on a space-available basis. Active Duty will take priority. This is a 2-Day course. You must attend all sessions including classroom and range exercises. Training motorcycles are available for use, but you may use your own safe, legal, motorcycle for this course. If you are using a training motorcycle, due to the seat height, it is suggested that the minimum student height be 5' 2" tall. If you are unsure that you will fit safely on a training motorcycle, please come to class early and see one of the instructors when you arrive. If you use your own motorcycle, and do not have a base vehicle permit, you will need to take your motorcycle registration, proof of insurance, ID card, and course confirmation (enrollment form) to the Visitors Center/Daze and ID Center. You will be issued

[Continue Enrollment](#)

