# ESAMS COURSE ENROLLMENT

1. 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 MCIPAC-MCBB ESAMS Administrator <MCIPAC-MCBBESAMSAdministrator@usmc.mil>.

2. 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.

3. Log into ESAMS with your CAC card or login information. On the left hand side of the ESAMS main page click the tab labeled "My Links", a drop down menu should appear. Then click Classroom Training Schedule
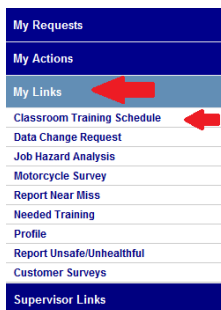
4. Select the month in which the upcoming class will begin, and then click "Enroll Me", you are now registered for that class and should get an email confirming enrollment.

USERS WHO DO NOT HAVE AN ESAMS ACCOUNT

5. If you do not have an ESAMS account go to the web address below:
    https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx

6. Near the bottom of the page click on the box marked "Training Registration".

7. Select Search/Enroll in Classes.

8. Select a class. (SOFA Dependents can only sign up for AAA remedial, and Motorcycle courses. They will be located under traffic Safety tab)
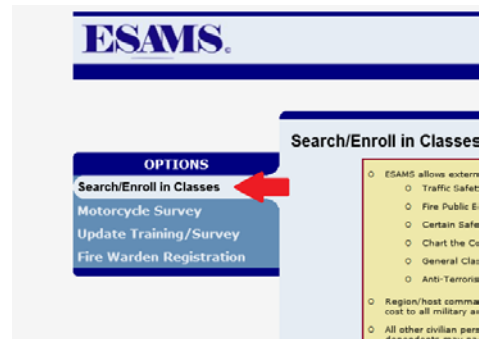
    Note: OSH Classes will be under "General Classes"

9. Under type of training select "**SOH Classroom**". Under "**Region**" select "**Marine Corps Installation Pacific**", then select the month in which the desired class begins. After all fields are filled in, select "**Search**".

10. Once the desired course is located select "**Enroll"**.

11. Select section "**Enroll as a Non-ESAMS User**" under 2b: Non-ESAMS User Class Registration.

12. In order to enroll into a class you must have an EDI-PI/DoD ID. This is located on your Government ID Card. Enter all required fields (for dependents and retirees select "**DoD Military Retiree/Dependent**"). Then select Continue with enrollment process.

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13. Complete all required fields for step 2: Contact information. (For dependents please enter your sponsors information under <u>Supervisor or Additional Contact Information</u>)

14. If you do not know the Command/Organization etc please use the ones circled above. Once selected, the boxes to the right will appear and you can manually enter CMD/UIC, Installation, and Dept/Code. (For dependents this will be your sponsors unit and work installation.)

15. Once all required fields are completed click Enroll.

16. Once the instructor for the classes has validated your information you will receive an email confirming your enrollment.

17. If you have any problems enrolling please contact MCIPAC-MCBB ESAMS Administrator <MCIPAC-MCBBESAMSAdministrator@usmc.mil>

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