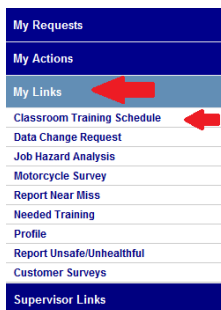


ESAMS COURSE ENROLLMENT

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>](mailto: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.

ESAMS for USMC											
Current User: RICHARD B		ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk									
		Live Chat Bugs Account Management Log Out									
Upcoming Classes											
January	February	March	April	May	June	July	August	September	October	November	December
Scheduled Today											
No Training for Today											
February 2016 Schedule											
Date	Time	Subject	Installation	Enrollment Info	Class Documents	Enrolled	Waiting	Record Training			
2/16/2016 - 2/18/2016	800 - 1600	ESAMS Training for Safety Professionals (Knoxville, TN - PLEASE READ ENROLLMENT INFO)	HQW	View Info	View Documents	13	0	Enroll Me			
2/17/2016	800 - 1100	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	33	0	Enroll Me			
2/17/2016	1300 - 1600	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	5	0	Enroll Me			
2/18/2016	800 - 1100	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	3	0	Enroll Me			
2/18/2016	1300 - 1600	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	1	0	Enroll Me			
2/19/2016	800 - 1100	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	1	0	Enroll Me			
2/19/2016	1300 - 1600	Chart the Course (CTC) Command Facilitator Certification	Camp Foster, Okinawa - Japan	View Info	View Documents	1	0	Enroll Me			
2/24/2016	800 - 1100	Confined Space / Entry Supervisor, Attendant, and Entrant (Annual)	Camp Foster, Okinawa - Japan	View Info		0	0	Enroll Me			

For Official Use Only - This is an unclassified system. Do not enter classified data.

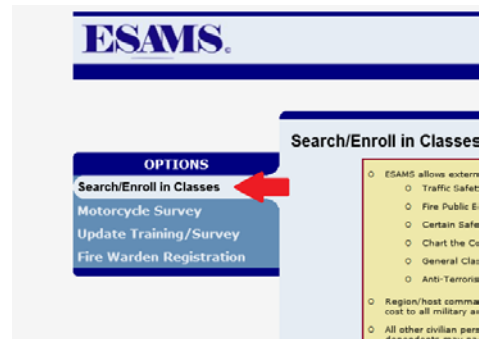
USERS WHO DO NOT HAVE AN ESAMS ACCOUNT

5. If you do not have an ESAMS account go to the web address below:
https://esams.cnmc.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".

A screenshot of the 'Navy Training Registration' form. The form is titled 'Navy Training Registration' and features the ESAMS logo. It includes a 'Step 1 - Select Training' section with a dropdown menu for 'Type of Training' set to 'SOH Classroom' (indicated by a red arrow labeled '1'). Below this is a 'Specific Course(s): (optional)' dropdown menu. The 'Step 2 - Select Training Location' section has a dropdown menu for 'Region' set to 'Marine Corps Installations Pacific' (indicated by a red arrow labeled '2'). Below this is a 'Specific Navy Installation(s) offering training:' dropdown menu. The 'Step 3 - Search for Training Classes' section has a dropdown menu for 'Show classes scheduled for' set to 'February' (indicated by a red arrow labeled '3') and a 'Search' button (indicated by a red arrow labeled '4'). At the bottom of the form, there is a 'NOTICE TO USERS - US DEPARTMENT OF DEFENSE WARNING STATEMENT'.

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

Instructions: To enroll in a class, find the desired class then click "Enroll" or "Wait List". If you are military and getting ready to deploy and both the full for the motorcycle course you need, you can contact the class administrator to request enrollment in the class. This information is available by c link for the course.

When you click Enroll or Wait List you will get a pop-up asking to use your PKI Certificate. If you do not have one, click cancel and continue with enr

FEBRUARY Training Schedule. Change Month to February Search

Color with ^ in the header denote that they are sortable.

Enroll	Course Title ^	Start Date ^	End Date	Time	Installation ^	Enrollment Information	Se Avail
	Confined Space / Entry Supervisor, Attendant, and Entrant (Annual)	2/24/16	2/24/16	0800 - 1100	Camp Foster, Okinawa - Japan	View Info	

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

Section 1: Class Information Detail

Course Title: Confined Space / Entry Supervisor, Attendant, and Entrant (Annual)
 Training Installation: Camp Foster, Okinawa - Japan
 Specific Location (Building or area): Building 5831 room 123
 Instructor:
 Contact Information:
 Richard Duran 645-3183 Richard.duran1@usmc.mil
 Enrollment Notes:
 Minimum class size is 10.
 Enrollment Requirements:

Section 2: Class Registration

To enroll yourself in this class, proceed to either section 2a or 2b as applicable.

All first time registrants will be required to complete a Navy Traffic Safety Program Census for Motorcycle Operator Traffic Safety Program Census for Motorcycle Operators will not be required to complete one here.

2a: ESAMS User Class Registration

If you are an ESAMS user, you must use your ESAMS UserID and Password. This will streamline your enrollment process.

ESAMS USER ID:
 PASSWORD:

(OR) 2b: Non-ESAMS User Class Registration

If you are not currently an ESAMS user, you will be requested to complete a registration form prior to enrolling. If you are authenticated, you will be able to enroll in additional training without entering your information again.

Enroll as a Non-ESAMS User

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.

Section 1: Class Information Detail

Course Title: Confined Space / Entry Supervisor, Attendant, and Entrant (Annual) Start Date: 2/24/2016
 Training Installation: Camp Foster, Okinawa - Japan End Date: 2/24/2016
 Specific Location (Building or area): Building 5831 room 123
 Instructor:
 Contact Information:
 Richard Duran 645-3183 Richard.duran1@usmc.mil
 Enrollment Notes:
 Minimum class size is 10.
 Enrollment Requirements: Student Attachments

Step 1: User Information

Complete all required fields below:

EDI-PI/DoD ID: (re-enter EDI-PI/DoD ID)
 Records will be validated against a DoD Authoritative Database in the near future. Personnel input with false information will be deleted if not able to validate.

Last Name:
 First Name:
 Middle Name:
 Birthdate:
 Service/Status:

Continue with enrollment process

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

Step 2: Contact Information
Failure to provide accurate contact information for you or your Supervisor/Additional Contact may result in you being removed from the class or

Enrollee's Information

Email:* [redacted]@mail.com
Primary Phone Number:* [redacted] (re-enter Email)
Cell Phone Number: [redacted]

Supervisor or Additional Contact Information

Name:* [redacted]
Phone:* [redacted]
- OR -
Email Address:* [redacted]

Additional info regarding this enrollment:
250 char. Max

Command/Organization UIC:* UICN3 / EXTERNAL (COMMAND UNKNOWN) ▼ Enter CMD/UIC: MCB
Installation/Homeport:* NONE / INSTALLATION UNKNOWN ▼ Enter Installation: Camp Foster
Dept/Code:* NONE / DEPARTMENT UNKNOWN ▼ Enter Dept/Code: [redacted]

Enroll

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>](mailto:MCIPAC-MCBB_ESAMSAdministrator@usmc.mil)