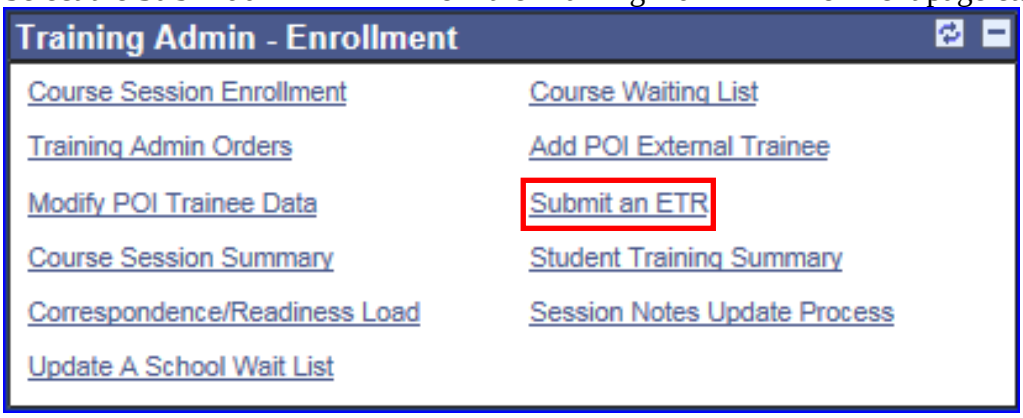
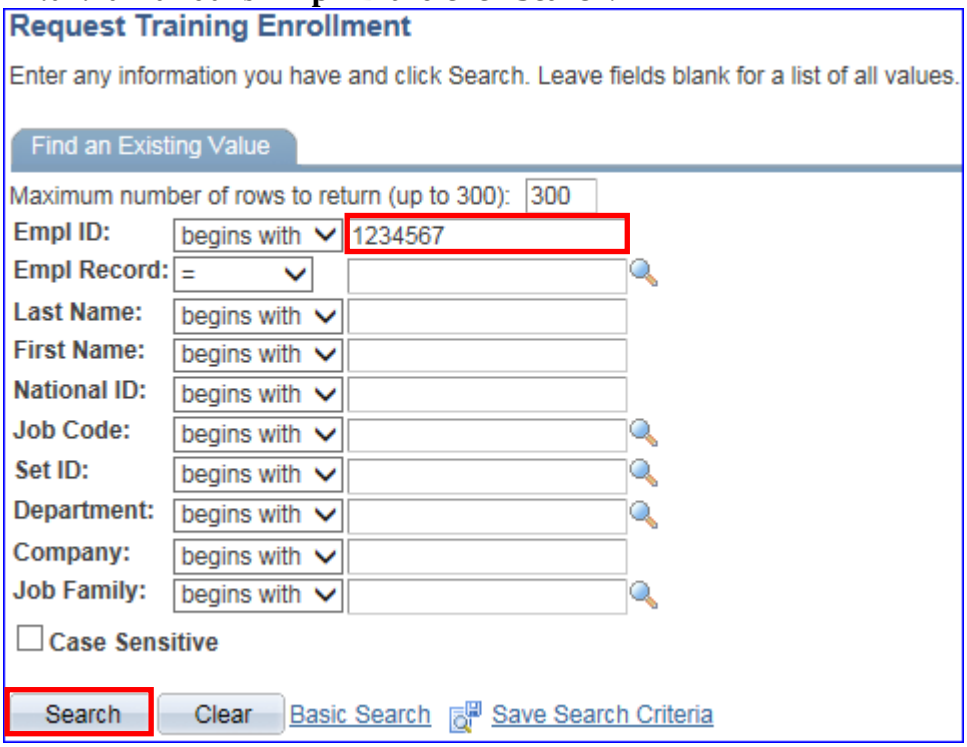
Submitting an Electronic Training Request (ETR)

Introduction

This guide provides the procedures for Submitting an Electronic Training Request (ETR) in Direct Access.

Procedures

See below.

Step	Action
1	Select the **Submit an ETR** link from the Training Admin – Enrollment pagelet. 
2	Enter the member's **Empl ID** and click **Search**. 

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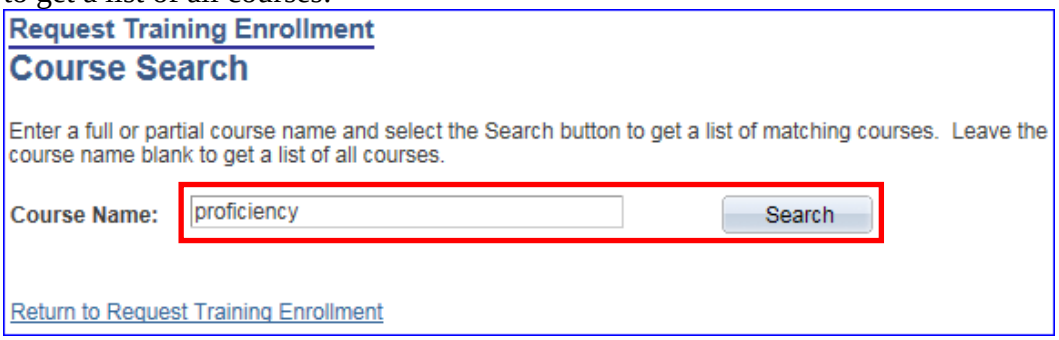
Procedures,
continued

Step	Action
3	The Request Training Enrollment page will display. Click the **Search by Course Name** link.
4	Enter a full/partial Course Name and click **Search**. Leave the Course Name blank to get a list of all courses. 

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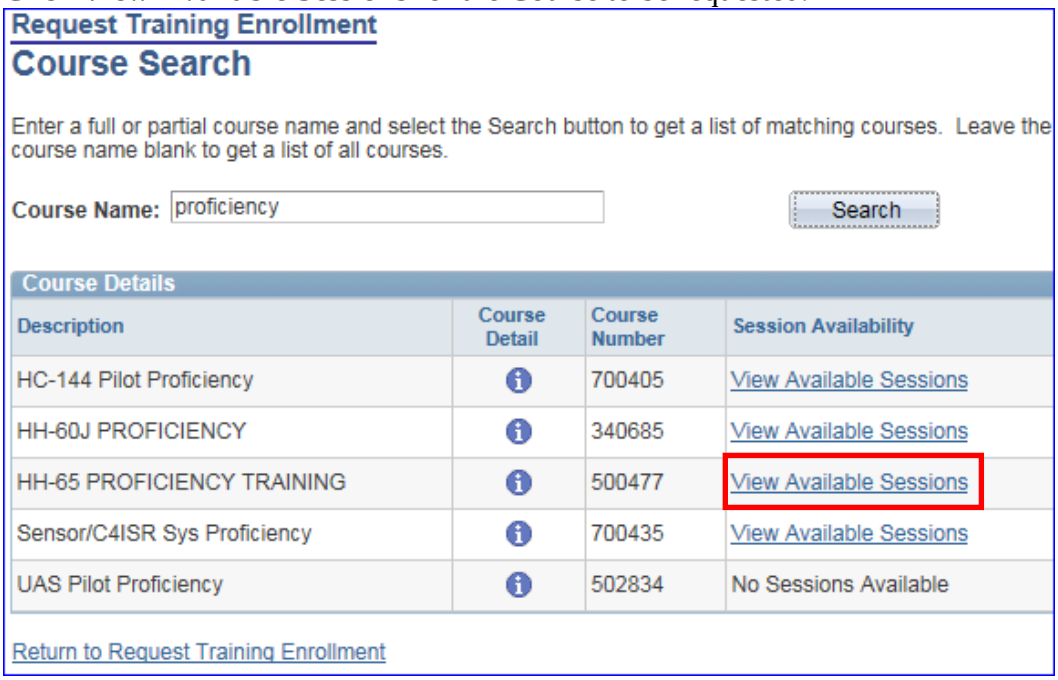
Procedures,
continued

Step	Action
5	Click **View Available Sessions** for the Course to be requested.



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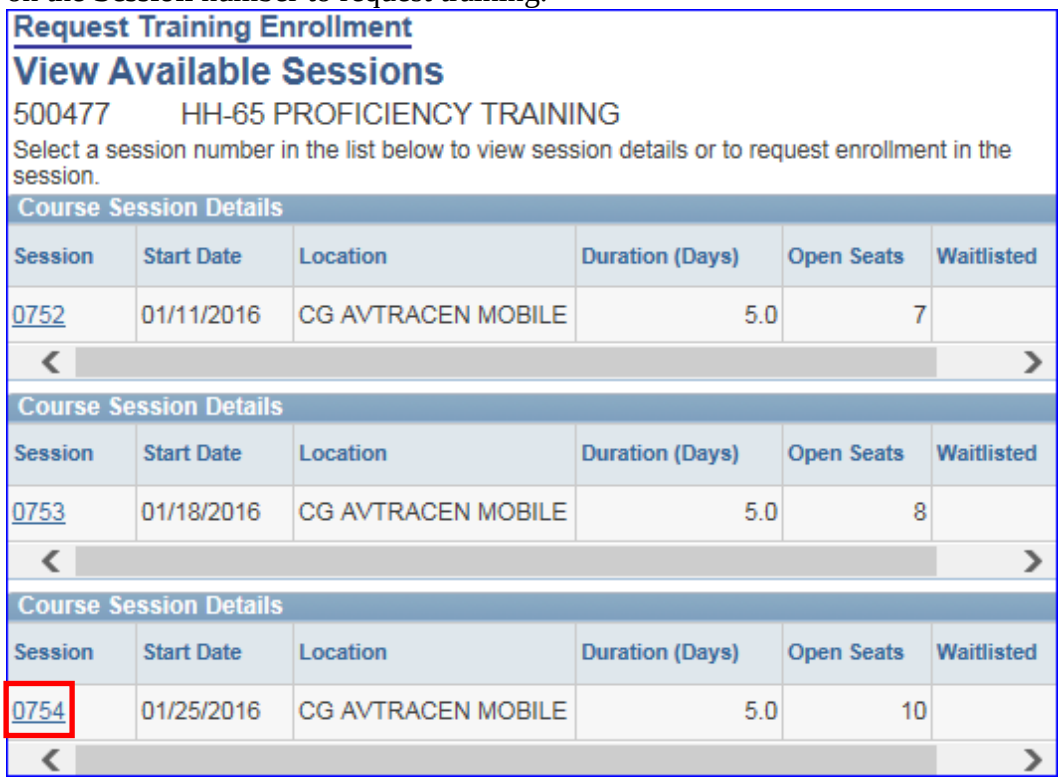
Procedures,
continued

Step	Action
6	Available Sessions will display with specific details regarding each course. Click on the **Session** number to request training.



Request Training Enrollment

View Available Sessions

500477 HH-65 PROFICIENCY TRAINING

Select a session number in the list below to view session details or to request enrollment in the session.

Course Session Details

Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted
0752	01/11/2016	CG AVTRACEN MOBILE	5.0	7	

Course Session Details

Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted
0753	01/18/2016	CG AVTRACEN MOBILE	5.0	8	

Course Session Details

Session	Start Date	Location	Duration (Days)	Open Seats	Waitlisted
0754	01/25/2016	CG AVTRACEN MOBILE	5.0	10	

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Procedures,
continued

Step	Action
7	The Session Detail displays. Click **Continue**. Request Training Enrollment **Session Detail** Kelly Clarkson Select the Continue button to submit your training request. **Course:** HH-65 PROFICIENCY TRAINING **Session:** 0754 **Start Date:** 01/25/2016 **Duration (Days):** 5.0 **Location:** CG AVTRACEN MOBILE **Language:** Prerequisite Courses None Session Schedule Date | Session Start Date | Session End Date | Start Time | End Time | Training Facility Name Monday | 01/25/2016 | 01/29/2016 | 7:00AM | 4:00PM | CG AVTRACEN MOBILE Continue
8	The Employee Information page displays. Click **Continue**. Request Training Enrollment **Employee Information** Verify Employee details and choose Continue button to submit the enrollment request. Employee Details Customize | Find | First 1 of 1 Last Select | Name | Empl ID | Rank | Department ☑ | Kelly Clarkson | 1234567 | AET2 | CG AIRSTA DETROIT Continue Return to View Available Sessions

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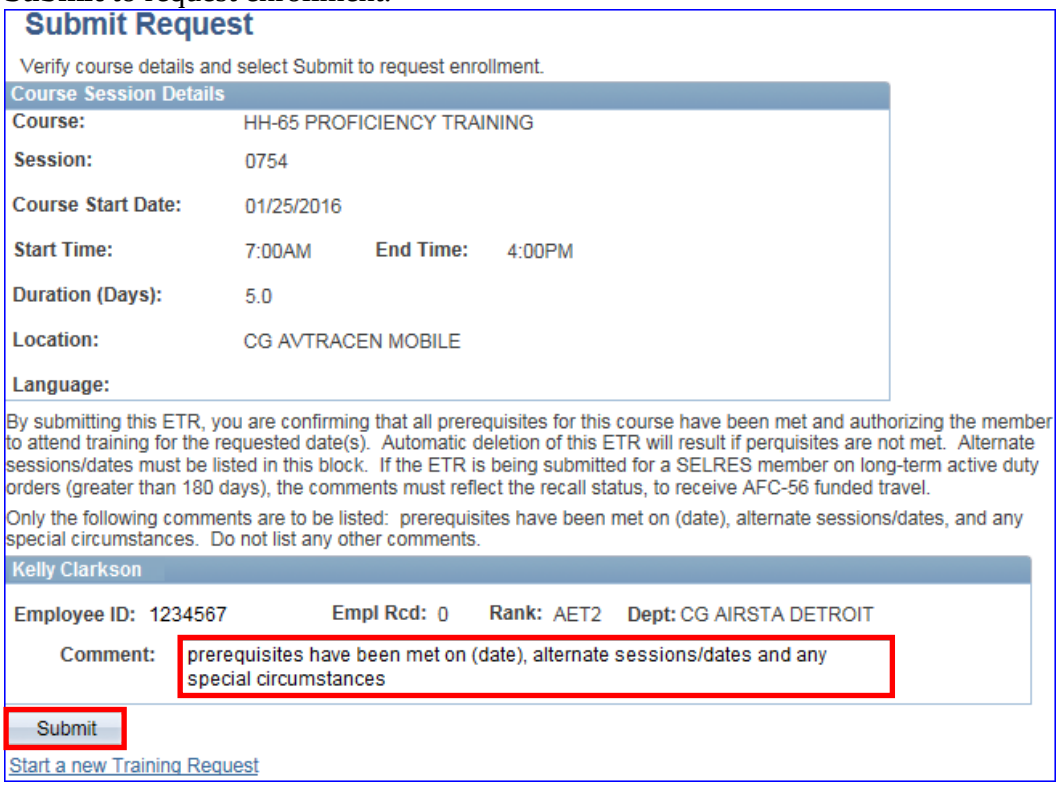
Procedures,
continued

Step	Action
9	Verify the course details, enter appropriate comments (required) and select **Submit** to request enrollment.  Submit Request Verify course details and select Submit to request enrollment. Course Session Details Course: HH-65 PROFICIENCY TRAINING Session: 0754 Course Start Date: 01/25/2016 Start Time: 7:00AM End Time: 4:00PM Duration (Days): 5.0 Location: CG AVTRACEN MOBILE Language: By submitting this ETR, you are confirming that all prerequisites for this course have been met and authorizing the member to attend training for the requested date(s). Automatic deletion of this ETR will result if perquisites are not met. Alternate sessions/dates must be listed in this block. If the ETR is being submitted for a SELRES member on long-term active duty orders (greater than 180 days), the comments must reflect the recall status, to receive AFC-56 funded travel. Only the following comments are to be listed: prerequisites have been met on (date), alternate sessions/dates, and any special circumstances. Do not list any other comments. Kelly Clarkson Employee ID: 1234567 Empl Rcd: 0 Rank: AET2 Dept: CG AIRSTA DETROIT Comment: prerequisites have been met on (date), alternate sessions/dates and any special circumstances Submit Start a new Training Request

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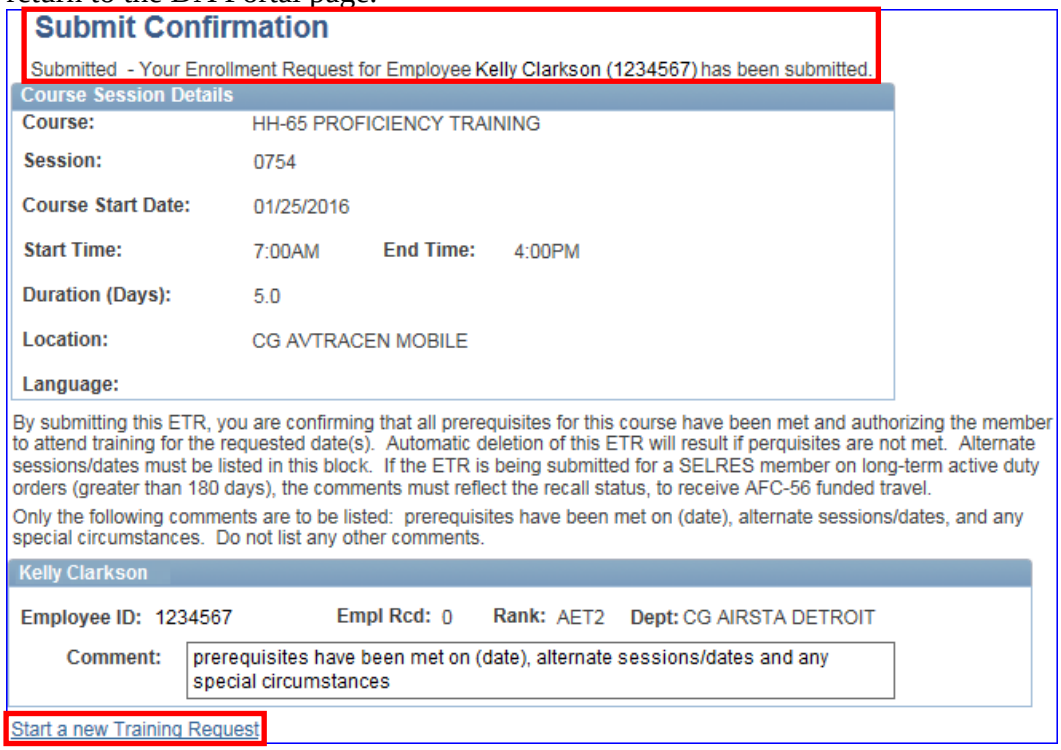
Submitting an Electronic Training Request (ETR), Continued

Procedures,
continued

Step	Action
10	The Submit Confirmation should display. Click **Start a new Training Request** to request training for another employee. Otherwise, click the **Home** link to return to the DA Portal page.  **Submit Confirmation** Submitted - Your Enrollment Request for Employee Kelly Clarkson (1234567) has been submitted. **Course Session Details** **Course:** HH-65 PROFICIENCY TRAINING **Session:** 0754 **Course Start Date:** 01/25/2016 **Start Time:** 7:00AM **End Time:** 4:00PM **Duration (Days):** 5.0 **Location:** CG AVTRACEN MOBILE **Language:** By submitting this ETR, you are confirming that all prerequisites for this course have been met and authorizing the member to attend training for the requested date(s). Automatic deletion of this ETR will result if perquisites are not met. Alternate sessions/dates must be listed in this block. If the ETR is being submitted for a SELRES member on long-term active duty orders (greater than 180 days), the comments must reflect the recall status, to receive AFC-56 funded travel. Only the following comments are to be listed: prerequisites have been met on (date), alternate sessions/dates, and any special circumstances. Do not list any other comments. **Kelly Clarkson** **Employee ID:** 1234567 **Empl Rcd:** 0 **Rank:** AET2 **Dept:** CG AIRSTA DETROIT **Comment:** prerequisites have been met on (date), alternate sessions/dates and any special circumstances Start a new Training Request