How to Request an Account in Enterprise Navy Training Reservation System (eNTRS)

Naval Education and Training Command

Ref (a) OPNAV INST 1510.10 (Series)
1. **Purpose:** The purpose of this Standard Operating Procedure (SOP) is to provide detailed steps on how to request an account in enterprise navy training reservation system (eNTRS).

2. **Background:** Corporate Enterprise Training Activity Resource System (CeTARS) is the corporate database for formal training information and ensures the timely collection and dissemination of information to various levels of the Navy, DOD departments, agencies, services, contractors and authorized foreign governments. The information system is designed to support the management and administrative functions of Navy training activities, schoolhouses, learning centers, training support centers, etc. CeTARS include various functionalities such as, personnel management, student training management, classroom support management, class event resource scheduling, publication and equipment management, system utilities, student testing and evaluation, user feedback reporting and related administrative support. CeTARS is the official source of training course description and statistical information and provides student and training information as required by the Navy. For further description of CeTARS, see ref (a).

3. **Definitions:**
   https://auxprod.cetars.training.navy.mil/ch/WebHelp_Pro/CETARS_HELP.htm

   **Note:** This SOP assumes you have access to CeTARS.

   **Note:** Ensure Pop-Up Blocker is turned off.

4. **Procedural steps:**
   a. Select Request Access from the CeTARS Home Page
b. Select eNTRS Access Request

c. Enter all required information and then select Submit Request
d. The request was successful

5. For further assistance contact the CeTARS Training Team at cetartraining_reque@navy.mil