

## Creating ESAMS Accounts Externally

For personnel to create their own ESAMS account go to the following URL:

[https://esams.cnic.navy.mil/ESAMS\\_Gen\\_2/loginESAMS.aspx](https://esams.cnic.navy.mil/ESAMS_Gen_2/loginESAMS.aspx)

The above URL will bring you to the ESAMS Login page.

Will be asked to read and acknowledge the US DEPARTMENT OF DEFENSE WARNING STATEMENT by clicking "Agree/Accept".

The screenshot shows the ESAMS login interface. At the top, there is a login form with a password field (labeled "(Password is Case-Sensitive)"), a "Login" button, and a "New Account Registration" button. Below the login form are links for "Forgot User ID" and "Forgot Password". A large blue banner with the ESAMS logo is positioned above a white box containing the "NOTICE TO USERS - US DEPARTMENT OF DEFENSE WARNING STATEMENT". The notice text states that the user is accessing a U.S. Government (USG) information system and consents to various conditions, including interception and monitoring of communications. An "Agree/Accept" button is located at the bottom of the notice box. Below the notice, there is a section titled "Navy Training Registration" with a list of training courses. To the right, there is a logo for the "Commander, Navy Installation Command (CNIC)" and a note that the site is hosted by the U.S. Navy.

(Password is Case-Sensitive)

[Forgot User ID](#) [Forgot Password](#)

**ESAMS**

**NOTICE TO USERS - US DEPARTMENT OF DEFENSE WARNING STATEMENT**

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the contents of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**Navy Training Registration**

a. ESAMS allows external viewing of and enrollment in:

- Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
- Fire Public Education (Fire Warden)
- Coastal Safety Classes (CPR, First Aid)
- B27 Bystander Intervention to the Fleet Training

b. Regional host commanders provide COMNAVSECCEN-approved traffic safety training at no cost to all military and DOL civilian personnel seeking on-base training assistance.

This is an official U.S. Navy web site hosted by

**Commander, Navy Installation Command (CNIC)**

Headquarters

Next you click the “Training Registration” link that is circled below.

ESAMS

Server Time: 12/29/2015 6:16:20 AM

ESAMS Login Help | CAC/PKI Help | Help Desk | Email ESAMS Help Desk

Recommended Option : To use this feature [click here.](#)

**CAC/PKI Login**

User ID:

Password:

(Password is Case-Sensitive)

**Login**

**New Account Registration**

[Forgot User ID](#) [Forgot Password](#)

**- ESAMS Info -**

- Internet Browser: Internet Explorer Version 9.0 or later is recommended.
- Do not use the BACK button to navigate in ESAMS.
- Use the Logout link to exit ESAMS.

### Navy Training Registration

a. ESAMS allows external viewing of and enrollment in:

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

b. Region/host commanders provide approved traffic safety training at no cost to all military and DON civilians.

c. All other civilian personnel including retired members of DoD and dependents may participate in motorcycle training at no charge on a space available basis.

**Training Registration**

This is an official U.S. Navy web site hosted by

**Commander, Navy Installation Command (CNIC)**

Headquarters  
76 Sicard Street SE  
Suite 1000  
Washington, DC 20374-5140

**Links**

- FOIA
- Navy Recruiting
- U.S. Navy

**System Information**

- Accessibility
- Cookies
- Privacy
- Privacy Advisory
- User Agreement

You will then be brought to a page where you would need to click “Search/Enroll in Classes” circled below.

ESAMS

Training Registration

[Back to ESAMS Login Page](#)

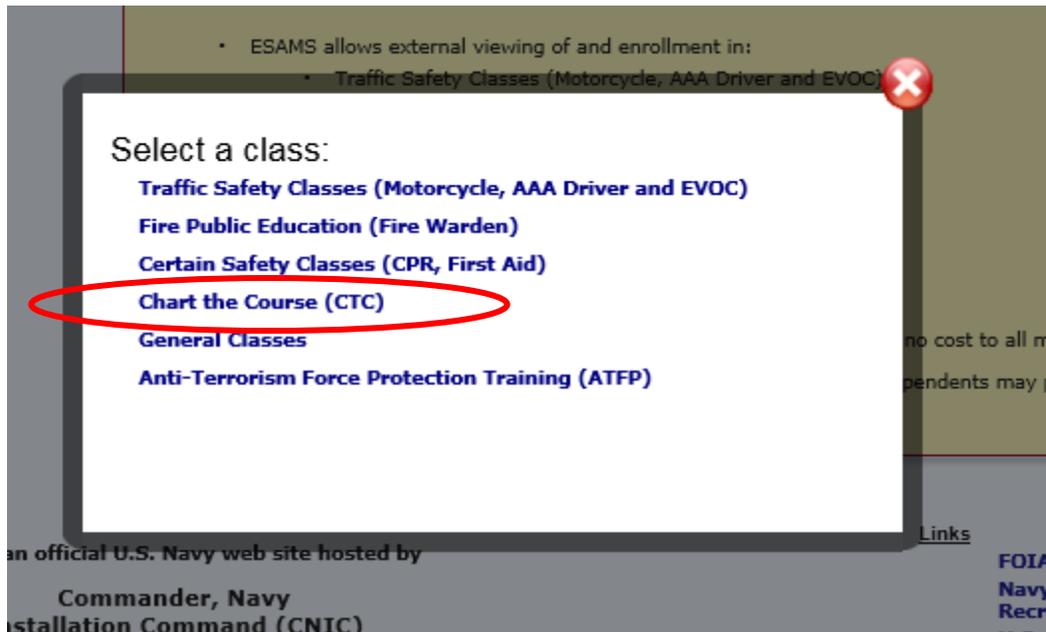
**OPTIONS**

- Search/Enroll in Classes**
- Motorcycle Survey
- Update Training/Survey
- Fire Warden Registrati

### Search/Enroll in Classes

- ESAMS allows external viewing of and enrollment in:
  - Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
  - Fire Public Education (Fire Warden)
  - Certain Safety Classes (CPR, First Aid)
  - Chart the Course (CTC)
  - General Classes
  - Anti-Terrorism Force Protection Training (ATFP)
- Region/host commanders provide approved traffic safety training at no cost to all military and DON civilians.
- All other civilian personnel including retired members of DoD and dependents may participate in motorcycle training at no charge on a space available basis.

Next you will need to select Chart the Course (CTC) Training circled below.



The next page you will be able to select in step 2 the Region and Installation to search for the classes. In step 3 you can select a month or select all months to search.

**Navy Training Registration**

ESAMS Help Desk | ESAMS Login Page

Regional/host commanders provide COMNAVSAFECEN-approved traffic safety training at no cost to all military and DON civilian personnel seeking on-base driving privileges. All other civilian personnel seeking on-base driving privileges including retired members of DoD and dependents may participate in motorcycle training on a space available basis (WAIT LIST OPTION ONLY).

If you need to unenroll from a course that you are enrolled in, click on the [Update / Review Scheduled Training and Motorcycle Census](#) link below.

- [Update/Review Scheduled Training and Motorcycle Census](#)

**Step 1 - Select Training**

Select the type of training. Then select the specific training course(s) in which to enroll or leave this field blank to find all available training for the selected type.

Type of Training:

Specific Course(s): (optional)  (Select one or more)

**Step 2 - Select Training Location**

Select training location. To view all locations, leave blank and skip to Step 3.

Region:

Specific Navy Installation(s) offering training:  (Select one or more)

**Step 3 - Search for Training Classes**

Use the pull down to select the month of the training schedule you wish to view. To view all dates, select "All Months". Then click "Search". Note: Today's training is not included in the current months schedule. To view today's scheduled training, click the "Today's Training Schedule" button.

Show classes scheduled for

**NOTICE TO USERS - US DEPARTMENT OF DEFENSE WARNING STATEMENT**

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes and indicates your awareness of and consent to these terms and conditions of use. DO NOT LOG-IN if you do not agree to the conditions stated in this warning.

The next page will be a list of scheduled classes. Click Enroll on the one that you want to enroll in. Circled below.

## Navy Chart the Course (CTC) Training Schedule

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ESAMS Login | ESAMS Help Desk

Update Search Criteria

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 class and wait list are full for the motorcycle course you need, you can contact the class administrator to request enrollment in the class. This information is available by clicking on the "View Info" 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 enrollment.

JANUARY Training Schedule. Change Month to  Search

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

	Course Title ^	Start Date ^	End Date	Time	Installation ^	Enrollment Information	Seats Available ^	Wait List Available ^
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/4/16	1/4/16	0800 - 1100	Yokosuka - Japan	<a href="#">View Info</a>	33	0
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/4/16	1/4/16	1300 - 1600	Yokosuka - Japan	<a href="#">View Info</a>	41	0
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/5/16	1/5/16	0800 - 1100	Yokosuka - Japan	<a href="#">View Info</a>	37	0
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/5/16	1/5/16	1300 - 1600	Yokosuka - Japan	<a href="#">View Info</a>	47	0
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/6/16	1/6/16	0800 - 1100	NAVSTA Pearl Harbor, HI	<a href="#">View Info</a>	48	0
<b>Enroll</b>	Chart the Course (CTC) Command Facilitator Certification	1/6/16	1/6/16	0800 - 1100	San Diego, CA	<a href="#">View Info</a>	44	0

The next page will ask you to add the letters for the Security Authentication page as follows then click continue.

ESAMS takes SPAM and abuse very seriously and are asking you to verify that you are not using an automated program to access this site. For security purposes, please enter the letters as they appear in the box below. Note: If you can't read the letters, click the "I CAN'T READ THE LETTERS" button to get another set of letters. You must complete this step to continue with your enrollment. Once entered, click the "CONTINUE ENROLLMENT PROCESS".



I Can't Read The Letters

Enter the letters as they appear in the box above: UEEINXC and then click the "Continue Process".

Continue

Next you will need to select Step 2a if you have an ESAMS account and enter your User ID and Password or Step 2b "Enroll as a NON ESAMS User".

## Navy Training Enrollment

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ESAMS Help Desk | Training Registration | ESAMS Login

Search Again

### Section 1: Class Information Detail

Course Title: Chart the Course (CTC) Command Facilitator Certification

Start Date: 1/6/2016

Start Time: 0800

Training Installation: NAVSTA Pearl Harbor, HI

End Date: 1/6/2016

End Time: 1100

Specific Location (Building or area): Pearl Harbor Memorial Chapel: 850 Ticonderoga St

Instructor:

Contact Information:  
LCDR Erica Berrios (737) 492-5636 / erica.berrios@navy.mil

Enrollment Notes:

\*\*\*Students must bring hard copy of CTC Facilitation Guide on day of scheduled training\*\*\* - Guide is attached: JB Pearl Harbor Web Page: [https://www.cnic.navy.mil/regions/cnrh/installations/jb\\_pearl\\_harbor\\_hickam.html](https://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam.html) Chart the Course Command Facilitator Certification: Course qualifies Command Facilitators from individual Navy commands to deliver CTC training to peer -groups at their local commands. CTC training will serve as a Navigation Plan to help Sailors recognize admirable decision-making and professional behavior when faced with challenging circumstances and/or situations. CTC is designed with scenarios and discussions to address the idea that leaders set the tone, and therefore must take ownership of enhancing positive and professional command climates within the micro-climate they lead (e.g., work centers, divisions, departments, watch teams). Peer-facilitated small groups of no more than 30 Sailors is recommended to encourage productive discussion and organically foster peer group buy-in and support. Core training topics cover SAPR, Sexual Harassment, and other destructive behaviors. CTC will count for three NAVY "Care" GMTs: Hazing, ORM, and Drug, Alcohol and Tobacco Awareness. FLTMS Short Title: NETC-CTC-CF CERT.

Enrollment Requirements:

Student Attachments (select to download)

1) Navy\_CTC\_FacGuide\_Final.pdf

### 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 Operators. ESAMS users who have previously completed a Navy 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 and ensure that your profile gets updated in ESAMS.

ESAMS USER ID:  Enroll | Forgot Password  
PASSWORD:

#### 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 enrollment. For PKI card users, once you have registered and been authenticated, you will be able to enroll in additional training without entering your information again.

**Enroll as a Non-ESAMS User**

Fill in the information listed below.

Navy Training Enrollment		ESAMS
ESAMS Help Desk	Training Registration	ESAMS Login
Step 1: User Information		Search Again
Complete all required fields below:		
Required fields are marked with *		
EDI-PI/DoD ID:*	1234561230	
	1234561230	(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:*	someguy	
First Name:*	TRN	
Middle Name:		
Birthdate:*	10/01/1999	
Service/Status:*	U.S. Marine Corps U. S. Appropriated Civilian	
Rank/Grade:	GC08	
SSN: (Optional)		(re-enter SSN)

Continue with enrollment process

Once the above information is entered Step 2 will open up for the following 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 being placed on the Wait List.	
Enrollee's Information	
Email:*	
Primary Phone Number:*	(re-enter Email)
Cell Phone Number:	
Supervisor or Additional Contact Information	
Name:*	
(First/Last)	
Phone:*	
- OR -	
Email Address:*	
Additional info regarding this enrollment: 250 char. Max	
Command/ Organization	
UIC:*	
Installation/ Homeport:*	
Dept/Code:*	

Enroll

Next you will be asked the Motorcycle Census to determine if you ride a motorcycle or not. If you select No you are done.

ESAMS®Navy Motorcycle Rider Census

ESAMS Help DeskExit

**Navy Traffic Safety Program Motorcycle Operator Census**

Per OPNAVINST 5100.12H Navy Traffic Safety Program it is a command's responsibility to identify those personnel that operate motorcycles (on/off base and on/off duty).

Specifically: paragraph 6. k. (15) states: "Identify all military, DoD and DON personnel who own or plan to purchase a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this instruction and enter documentation of completed motorcycle safety training into the individual's military command training record or civilian personnel file."

Answer yes to the motorcycle census if you are a civilian operating a motorcycle on base or military personnel (on or off-base).

**Please respond to the following question**

Do you own, plan to own or operate a motorcycle (Does not include three wheel vehicles)?

No

Yes (You must complete the information on the next page and click the "Save" button.)

Plan to Own a Motorcycle (currently do not own or lease a motorcycle this includes sport bike.)

You may print this page for enrollment conformation or select to un-enroll from the class. If you need to un-enroll from this course, go to [https://esams.cniv.navy.mil/ESAMS\\_Gen\\_2/loginESAMS.aspx](https://esams.cniv.navy.mil/ESAMS_Gen_2/loginESAMS.aspx), click on the Training Registration button then click on the Update Training / Survey option.

ESAMS®Navy Training Enrollment

ESAMS Help DeskTraining RegistrationESAMS LoginSearch Again

**Section 1: Class Information Detail**

<b>Course Title:</b> Chart the Course (CTC) Command Facilitator Certification	<b>Start Date:</b> 1/6/2016	<b>Start Time:</b> 0800
<b>Training Installation:</b> NAVSTA Pearl Harbor, HI	<b>End Date:</b> 1/6/2016	<b>End Time:</b> 1100
<b>Specific Location (Building or area):</b> Pearl Harbor Memorial Chapel: 850 Ticonderoga St	<b>Class ID:</b> 7759463	

**Instructor:**  
**Contact Information:**  
LCDR Erica Berrios (757) 492-5636 / erica.berrios@navy.mil

**Enrollment Notes:**  
\*\*\*Students must bring hard copy of CTC Facilitation Guide on day of scheduled training\*\*\* - Guide is attached! JB Pearl Harbor Web Page: [https://www.cniv.navy.mil/regions/cnrh/installations/jb\\_pearl\\_harbor\\_hickam.html](https://www.cniv.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam.html) Chart the Course Command Facilitator Certification: Course qualifies Command Facilitators from individual Navy commands to deliver CTC training to peer-groups at their local commands. CTC training will serve as a Navigation Plan to help Sailors recognize admirable decision-making and professional behavior when faced with challenging circumstances and/or situations. CTC is designed with scenarios and discussions to address the idea that leaders set the tone, and therefore must take ownership of enhancing positive and professional command climates within the micro-climate they lead (e.g., work centers, divisions, departments, watch teams). Peer-facilitated small groups of no more than 30 Sailors is recommended to encourage productive discussion and organically foster peer group buy-in and support. Core training topics cover SAPR, Sexual Harassment, and other destructive behaviors. CTC will count for three NAVY "Care" GMTs: Hazing, ORM, and Drug, Alcohol and Tobacco Awareness. FLTMS Short Title: NETC-CTC-CF CERT.

**Enrollment Requirements:**

**Student Attachments** (select to download)  
1) [Navy\\_CTC\\_FacGuide\\_Final.pdf](#)

**Enrollment Status**

MARLO GRAPE has been enrolled in Chart the Course (CTC) Command Facilitator Certification on 1/6/2016 at Pearl Harbor Memorial Chapel: 850 Ticonderoga St pending validation by the class administrator. If the class administrator cannot contact you or your supervisor, you may be removed from the class or placed on the Wait List.

An e-mail message has been sent to the following e-mail(s) marlo.grape@hgvilic.com; lhamilton@hgvilic.com confirming this enrollment.

Depending on your enrollment date, you will receive an e-mail message on the Wednesday of the week prior to this training.

**PRINT THIS PAGE AND KEEP FOR YOUR RECORDS**

Remove me from this Class Remove MARLO GRAPE from the following class: Chart the Course (CTC) Command Facilitator Certification on 1/6/2016 at Pearl Harbor Memorial Chapel: 850 Ticonderoga St

If you need to unenroll from this course, go to [https://esams.cniv.navy.mil/ESAMS\\_Gen\\_2/loginESAMS.aspx](https://esams.cniv.navy.mil/ESAMS_Gen_2/loginESAMS.aspx), click on the Training Registration button then click on the Update Training / Survey option. You may also contact the class POC listed in the Contact Information area above.

Reference Number: 377594632000013