

Training Registration Guide

Table of Contents

(Ctrl+Click on a topic below to be taken directly to the topic.)

| Introduction |
|---------------------------------------|
| How to Register4 |
| To View Your Registration(s)9 |
| Reg Status Terms |
| Student Attendance Terms10 |
| To Cancel Your Registration(s)12 |
| HQI Intranet Account Request |
| Contact Information and Helpful Links |

Introduction

Civilians and their supervisors have easy access to free on-site training classes sponsored by the Human Resources and Organizational Management Branch (HROM). Classes are conveniently held at the Pentagon and MCB Quantico, and include soft-skills training, pre-retirement workshops, supervisor training, and the Marine Corps Acculturation Program (MCAP).

Please note: you must have a .mil account to register. If you do not have a .mil account you can submit a <u>Registration Form</u>. Once your request has been processed you will receive an email notifying you of your registration status (for more information on registration status, go to page 10).

How to Register for a Course

[Click here] to access the HROM-Sponsored Training page.



Once on the page, scroll down to see a list of courses being offered. Click on the Course Title to view a course description for each current offering. (For this How To, I am going to select the Marine Corps Acculturation Program, see red arrow.)



You will be taken to course page.



Scroll down to see the available courses. If you find a course you would like to register for, click *Click here to register*, see red arrow.





When asked to Select a Certificate, please select the Email certificate on your CAC.

(Please Note: At this point, if you receive an error it is most likely one of two reasons. You either did not select your Email certificate when prompted to Select a Certificate or you do not have an HQI account. You need to close all web browsers you have open and try again from the beginning. If you continue to receive the error you may need to request an HQI account. Please see How to Request an HQI Account on page 18.)

You will then be taken to the course page of the HROM Training Registration Portal.



Once here, you can scroll down to see a list of available courses. If/When you find a course you would like to register for, please check the box beside the course you would like to register for, see red arrow.

| | | | Unclassified | | | |
|-----------|---|----------------------------|---------------------------------|-----------------------------|-----------------------------------|-----------------|
| 🗐 Marine | Corps Acculturation Program (MCAP) - Windows Internet Explorer | | | | | |
| 90 | https://ehqmc.usmc.mil/sites/HQMCTraining/HROM/Pages/ARHM_Co | urse_102.aspx | | • | 🔒 🖹 😽 🗙 🚺 Google | |
| 🖕 Favorit | tes 🛛 👍 🙋 Total Workforce Manage 👩 Registration Site | | | | | |
| A Marine | e Corps Acculturation Program (MCAP) | | | | 👌 • 🔊 • 🗆 🚔 • | Page |
| | | | | | | |
| | | | | | | |
| Rogic | storing for a Course | | | | | |
| To Re | agister for an instance of this Course, please: | | | | | |
| TURE | syster for an instance of this course, please. | | | | | |
| | | | | | | |
| • | Click on the box to the left of the course instance below | | | | | |
| | Click on the Actions menu | | | | | |
| • | Citck on the Actions menu | | | | | |
| • | Select "Register for Selected Course" | | | | | |
| • | Enter your student information | | | | | |
| | | | | | | |
| | | | | | | |
| Actio | Search | | | | | @ I |
| (E) | Specific Instance of Course | Course Status | Class Start + | Class End | Location | |
| | Marine Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM | Open | 05/21/13: 08:00 | 05/22/13: 16:00 | Pentagon - 2C253 Co | oference Room 3 |
| | Marine Corps Acculturation Program (MCAP) = 5/19/2013 8:00:00 AM | Open | 06/19/13: 08:00 | 06/20/13: 16:00 | Quantico - USMC Musi | um Trailer #2 |
| | Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM | Open | 07/17/13: 08:00 | 07/18/13: 16:00 | Quantico - USMC Musi | um Trailer #2 |
| | Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM | Open | 08/20/13: 08:00 | 08/21/13: 16:00 | Pentagon - 2C253, Co | oference Room 3 |
| | Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM | Open | 09/18/13: 08:00 | 09/19/13: 16:00 | Ouantico - USMC Muse | um, Trailer #2 |
| | | | | | 4 | |
| Re | sauy. | | | | | Loaded 5 of 5 |
| | | | | | | |
| My R | legistrations | | | | | |
| To Car | ncel for an instance of any registered Course, please click on the box to the | ne left of the course inst | ance below, click on the Action | is menu, and select "Cancel | Existing Registration". | |
| | | | | | | |
| Actio | Search | | | | | i 😡 |
| | | | | | | - |
| E | Specific Instance of Course | Student | Name | Reg Status | Student Attendance Crea | ted By |
| | Marine Corns Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Herbert Y | (ee | Cancelled by | Cancelled Norri | s CIV Holly B |
| | | | | Instructor | | |
| | Marine Corps Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Anita Bro | own | Cancelled by | Cancelled Norri | CIV Holly B |
| | | | | Instructor | | |
| | Marine Corps Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Stacy Gil | | Confirmed | Attended Full Class Norri | s CIV Holly B |
| [mm] | Marine Corns Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Theresa | I. Silva | Confirmed | Attended Full Class Norri | CTV Holly B |
| | | | | | | |
| | | | | | Trusted sites Protected Mode: C | ff 🛛 🐴 🔍 |
| <u> </u> | | | | | Trusted sites Protected Mode: C | ff 🛛 🖓 💌 🍕 |

Once you have selected the course you would like to attend, click on the Actions box (see red arrow number 1) and then click on Register for Selected Course (see red arrow number 2).

| Marine Corps: Acculturation Program (MCAP) - Marineza Internet Explore | Marine Corps Acculturation Program (MCAP) - Windows Internet Explorer | | | | | |
|--|---|---|---|---|--|--|
| The product sum call states (VARCTaining) +HOM/Pages/ARHM_Caures (122 app) The product states in the product state states in the product states are readered to the Marine Carps or who would like to learn more about the Marine Carps. The product states in the product sta | 3 | | | | | Ŀ |
| Formits For | Cour 🖉 🖉 https://ehqmc.usmc.mil/sites/HQMCTraining/HROM/Pages/ARHM_Cour | rse_102.aspx | | ▼ 🔒 | 🔄 🔄 🗙 🔀 boa | |
| Waine Corps Acculture: * Total Workforce Manage. Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Prevention Corps Acculture: * Converse Materies Materies Converse Materies Converse Materies Prevention Corps Acculture: * Converse Materies Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Materies Converse Status Clease End Location Prevention Materies Converse Status Clease End Location Prevention Converse Status Clease End Location | 🚖 Favorites 🛛 👍 🙋 Total Workforce Manage 🛛 🙋 Registration Site | | | | | |
| | 🗃 👻 🌈 Marine Corps Accultur 🗴 🌈 Total Workforce Manage | | | | 🟠 🕶 🔝 👻 🖃 🖶 👻 Page 🕶 | Safety 🕶 |
| Currise Audiance: All Civilian Marines who are new to the Marine Corps or who would like to learn more about the Marine Corps. Prerequisites: None Prerequisites: Non | Course nours. 0800-1000 | | | | | |
| | Course Audience: All Civilian Man | rines who are new to t | he Marine Corps or who woul | d like to learn more about the M | larine Corps. | |
| Register for an instance of this Course, please: 0. Click on the box to the left of the course instance below 0. Click on the box to the left of the course instance below 0. Click on the box to the left of the course instance below 0. Click on the Actions menu 0. Select "Register for Selected Course" 0. Enter your student information Antime Corps Acculturation the plene in the plene of S/21/13; 08:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation the plene interval of the plene of 05/21/13; 15:00 0. Marine Corps Acculturation thergarm (MCAP) - 9/18/2013 8:00:00 AM 0. Marine Corps Acculturation the plane the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Ready. 1. Cancel for an instance of Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". | Prerequisites: None | | | | | |
| Register for an instance of this Course, please: • Click on the box to the left of the course instance below • Click on the Actions menu • Select "Register for Selected Course" • Enter your student information Actions Solution Marine Corps Accultural Marine Corps Accultural | | | | | | |
| Registering for a Course To Register for an instance of this Course, please: • Cilck on the box to the left of the course instance below. • Cilck on the Actions menu • Select "Register for Selected Course" • Enter your student information Advions 2 • Marine Corps Acculturating Hore the low to for a data. Enter all of the Doen 06/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Conference Room 3 • Marine Corps Acculturating Information Edow. Items marked with ared asteriats pen 06/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Conference Room 3 • Marine Corps Acculturating Information Edow. Items marked with ared asteriats pen 06/21/13; 08:00 06/22/13; 16:00 Quantico - USHC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/18/13; 15:00 Quantico - USHC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 15:00 Quantico - USHC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 15:00 Quantico - USHC Museum, Trailer #2 • Loaded 5 of 1 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open | | | | | | |
| Register for a ninstance of this Course, please: • Click on the box to the left of the course instance below • Click on the Actions menu • Select "Register for Selected Course" • Enter your student information Actions* 2 • Register for Selected Course • Enter your student information Actions* 2 • Marine Corps Acculturation below, terms marked with a relativity per mortal for a class. Enter all of the pen 05/21/13; 08:00 05/22/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation person (MCAP) - 8/20/2013 8:00:00 AM 0pen 06/13/13; 08:00 07/14/13; 18:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM 0pen 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM 0pen 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM 0pen 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM 0pen 09/18/13; 08:00 09/19/13/13; 16:00 Quantico - USMC | | | | | | |
| Register for a ninstance of this Course, please: • Click on the box to the left of the course instance below • Click on the Actions menu • Sector • Enter your student information Actions• • Sector • Marine Corps Acculturation • Marine Corps Acculturation below. Term marked with a red steriation peen • Marine Corps Acculturation below. Term marked with a red steriation peen • Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM • Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM • Peen 09/18/13; 08:00 09/18/13; 16:00 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8: | | | | | | |
| Registering for a course To Register for an instance of this Course, please: • Click on the box to the left of the course instance below • Click on the Actions menu • Select "Register for Selected Course" • Enter your student information * Select "Register for Selected Course" • Enter your student information * Select "Register for Selected Course" • Marine Corps Acculturation * Select for selected Course • Marine Corps Acculturation * Select for a class. Enter all of the pen 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Conference Room 3 • Marine Corps Acculturation * Pentagon - 2C253, Conference Room 3 * Pentagon - 2C253, Conference Room 3 • Marine Corps Acculturation information below. Items marked with a red asterisk pen 05/19/13; 08:00 05/22/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/20/2013 8:00:00 AM Open 09/20/13; 08:00 09/21/13; 16:00 Pentagon - 2C253, Conference Room 3 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 • Marine Corp | | | | | | |
| To Register for an instance of this Course, please: | Registering for a Course | | | | | |
| | To Register for an instance of this Course, please: | | | | | |
| | re register for an instance of and course, preuser | | | | | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Actions - Select Course Status Class Start - Class End Location Register for Selected Course - Course Status Class Start - Class End Location Marine Corps Acculturation (Use this into register for a class. Enter all of the pen 05/19/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Conference Room 3 Marine Corps Acculturation (Use this into register for a class. Enter all of the pen 05/19/13; 08:00 06/20/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/20/2013 8:00:00 AM Open 09/20/13; 08:00 09/21/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Trusted site J Protected Mode: Off Trusted site J Protected Mode: Off To Status Student Attendance Created By | | | | | | |
| Click on the Actions menu Select "Register for Selected Course" Enter your student information Actions* so to h Register for Selected Course 2 Course Status Class Start - Class End Location Marine Corps Acculturated Location to register for a class. Enter all of the pen 05/21/13; 08:00 06/22/13; 15:00 Pentagon - 2C253, Conference Room 3 Penta | Click on the box to the left of the course instance below | | | | | |
| Select "Kegister for Selected Course" Enter your student information Actions* Select Course Status Class Start * Class End Location Pengiter for Selected Course Quantice Corps Acculturation (Location Pentagon - 2C253, Conference Room 3) Marine Corps Acculturation (Information below, Items marked with a red astersisk pen 06/19/13; 08:00 06/22/13; 16:00 Quantice - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantice - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantice - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantice - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantice - USMC Museum, Trailer #2 Concell for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions* Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Trusted site Protected Mode: Off Trusted site Protected Mode: Off W Trusted site Protected Mode: Off | Click on the Actions menu | | | | | |
| Select 'Kegister for Selected Course' Enter your student information Actions So foh Register for Selected Course 2 Course Status Class Start + Class End Location Pertagon - 2C253, Conference Room 3 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 09/18/13; 08:00 09/18/13; 16:00 Quantico - USKC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 09/18/13; 08:00 09/18/13; 16:00 Quantico - USKC Museum, Trailer #2 Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Specific Instance of Course Student Name Reg Status Student Attendance Created By Tusted site Protected Mode | Click off the Actions ment | | | | | |
| • Enter your student information Actions* So toh Register for Selected Course 2 Course Status Class Start - Class Start - Class End Location Pentagon - 2C253, Conference Room 3 Marine Corps Acculturatid (Jue tho, Tion to register for a class, Enter all of the pren 05/22/13; 16:00 Marine Corps Acculturatid (Jue tho, Tion to register for a class, Enter all of the pren 05/22/13; 16:00 Marine Corps Acculturatid (Jue tho, Tion to register for a class, Enter all of the pren 06/29/13; 08:00 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Pentagon - 2C253, Conference Room 3 09/19/13; 16:00 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 15:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of VM Registrations To Cancel for an instance of any registered Course, please click on the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions* Search Specific Instance of Course Student Name Registrations | Select "Register for Selected Course" | | | | | |
| Actions- So toh Register for Selected Course 2 Course Status Class Start ← Class End Location Marine Corps Acculturation Use this into the register for a class. Enter all of the pen 06/22/13; 08:00 05/22/13; 16:00 Pentagon - 2C233, Conference Room 3 Marine Corps Acculturation Information below. Items marked with a red asterisk pen 06/19/13; 08:00 06/20/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Pentagon - 2C233, Conference Room 3 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Pentagon - 2C233, Conference Room 3 Ready. Loaded 5 of Interest Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Interest Corps Acculturation Program (MCAP) - 9/18/12 013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Interest Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Specific Instance of Course | Enter your student information | | | | | |
| Actions- So fol Register for Selected Course 2 Course Status Class Statt + Class End Location Marine Corps Acculturatid Information below. Items marked with a red asteriats pen 05/22/13; 16:00 Pentagon - 2C233, Conference Room 3 Marine Corps Acculturatid Information below. Items marked with a red asteriats pen 06/19/13; 08:00 06/20/13; 15:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 09/11/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Reday. Concel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Located 5 of Marines - search Specific Instance of Course Student Attendance Created By Image: Status Student Attendance Created By Image: Status Image: Status Student Attendance Created By Image: Status Image: Status Student Attendance Created By Image: Status Image: Status Student At | | | | | | |
| Actions Sector Register for Selected Course 2 Course Status Class Start ~ Class End Location Marine Corps Acculturati Use this, tion to register for a class. Enter all of the pen 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C233, Conference Room 3 Marine Corps Acculturati Use this, tion to register for a class. Enter all of the pen 05/31/13; 08:00 06/20/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 07/31/3; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Quantico - USMC Museum, Trailer #2 Ready. Loaded 5 of Loaded 5 of Loaded 5 of Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Seconcel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Specific Instance o | | | | | | |
| Register for Selected Course 2 Course Status Class Start + Class End Location Marine Corps Acculturatify Use this tion to register for a class. Enter all of the pen 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Conference Room 3 Marine Corps Acculturatify Tormation below, Items marked with a red asterisk pen 06/13/13; 08:00 06/20/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturatify are registered pen 07/17/13; 08:00 07/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturatify are registered pen 07/17/13; 08:00 09/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturatify are registered pen 07/17/13; 08:00 09/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/11/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/11/13; 16:00 Quantico - USMC Museum, Trailer #2 To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search V Trusted sites Pro | | | | | | |
| Conservation C | Actions | | | | | |
| Marine Corps Acculturated information below, items marked with a red asterisk pen 06/12/13; 08:00 05/22/13; 16:00 Pentagon - 2C23, Conference Room 3 Marine Corps Acculturated information below, items marked with a red asterisk pen 06/19/13; 08:00 07/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 08/20/13; 08:00 08/21/13; 16:00 Quantico - USMC Museum, Trailer #2 Ready. Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Course Student Name Reg Status Student Attendance Created By Course Student Name Reg Status Student Attendance Created By Course Protected Mode: Off Course Student Name Reg Status Student Attendance Created By | Actions - Search | Course Status | Class Start + | Class End | Location | |
| Marine Corps Acculturation below. Items marked with a red saterisk ppen 06/19/13; 08:00 06/20/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Open 09/20/13; 08:00 00/21/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/11/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Morine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Morine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Morine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 16:00 Quantico - USMC Museum, Trailer #2 Loaded 5 of Morine Corps Acculturation Program (MCAP) Search Loaded 5 of | Actions - Se frich Register for Selected Course 2 | Course Status | Class Start + | Class End | Location | |
| Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/12/13; 08:00 07/12/13; 16:00 Quantico - USMC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Pentagon - 2C353, Conference Room 3 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Pentagon - 2C353, Conference Room 3 Ready. Loaded 5 of More Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 15:00 Putagon - 2C353, Conference Room 3 Ready. Loaded 5 of Loaded 5 of Loaded 5 of More Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 15:00 Putagon - 2C354, Conference Room 3 Ready. Loaded 5 of Loaded 5 of Loaded 5 of More Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Uantico - USMC Museum, Trailer #2 Loaded 5 of Loaded 5 of Marine Sectric Instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions | Actions - Sector Register for Selected Course 2 Marine Corps Acculturative Use thisa, tion to register for a class. Enter all of the | Course Status | Class Start - 05/21/13; 08:00 | Class End 05/22/13; 16:00 | Location Pentagon - 2C253, Conference R | Room 3 |
| Marine Corps Acculturation Program (MCAP) - 9/20/2013 8:00:00 AM Open 09/18/13; 08:00 00/21/13; 16:00 Pentagon - 2C235, Conference Room 3 Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, railer #2 Ready. Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Sepecific Instance of Course Student Name Reg Status Student Attendance Created By Trusted sites Protected Mode: Off Created Dev Created Dev Control Course Student Name Created By Control Course Course Course Course Created By Control Course Course Course Course Course Created By Control Course Course Course Course Course Course Created By Control Course Cours | Actions - Sector Register for Selected Course 2 Marine Corps Acculturatid Use this tion to register for a class. Enter all of th Marine Corps Acculturatid information below. Items marked with a red asteria | Course Status ppen sk ppen | Class Start + 05/21/13; 08:00 06/19/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile | Room 3 er #2 |
| Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMC Museum, Trailer #2 Ready. Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions • Search © Specific Instance of Course Student Name Reg Status Student Attendance Created By • If Trusted sites Protected Mode: Off | Actions - Safrch Register for Selected Course 2 Marine Corps Acculturativ (Use this, tion to register for a class. Enter all of th Marine Corps Acculturativat are reguired. Marine Corps Acculturativat are reguired. | Course Status Deen Sk Deen Open | Class Start + 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile | Room 3 er #2 er #2 |
| Ready. Loaded 5 of My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions - Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Trusted sites Protected Mode: Off Image: Course Course Image: Course Course Image: Course Cou | Actions - Se och Register for Selected Course 2 Marine Corps Acculturativ Use this tion to register for a class. Enter all of th Marine Corps Acculturativ information below. Items marked with a red asteri Marine Corps Acculturativ are required. Marine Corps Acculturativ (MCAP) - 8/20/2013 8:00:00 AM | Course Status ppen sk ppen open Open | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/22/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R | Room 3 er #2 er #2 Room 3 |
| My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions • Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Image: Created By Image: Created By Image: Created By | Actions - Safrch Register for Selected Course 2 Marine Corps Acculturatiq Use this tion to register for a class. Enter all of the Marine Corps Acculturatiq are required. Namine Corps Acculturatiq are required. Marine Corps Acculturatiq are required. Marine Corps Acculturation Program (MCAP) - 91/2013 8:00:00 AM | Course Status ppen ppen Open Open | Class Start + 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile | Room 3 er #2 er #2 Room 3 er #2 |
| My Registrations To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions Search Search Search Search Student Name Reg Status Student Attendance Created By | Actions - Safroh Register for Selected Course 2 Marine Corps Acculturativ Use this, tion to register for a class. Enter all of th Marine Corps Acculturativati are register for a class. Enter all of th Marine Corps Acculturativati are register (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. | Course Status pen sk pen Open Open | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13: 16:00 08/21/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Los | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| To Cancel for an instance of any registered Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Existing Registration". Actions Search Specific Instance of Course Student Name Reg Status Student Attendance Created By | Actions - Sarch Register for Selected Course 2 Marine Corps Acculturativi Use thing tion to register for a class. Enter all of th Marine Corps Acculturativi formation below. Items marked with a red asteris Marine Corps Acculturativi for required. Marine Corps Acculturativi for Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM | Course Status ppen sk ppen Open Open | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 06/21/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Loa | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| Actions - Search Actions - Search Specific Instance of Course Student Name Reg Status Student Attendance Created By Image: Constraint of Course Image: Constraint of Course <td>Actions - Safrch Register for Selected Course 2 Marine Corps Acculturatiq Use this tion to register for a class. Enter all of th Marine Corps Acculturatiq Information below. Items marked with a red asteri Marine Corps Acculturatiq are required. Marine Corps Acculturatiq are required. Marine Corps Acculturation Program (MCAP) - \$/20/2013 8:00:00 AM Ready. My Registrations</td> <td>Course Status ppen sk ppen Open Open</td> <td>Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00</td> <td>Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00</td> <td>Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Loa</td> <td>Room 3 er #2 er #2 Room 3 er #2 aded 5 of</td> | Actions - Safrch Register for Selected Course 2 Marine Corps Acculturatiq Use this tion to register for a class. Enter all of th Marine Corps Acculturatiq Information below. Items marked with a red asteri Marine Corps Acculturatiq are required. Marine Corps Acculturatiq are required. Marine Corps Acculturation Program (MCAP) - \$/20/2013 8:00:00 AM Ready. My Registrations | Course Status ppen sk ppen Open Open | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Loa | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| Specific Instance of Course Student Name Reg Status Student Attendance Created By Trusted sites Protected Mode: Off Trusted sites Trusted sites | Actions - Safrch Register for Selected Course 2 Marine Corps Acculturativ Use this tion to register for a class. Enter all of th Marine Corps Acculturativ Use this tion to register for a class. Enter all of th Marine Corps Acculturativative Safradown (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturative Marine Corps Acculturative Marine Corps Acculturative Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Marine Sofradown (MCAP) - 9/18/2013 8:00:00 AM To Cancel for an instance of any registered Course, please click on the box to the | Course Status ppen ppen ppen Open Open Open Open | Class Start + 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 09/18/13; 08:00 ance below, click on the Actio | Class End 05/22/13; 16:00 07/20/13; 16:00 07/13/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Loa isting Registration". | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| Image: Status S | Actions - Safrch Register for Selected Course 2 Marine Corps Acculturatid Use this, tion to register for a class. Enter all of th Marine Corps Acculturatid Information below. Items marked with a red asteris Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Marcelefort an instance of any registered Course, please click on the box to the Actions - Search | Course Status ppen ppen Open Open Open Open Copen | Class Start + 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/16/13; 16:00 06/22/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Loa sting Registration". | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| 🚱 🥝 📰 🖸 🥸 M M M M M M M M M M M M M M M M M M | Actions - So th Register for Selected Course 2 Marine Corps Acculturating the thin tion to register for a class. Enter all of the marine Corps Acculturating are required. Marine Corps Acculturating are required. Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Mt Registrations To Cancel for an instance of any registered Course, please click on the box to the Actions - Actions - Search | Course Status pen sk pen Open Open Open Open Student | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 09/20/13; 08:00 09/18/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/16/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Loa sting Registration". | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| - 🕲 🔁 🔁 🖸 🖸 🖉 | Actions- Sofrch Register for Selected Course 2 Marine Corps Acculturatid (Use this, tion to register for a class. Enter all of th Marine Corps Acculturatid (use this, tion to register for a class. Enter all of th Marine Corps Acculturatid (use this, tion to register for a class. Enter all of th Marine Corps Acculturatid (use this, tion below, term marked with a red asteri Marine Corps Acculturation Program (MCAP) - \$/20/2013 8:00:00 AM Ready. My Registrations To Cancel for an instance of any registered Course, please click on the box to the Actions- Search Specific Instance of Course | Course Status pen sk pen Open Open Open Open Student | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 ns menu, and select "Cancel Exi Reg Status | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Los sting Registration". Student Attendance Created By | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| | Actions - Safrah Register for Selected Course 2 Marine Corps Acculturatid Lion to register for a class. Enter all of th Marine Corps Acculturatid Information below. Items marked with a red asteri Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturatid are reguired. Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. My Registrations To Cancel for an instance of any registered Course, please click on the box to the Actions - Search Specific Instance of Course Specific Instance of Course | Course Status pen pen Open Open Open Open Student | Class Start - 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 ance below, click on the Action Name | Class End 05/22/13; 16:00 06/20/13; 16:00 07/14/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 rs menu, and select "Cancel Exi Reg Status | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Icoa isting Registration". Student Attendance Created By Trusted sites Protected Mode: Off | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |
| | Actions - Sp ch Register for Selected Course 2 Namine Corps Acculturating formations below. Items marked with a red astering Marine Corps Acculturating formations below. Items marked with a red astering Marine Corps Acculturation for Gramma (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. M Registrations To Cancel for an instance of any registered Course, please click on the box to the Actions - Specific Instance of Course | Course Status pen pen sk pen Open Open Open Student | Class Start A 05/21/13; 08:00 06/19/13; 08:00 07/17/13; 08:00 09/20/13; 08:00 09/18/13; 08:00 09/18/13; 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/8/13; 16:00 06/22/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 Reg Status | Location Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Quantico - USMC Museum, Traile Pentagon - 2C253, Conference R Quantico - USMC Museum, Traile Loa sting Registration". Student Attendance Created By Trusted sites Protected Mode: Off | Room 3 er #2 er #2 Room 3 er #2 aded 5 of |

The CorasWorks Actions Form should open up. All fields with the red asterisk are required. The other fields are not necessary but are encouraged to be completed. Once all information is entered, click OK.

| | | Unclassified | | | | |
|---|--|---|----------------------------|---|--------------------------------------|----------|
| Marine Corps Acculturation Program (MCAP) - Wind | dows Internet Explorer | | | | | × |
| 🚱 💿 🗢 🙋 https://ehqmc.usmc.mil/sites/HQM | //CTraining/HROM/Pages/ARHM_Course_ | 102.aspx | - 🔒 🗟 + | 🗙 <mark>8</mark> Google | ۶ | - |
| 🚖 Favorites 🛛 👍 🙋 Total Workforce Manage | Registration Site | | | | | |
| 😁 🔻 🏉 Marine Corps Accultur 🗴 🏉 Marine C | Corps Acculturatio 🌈 Total Workforce | Manage | 🟠 🕶 | ∑ • ⊡ + ⊡ | Page 🕶 Safety 🕶 Tools 👻 🔞 🕇 | , » |
| Rec | CorasWorks Actions Form sgister for Selected Course Use this ac ass. Enter all of the information below. d asterisk are required. | tion to register for a Items marked with a | indicates a required field | | | * |
| Registering for a Course To Register for an instance of this Co | udent Name * | Please enter the official name of the student being registered as you like to see it on the Course Completion Certificate (e.g.: Sgt John P. | would Smith). | E | | |
| Click on the box to the left of Click on the Actions menu Select "Register for Selected C Enter your student information | udent Email * | Please enter the student's e-mail address to which class notifications be sent (e.g.: john.smith@usmc.mil) | should | | | E |
| Actions - So | udent Phone # * | Please list Work Phone Number (e.g.: 703-614-0000) | | | Help | |
| Marine Corps Acculturation Progra | udentType * | Contractor - | | n - 2C253, Cont | ference Room 3 | μ |
| Marine Corps Acculturation Progra | pervisor? * | Non-Supervisory - | | - USMC Museu - USMC Museu - 2C253, Cont | m, Trailer #2 ference Room 3 | |
| Marine Corps Acculturation Programs Ready. My Registrations To Cancel for an instance of any registered | udent Work Location | Location at which the student normally works (when NOT in class). Specify your own value: | | - USMC Museu | m, Trailer #2 Loaded 5 of 5 € ♥ Ø | |
| Actions - St | | | | - | Help | |
| Specific Instance of Course | | | | ndance Create | d By | |
| Marine Corps Acculturation Progra | | | | Norris | LIV HOILY B | Ŧ |
| Done | | | Trusted sites | Protected Mode: Off | √ | • |
| 🚱 🥔 🚞 🖸 🔒 | | | | | | 3 |

Once you click okay, you should see the box below. This means your registration was successful. You should receive an email notifying you of your registration status (for more information on registration status, go to page 10). If you see something other than what is below, please contact the Training office by [Clicking Here] or calling 703-604-2755.

| as Corps Acculturation Program (MCAP) - Windows Internet Explorer | | | | | |
|---|---|--|---|--|--|
| te corps recurrent of the signal (mersis) windows internet explorer | | | | | |
| https://ehqmc.usmc.mil/sites/HQMCTraining/HROM/Pages/ARHM_Cc | urse_102.aspx | | - - - | 🖌 🗟 😽 🗙 🚺 Goog | le |
| orites 🛛 👍 🖉 Total Workforce Manage 🖉 Registration Site | | | | | |
| | | | | | |
| rine Corps Acculturation Program (MCAP) | | | | | 📰 🕈 Page 🗣 Safety 🗣 Tools 👻 🌘 |
| Maximum Registrants: 25 Prerequisites: None | | | | | |
| gistering for a Course | | | | × | |
| Register for an instance of this Co class. Enter all of the information be red asterisk are required. | is action to register for a slow. Items marked with | a | * indicates a re | equired field | |
| Click on the box to the left of Click on the Actions menu Select "Registration Co | ompleted. Press | F5 to refresh your | registration listing. | | |
| Enter your student information | | | | Close | |
| | | | | | 0.1 |
| tions* Sector | 0.001 | | | | I Help |
| Specific Instance of Course | Course Status | Class Start + | Class End | Location | |
| Marine Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM | Open | 05/21/13; 08:00 | 05/22/13; 16:00 | Pentagon - 2C25 | 3, Conference Room 3 |
| | Open | 06/19/13: 08:00 | 06/20/13: 16:00 | Ouantico - USMC | |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM | open | | | Quantico - 03MC | Museum, Trailer #2 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM | Open | 07/17/13; 08:00 | 07/18/13; 16:00 | Quantico - USMC | Museum, Trailer #2 Museum, Trailer #2 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM | Open Open | 07/17/13; 08:00 08/20/13; 08:00 | 07/18/13; 16:00 08/21/13; 16:00 | Quantico - USMC Pentagon - 2C25 | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM | Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Quantico - USMC Pentagon - 2C25 Quantico - USMC | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. | Open Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/18/13; 15:00 08/21/13; 16:00 09/19/13; 16:00 | Quantico - USMC Pentagon - 2C25 Quantico - USMC | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 Loaded 5 of 5 47 |
| ✓ Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Registrations | Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Quantico - USMC Pentagon - 2C25 Quantico - USMC | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 Loaded 5 of 5 \$ \$ \$ |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Ready. Registrations ancel for an instance of any registered Course, please click on the box to to | Open Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Quantico - USMC Pentagon - 2C25 Quantico - USMC isting Registration". | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 Loaded 5 of 5 ∳ |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Registrations Lancel for an instance of any registered Course, please click on the box to t | Open Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 ns menu, and select "Cancel Ex | Quantico - USMC Quantico - USMC Pentagon - 2C25 Quantico - USMC | Museum, Trailer #2 Nuseum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 Loaded 5 of 5 4 9 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Registrations Cancel for an instance of any registered Course, please click on the box to the tions - Search | Open Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 | 07/13/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 | Quantico - USMC Quantico - USMC Pentagon - 2C25 Quantico - USMC isting Registration". | Museum, Trailer #2 Museum, Trailer #2 Loaded S of S 47 @ |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Seedition Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Seedition Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Seedition Program (MCAP) - 9/18/2014 Seedition Pro | Open Open Open Open | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 ance below, click on the Action | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 ns menu, and select "Cancel Ex Reg Status | Quantico - USMC Pentagon - 2C25 Quantico - USMC isting Registration". | Museum, Trailer #2 Museum, Trailer #2 Loaded 5 of 5 4 4 Created By |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Ready. Ready. Registrations Cancel for an instance of any registered Course, please click on the box to t tors - Search Specific Instance of Course Marine Corps Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Open Open Open Ve left of the course insta Student N Herbert Y | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 ance below, click on the Action lame ee | 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 ns menu, and select "Cancel Ex Reg Status Cancelled by Instructor | Quantico - USNC Pentagon - 2C25 Quantico - USNC isting Registration". Student Attendance Cancelled | Museum, Trailer #2 Museum, Trailer #2 Loaded 5 of 5 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 7/17/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 8/20/2013 8:00:00 AM Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Registrations Cancel for an instance of any registered Course, please click on the box to t tions + Search Specific Instance of Course Marine Corps Acculturation Program (MCAP) - 1/16/2013 8:00:00 AM | Open Open Open He left of the course inste Student N Herbert Y | 07/17/13; 08:00 08/20/13; 08:00 09/18/13; 08:00 ance below, click on the Action lame ee | 07/19/33 15:00 08/21/13; 15:00 09/19/13; 16:00 09/19/13; 16:00 ns menu, and select "Cancel Ex Reg Status Cancelled by Instructor | Quantico - USHC Pentagon - 2C25 Quantico - USHC usting Registration". Student Attendance Cancelled Trusted sites Protected Mit | Museum, Trailer #2 Museum, Trailer #2 3, Conference Room 3 Museum, Trailer #2 Loaded 5 of 5 4 |

To View Your Registration(s)

Please note: To view your registration(s), you must have registered yourself. If anyone other than yourself completed your registration, you will not be able to view your registration.

To view a registration you need to be in HROM Training Registration Portal; [Click Here] to access the site. Please remember, you need to select your email certificate on your CAC.

| To cancel a re access the sit Issuer: DOD CA-30 Valid From: 12/27/2012 to 12/27/2015 Issuer: DOD EMAIL CA-30 Valid From: 12/27/2012 to 12/27/2015 Click here to view certificate prope | To Cancel vo | Select a Certificate |
|--|----------------------------------|---|
| Issuer: DOD EMAIL CA-30 Valid From: 12/27/2012 to 12/27/2015 Click here to view certificate prope | To cancel a re access the sit | re] to Issuer: DOD CA-30 Valid From: 12/27/2012 to 12/27/2015 |
| | | Issuer: DOD EMAIL CA-30 Valid From: 12/27/2012 to 12/27/2015 Click here to view certificate prope |
| OK Cancel | | OK Cancel |

Once on the page, you will be able to see all your current and previous registrations. The information you can learn from viewing your current and previous registrations is your registration status (Reg Status) and Student Attendance.



~ 9 ~

Reg Status Terms:

- **Confirmed** student has a seat in the class
- **Standby** student does not have a seat in the class but is on the standby list and can be placed in the class as seats become available
- Ineligible student is not eligible to attend the class (there can be various reasons for this)
- **Cancelled by Instructor** registration was cancelled by someone in the Training and Workforce Development Unit
- Cancelled by Student registration was cancelled by student

Student Attendance Terms:

- Attended Full Class student attended the class in its entirety
- Attended Portion of Class student attended only part of the class
- Excused Absence student was excused for being absent
- Not Accommodated the Training and Workforce Development Unit was unable to provide the student a seat in the class
- Not ARHM-Sponsored Training the Training and Workforce Development Unit did not sponsor the class, only assisted with the registration process
- No-Show student did not attend the class and did not notify the Training and Workforce Development Unit of their absence

You can also view a registration from a specific class page. Once in the HROM Training Registration Portal, select the class page you would like to visit on the left, see red arrow.

| | | | Welcome | entorna cerentialy bioling bioling and |
|---|--|---|--|---|
| НС | THE PROUD. THE MARINES. | | All Sites 🔻 | Advance |
| HQMC Training Registration | HROM Training Registration 👻 | | | Site A |
| Version: Published (34.0) S | itatus: Published and visible to all readers | | | |
| Page • Workflow • Tools • | F Edit Page | | | |
| Registration | > more realing registrations | | | |
| Welcome Links 🛛 😤 | About HROM-Sponsored Onsite Training | | | |
| URL | | | | 2 mart |
| URL Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers | The Human Resources and Organizational Management (HROM) f and enable employees and supervisors to realize their potential by stre HROM training opportunities are open to civilian employees, supervisors | Branch is committed to providing qual ngthening their knowledge, skills, and s and managers. | lity training opportunities to develo professional/leadership competenc | opeies. |
| URL Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunit (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment | The Human Resources and Organizational Management (HROM) E and enable employees and supervisors to realize their potential by stre HROM training opportunities are open to civilian employees, supervisors | Branch is committed to providing qual ingthening their knowledge, skills, and a and managers. | ity training opportunities to develo professional/leadership competenc | pp cies. |
| URL Training Type : HROM (14) Analytical Troblem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment Marine Corps Accultration Program (NCAP) | The Human Resources and Organizational Management (HROM) E and enable employees and supervisors to realize their potential by stre HROM training opportunities are open to civilian employees, supervisors My Course Registrations Your courses are displayed by Current and Previous. Please double-check each li | Branch is committed to providing qual ingthening their knowledge, skills, and s and managers. | ity training opportunities to develo professional/leadership competenc d, or if you were cancelled for a course. | pres. |
| URL Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment Marine Corps Accultration Program (NCAP) Naval Correspondence | The Human Resources and Organizational Management (HROM) E and enable employees and supervisors to realize their potential by stre- HROM training opportunities are open to civilian employees, supervisors My Course Registrations Your courses are displayed by Current and Previous. Please double-check each li (To register, 1. Select the course title from the list at the left. 2. Check the box of the Course are displayed by Current and Previous. | Branch is committed to providing qual ingthening their knowledge, skills, and and managers. ist to ensure that you are properly registere te deaired course instance. 3. Select 'Action 1 Cancel Registration') | ity training opportunities to develo professional/leadership competenc d, or if you were cancelled for a course. s Register for Selected Course') | pries. |
| URL Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment Marine Corps Acculturation Program (NCAP) Navial Correspondence New Employee Orientation (NEO) | The Human Resources and Organizational Management (HROM) E and enable employees and supervisors to realize their potential by stre- HROM training opportunities are open to civilian employees, supervisors Vour courses are displayed by Current and Previous. Please double-check each li (To register, 1. Select the course title from the list at the left. 2. Check the box of th (To cancel a registration, 1. Check the box of the desired Course, 2. Select 'Actions Actions- Search | Branch is committed to providing qual ingthening their knowledge, skills, and and managers. list to ensure that you are properly registere te deaired course instance. 3. Select 'Action a Cancel Registration') | ity training opportunities to develo professional/leadership competenc d, or if you were cancelled for a course. s Register for Selected Course') | prese. |
| URL Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment Marine Corps Accultration Program (NCAP) Naval Correspondence New Employee Orientation (NEO) New Supervisor Orientation (NEO) | The Human Resources and Organizational Management (HROM) E and enable employees and supervisors to realize their potential by stre HROM training opportunities are open to civilian employees, supervisors Your courses are displayed by Current and Previous. Please double-check each li (To register, 1. Select the course title from the list at the left. 2. Check the box of th To cancel a registration, 1. Check the box of the desired Course. 2. Select 'Actions Actions - Search Specific Instance of Course | Branch is committed to providing qual ingthening their knowledge, skills, and a and managers. list to ensure that you are properly registere to desired course instance. 3. Select 'Action clarical Registration' Student Name | ity training opportunities to develo professional/leadership competenc d, or if you were cancelled for a course. s Register for Selected Course') Reg Status | prese. |
| URL Training Type : HROM (14) Analytical Troblem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers and Supervisors Leading In A Changing Environment Marine Corps Acculturation Program (NCAP) Naval Correspondence New Employee Crientation (NEC) New Supervisor Orientation (NEC) New Supervisor Orientation (NEC) New Supervisor Orientation (NEC) | The Human Resources and Organizational Management (HROM) is and enable employees and supervisors to realize their potential by stre HROM training opportunities are open to civilian employees, supervisors My Course Registrations Your courses are displayed by Current and Previous. Please double-check each in (To register, 1 select the course tilt from the list at the left. 2. Check the box of the toto course are gistration, 1. Check the box of the desired Course. 2. Select 'Actions' Actions- Search Specific Instance of Course Analytical Problem Solving - 7/17/2013 8:00:00 AM Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12/3/00 PM | Branch is committed to providing qual ingthening their knowledge, skills, and s and managers. list to ensure that you are properly registers to desired course instance. 3. Select 'Action s Cancel Registration') Student Name Alam B. Model Stere Grasman | ity training opportunities to develo professional/leadership competenc d, or if you were cancelled for a course. s Register for Selected Course') Reg Status Confirmed Confirmed | pp cies. Student Attendance Pending Pending |

You will be directed to the class page. Once on the page, you will be able to view the registration under My Registrations, see red arrow.



To Cancel Your Registration(s)

Please note: To cancel your registration(s), you must have registered yourself. If anyone other than yourself completed your registration, you will not be able to cancel your registration(s). If this is the case and you need to cancel a registration, please contact the Training office by [Clicking Here] or calling 703-604-2755.

To cancel a registration you need to be in HROM Training Registration Portal; [Click Here] to access the site. Please remember, you need to select your email certificate on your CAC.

| To Cancel y To cancel a re | Select a Cel | tincate | | <u>ere]</u> to |
|-------------------------------|--------------|--|--------|----------------|
| access the sit | | Issuer: DOD CA-30 Valid From: 12/27/2012 to 12/27/2015 | | |
| | | Issuer: DOD EMAIL CA-30 Valid From: 12/27/2012 to 12/27/2015 <u>Click here to view certificate prope</u> | | |
| | | ОК | Cancel | |

Once on the page, you will be able to see all your current registrations. You can cancel a registration from this page. You must first select the Specific Instance of Course that you would like to cancel, see red arrow.

| НС | MC. | THE MARINES. | | All Sites | • | P Advanced Search |
|--|---|--|---|--|--------------------------------------|---------------------|
| HQMC Training Registration | HROM Training Registration | 1 - | | | | Site Actions ▽ |
| Version: Published (34.0) S | Status: Published and | visible to all readers | | | | |
| Page - Workflow - Tools | 🔹 📝 Edit Page | | | | | |
| HQMC Training Registration | > HROM Training | Registrations | | | | |
| Welcome Links VIRL | About HROM-Spor | sored Onsite Training | | | | ~ |
| Training Type : HROM (14) Analytical Problem Solving Equal Employment Opportunity (EEO) and Diversity Training Leadership for Managers | The Human Res and enable empl HROM training op | ources and Organizational Management (yees and supervisors to realize their potenti: portunities are open to civilian employees, su | HROM) Branch is committed to provi al by strengthening their knowledge, s pervisors and managers. | iding quality training opportuni kills, and professional/leadersh | ties to develop iip competencies. | State of the second |
| and Supervisors Leading In A Changing Environment | | | | | | A // |
| Marine Corps Acculturation Program (MCAP) | My Course Registre Your courses are dis | ations played by Current and Previous. Please double-ch | eck each list to ensure that you are properly | y registered, or if you were cancell | ed for a course. | |
| Naval Correspondence | (To cancel a registra | ion, 1. Check the box of the desired Course. 2. Sele | ct 'Actions Cancel Registration') | ect Actions Register for Selected | Course) | |
| New Employee Orientation (NEO) | Actions + | Search | | | | elp |
| New Supervisor Orientation (NSO) | Specific Inst | ance of Course | Student Name | Reg | Status | Student Attendance |
| d d | Analytical Pr | oblem Solving - 7/17/2013 8:00:00 AM | Alan B. Moore | Conf | irmed | Pending |
| (OWCP) | Equal Employ 12:30:00 PM | ment Opportunity (EEO) and Diversity Training - 4/2 | 3/2013 Steve Groziński | Conf | irmed | Pending |
| Organizational Communication and | Equal Emplo 12:30:00 PM | ment Opportunity (EEO) and Diversity Training - 4/2 | 3/2013 Joyce M. Hupter | Conf | irmed | Pending |

Once you have selected the registration you would like to cancel, click on the Actions box (see red arrow number 1) and then click on Cancel Registration (see red arrow number 2).



You should then see the screen shown below.

| Diversity Training | and | d managers. | | R AND S |
|---|----------------|--|-----------------------------|-------------------------|
| Leadership for Managers and Supervisors | | CorasWorks Actions Form | × | XX |
| Leading In A Changing Environment | | Cancel Registration Use this action to cancel your registration. If | | |
| Marine Corps Acculturation Program (MCAP) | Му С | you did not check an item to select it (on previous screen), then you may receive an error. | "Indicates a required field | ▽ |
| Naval Correspondence | Your (To re | | | cancelled for a course. |
| New Employee Orientation (NEO) | (To c | | | |
| New Supervisor Orientation (NSO) | Acti | Running Action | | Help |
| Office of Workers | | | | Student Attendance |
| (OWCP) | | | Close | Pending |
| Organizational Communication and | | | | Pending |
| Collaboration | | | | Pending |
| Plain Language Writing for Federal Employees | | | | Pending |
| Pre-Retirement Planning - Mid-Career | 0 | | | Pending |
| Pre-Retirement Refresher (CSRS/FERS) | | | | Pending |
| Retirement Planning - FERS | | | | |
| | | | | Pending |
| | | 7/31/2013 8:30:00 AM | 0.5.1 | |
| | | Z/31/2013 8-30-00 AM | Confirmed | Penaing |

When the cancellation is complete, you should see as shown below. You can close the screen, see red arrow. You should also receive an email notifying you of the cancellation.

| Diversity Training | and | managers. | | R DECK |
|---|--------|---|------------------------------|------------------------|
| Leadership for Managers and Supervisors | | CorasWorks Actions Form | × | XX |
| Leading In A Changing Environment | | Cancel Registration Use this action to cancel your registration. If | * indicator a row incl field | |
| Marine Corps Acculturation Program (MCAP) | My C | you may receive an error. | indicates a required field | |
| Naval Correspondence | Your | Course Registration has been Cancelled | | ancelled for a course. |
| New Employee Orientation (NEO) | (To ca | | Close | |
| New Supervisor Orientation (NSO) | Acti | | | 0 |
| Office of Workers | | | | Student Attendance |
| Compensation Program (OWCP) | | | | Pending |
| Organizational Communication and | | | | Pending |
| Collaboration | | | | Pending |
| Plain Language Writing for Federal Employees | | | | Pending |
| Pre-Retirement Planning - Mid-Career | | | | Pending |
| Pre-Retirement Refresher (CSRS/FERS) | | | | Pending |
| Retirement Planning - FERS | | | | Pending |
| | | 7/31/2013 8:30:00 AM | | |

To verify your cancellation, you can go back to main HROM Training Registration page. Under Previous Registrations, find the course you cancelled from, the Reg Status should read Cancelled by Student, see red arrow.

| Previous Registrations | | | ▽ |
|--|----------------------|-------------------------|--------------------|
| Equal Employment Search Reset | | | i Help |
| Specific Instance of Course | Student Name | Reg Status | Student Attendance |
| Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM | Shari Ritter | Cancelled by Instructor | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 4/24/2013 12:30:00 PM | John P. Callaway | Cancelled by Instructor | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 4/24/2013 8:30:00 AM | Dr. Daniel A. Kramer | Cancelled by Instructor | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 4/24/2013 8:30:00 AM | Elizabeth Grant | Cancelled by Instructor | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 4/24/2013 8:30:00 AM | William M. Davis | Cancelled by Instructor | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 7/31/2013 8:30:00 AM | Holly Norris | Cancelled by Student | Cancelled |
| Equal Employment Opportunity (EEO) and Diversity Training - 8/1/2013 12:30:00 PM | Douglas Basehoar | Cancelled by Instructor | Cancelled |
| Ready. | | | Loaded 7 of 7 🔸 🤨 |

You can also cancel a registration from a specific class page. Once in the HROM Training Registration Portal, select the class page you would like to visit on the left, see red arrow.



Once on the page, under My Registrations, you should see your registrations. Please check the box beside your registration (or the registration you want to cancel). See red arrow.

| a Turcha Standard Came and State Life of the | ing/HROM/Pages/ARHM_Course_102.aspx | | | | • 🔒 🖻 😽 🗙 🕻 | E Bing | _ |
|--|--|---|---|---|--|--|---|
| rites 🎪 🔊 Brown CIV Howard L 😰 Google D | ocs - All items 🞆 HROM Home 🎆 HROM | 1 Login 👔 Microsoft Outlook Web | A 🖻 RPATS-III 😰 Training Re | gistration 👔 Web Slice Gallery 🔻 👔 Home | e - HQMC AR Division | | |
| 🖶 Home - ARH (HROM) Bra 🕥 Customize | Pages - ARDiv_Home | Pages - ARDiv_Editors | Your Profile milBook Ho | Harine Corps Accultur X | 🛱 • 🖬 · | - 🔄 🖷 - Page- Sa | fety • Tools • |
| C Training Registration > HROM Training Re | pistrations | | | | | | |
| pictoring for a Course: | Marine Corps Accu Ourse Description: Increase or up please Click Here. Course Length (Days): 2 Course Audience: Al Cyllan Marine Maximum Registrants: 25 Prerequisites: None | ulturation Prog adate your knowledge of the M s who are new to the Marme Co | gram (MCAP) brine Corps history, culture, cu | stoms, courtesies, military ranks, Jargon more about the Marme Corps. | , and organizational structure. For | r a more detailed course | description, |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course | e course instance below | | | | | | |
| Click on the Actions menu Click on the Actions menu Select "Register for Selected Course Enter your student information | e course instance below | | | | | | |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Sectife Instance of Curse | course instance below | Course Status | Class Start * | Class Ford | Location | | 🥥 He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Sectin: Instance of Course Manne Corps Aculturation Provem in | e course instance below | Course Status Open | Class Start * 05/21/13: 08:00 | Class End 05/22/32:16-00 | Location Pentagon - 927953 | Conference Room ³ | 🥥 He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Secific Instance of Course Mainte Corps Acculturation Program (Mainte Corps Acculturation Program | Course Instance below CAP) - 5/21/2013 8:00:00 AM CAP) - 6/21/2013 8:00:00 AM | Course Status Open Open | Class Start * 05/21/13; 08:00 06/19/13; 08:00 | Class End 05/22/13; 16:00 00/20/13; 16:00 | Location Pentagon - 2C253, Quantico - USKC | Conference Room 3 useum, Trailer #2 | 🥑 He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Specific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program (Maine Corps Acculturation Program (Maine Corps Aculturation Program (Maine Cor | соитse instance below (САР) - 5/21/2013 8:00:00 АМ (САР) - 6/19/2013 8:00:00 АМ (САР) - 6/19/2013 8:00:00 АМ | Course Status Open Open | Class Start * 05/21/13; 08:00 06/19/13; 08:00 | Class End 05/22/13: 16:00 06/20/13: 16:00 07/18/13: 16:00 | Location Pentagon - 2C259, Quantico - USHC M. Quantico - USHC M. | Conference Room 3 useum, Trailer # 2 | i He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Specific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program (Maine Corps | ксоитse instance below ксар) - 5/21/2013 8:00:00 ам ксар) - 6/19/2013 8:00:00 ам ксар) - 6/19/2013 8:00:00 ам | Course Status Open Open Open Open | Class Start • 05/21/13:08:00 06/19/13:08:00 07/17/13:08:00 08/20/13:08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/16/13; 16:00 08/21/13; 16:00 | Locabion Pentagon - 2C253, Quantico - USHC M. Quantico - USHC M. Pentagon - 2C253, | Conference Room 3 useum, Trailer ≠2 Conference Room 3 | 🥑 He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Sectific Instance of Course Maine Corps Acculturation Program Maine Corps Acculturation Program Maine Corps Acculturation Program Maine Corps Acculturation Program | MCAP) - 5/21/2013 8:00:00 AM MCAP) - 5/21/2013 8:00:00 AM MCAP) - 0/19/2013 8:00:00 AM MCAP) - 0/19/2013 8:00:00 AM MCAP) - 0/20/2013 8:00:00 AM | Course Status Open Open Open Open Open | Class Start • 05/21/13:08:00 06/19/13:08:00 07/17/13:08:00 08/20/13:08:00 09/18/13:08:00 | Class End 0/2/21/3; 16:00 00/20/13; 16:00 07/16/13; 16:00 00/21/13; 16:00 09/13/13; 16:00 | Location Pentagon - 2C253, Quantico - USHC M. Pentagon - 2C253, Quantico - USHC M. | Conference Room 3 useum, Trailer #2 useum, Trailer #2 Conference Room 3 useum, Trailer #2 | 🥑 He |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Secific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program () | MCAP) - 5/21/2013 8:00:00 AM MCAP) - 5/21/2013 8:00:00 AM MCAP) - 3/19/2013 8:00:00 AM MCAP) - 9/19/2013 8:00:00 AM MCAP) - 9/19/2013 8:00:00 AM | Course Status Open Open Open Open Open | Class Start • 05/21/13: 08:00 06/19/13: 08:00 07/17/13: 08:00 08/20/13: 08:00 09/18/13: 08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/14/13; 16:00 09/21/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Quartico - USMC M, Pentagon - 2C253, Quantico - USMC M, | Conference Room 3 useum, Trailer # 2 Conference Room 3 useum, Trailer # 2 Loaded 1 | 🥥 He 5 of 5 🔹 |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Select Register for Selected Course Enter your student information Sectific Instance of Course Mainie Corps Acculturation Program (Mainie Corps Aculturation Program (Mainie Corps Acult | course instance below | Course Status Open Open Open Open Open | Class Start • 05/21/13 08:00 06/19/13 08:00 07/17/13 08:00 08/20/13 08:00 09/18/13 08:00 | Class End 05/72213: 16:00 06/30/13: 16:00 07/16/13: 16:00 08/2113: 16:00 09/19/13: 18:00 | Location Pentagon - 20253, Quantico - USHC M Pentagon - 20253, Quantico - USHC M | Conference Room 3 useum, Trailer #2 useum, Trailer #2 Conference Room 3 useum, Trailer #2 Loaded 3 | ⊘ He 5 of 5 *9 |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Sectific Instance of Course Maine Corps Acculturation Program (Maine Corps Aculturation Program (Maine Corps Accult | (CAP) - 5/21/2013 8:00:00 АМ МСАР) - 5/19/2013 8:00:00 АМ МСАР) - 7/17/2013 8:00:00 АМ МСАР) - 9/20/2013 8:00:00 АМ МСАР) - 9/20/2013 8:00:00 АМ МСАР) - 9/20/2013 8:00:00 АМ | Course Status Open Open Open Open Open Open | Class Start • 05/21/13:08:00 05/19/13:08:00 07/17/13:08:00 08/20/13:08:00 09/18/13:08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Quantico - USMC M. Pentagon - 2C253, Quantico - USMC M. | Conference Room 3 useum, Trailer #2 useum, Trailer #2 Conference Room 3 useum, Trailer #2 Loaded 1 | 🥑 He 5 of 5 * 9 |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Sectin: Instance of Course Maine Corps Acculturation Program (Maine Corps Accult | MCAP) - 5/21/2013 8:00:00 AM MCAP) - 5/19/2013 8:00:00 AM MCAP) - 0/19/2013 8:00:00 AM MCAP) - 9/210/2013 8:00:00 AM MCAP) - 9/210/2013 8:00:00 AM | Course Status Open Open Open Open Open Open | Class Start * 05/21/13/08:00 06/19/13/08:00 07/17/13/08:00 08/20/13/08:00 09/18/13/08:00 09/18/13/08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/18/13; 16:00 08/21/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 | Location Pentagon - 2C253, Quantico - USMC M. Pentagon - 2C253, Quantico - USMC M. | Conference Room 3 useum, Trailer #2 useum, Trailer #2 Conference Room 3 useum, Trailer #2 Loaded 1 | ② He 5 of 5 4 ≠ 3 He |
| Click on the Actions mou Select "Register for Selected Course Enter your student information Specific Instance of Course Specific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program (| ************************************** | Course Status Open Open Open Open Open t of the course instance below | Class Start • 05/21/13: 08:00 06/19/13: 08:00 07/17/13: 08:00 09/18/13: 08:00 09/18/13: 08:00 09/18/13: 08:00 | Class End 05/22/13: 16:00 06/20/13: 16:00 07/14/13: 16:00 08/21/13: 16:00 09/19/13: 18:00 09/19/13: 18:00 | Location Pentagon - 2C253, Quartico - USMC M, Pentagon - 2C253, Quantico - USMC M, Student Attendance | Conference Room 3 useum, Trailer # 2 Conference Room 3 useum, Trailer # 2 Loaded 1 Created By | 2) He 5 of 5 4 + |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Select "Register for Selected Course Enter your student information Specific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program (Specific Instance of Course Specific Instance of Course | MCAP) - 5/21/2013 8:00:00 AM MCAP) - 5/21/2013 8:00:00 AM MCAPJ - 6/19/2013 8:00:00 AM MCAPJ - 7/17/2013 8:00:00 AM MCAPJ - 9/20/213 8:00:00 AM MCAPJ - 9/20/213 8:00:00 AM | Course Status Open Open Open Open Open Open | Class Start • 05/21/13:08:00 06/19/13:08:00 07/17/13:08:00 09/20/18/13:08:00 09/18/13:08:00 | Class End 05/22/13; 16:00 06/20/13; 16:00 07/16/13; 16:00 07/16/13; 16:00 09/19/13; 16:00 09/19/13; 16:00 delect "Cancel Existing Registration" Reg Status Confermed | Location Pentagon - 2C253, Quantico - USHC M, Quantico - USHC M, Pentagon - 2C253, Quantico - USHC M, Student Attendance | Conference Room 3 useum, Trailer #2 useum, Trailer #2 Loaded 9 Loaded 9 Created By | We have a set of s in the set of set of s in the set of set |
| Click on the box to the left of the Click on the Actions menu Select "Register for Selected Course Enter your student information Select "Register for Selected Course Sectific Instance of Course Maine Corps Acculturation Program (Maine Corps Acculturation Program (Maine Corps Acculturation Program (Sectific Instance of Course Sectific Instance of Course Sectific Instance of Course Sectific Instance of Course Sectific Instance of any registered Course Specific Instance of Course Sectific Instance of Course | MCAP) - 5/21/2013 8:00:00 AM MCAP) - 5/19/2013 8:00:00 AM MCAP) - 0/19/2013 8:00:00 AM MCAP) - 9/210/2013 8:00:00 AM MCAP) - 9/210/2013 8:00:00 AM | Course Status Open Open Open Open Open t of the course instance below | Class Start * 05/21/13/08:00 06/19/13/08:00 07/17/13/08:00 08/20/13/08:00 09/18/13/08:00 09/18/13/08:00 | Class End 05/22/13: 16:00 06/20/13: 16:00 07/19/13: 16:00 09/19/13: 16:00 00 00/100 00 00/100 00 00 00/100 00 00 00 00 00 00 00 00 00 00 00 00 | Location Pentagon - 2C253, Quantico - USMC M. Quantico - USMC M. Pentagon - 2C253, Quantico - USMC M. Student Attendance | Conference Room 3 useum, Trailer # 2 Conference Room 3 useum, Trailer # 2 Loaded ! Created By Brown CIV Howard L | 20 He 5 of 5 + 2 20 He 1 of 1 + 4 |

Once you have selected the registration you would like to cancel, click on the Actions box (see red arrow number 1) and then click on Cancel Registration (see red arrow number 2).

| Change - ARD HerCAMB Brac Corps Acculture: X Page - ARD/, Kildice Page - ARD/, Kildice Your Profile millional Ha. Marine Corps Accultur. X Carl And Argenting Registration > HROM Training Registrations Marine Corps Acculturation Program (MCAP) Course Description: Increase or update your knowledge of the Marine Corps Acculture, customs, courteses, military ranks, jargon, and organizational structure. From Corps Courteses, military ranks, jargon, and organizational structure. From Course Length (Davy): -2 | - 🖸 🗰 - Page - Safet |
|---|--|
| QMC training Registration > HROM training Registrations Marine Corps Acculturation Program (MCAP) Course Descriptions: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Class Henry, Course Descriptions: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Class Henry, Course Descriptions: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Class Henry, Course Descriptions: Increase or update your knowledge of the Marine Corps history. | |
| Marine Corps Acculturation Program (MCAP) Course Description: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Course Description: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Course Description: Increase or update your knowledge of the Marine Corps history, culture, customs, courteses, military ranks, jargon, and organizational structure. For Course Description: Increase or update your knowledge of the Marine Corps history. | |
| Marine Corps Acculturation Program (MCAP) Course Description: Increase or update your knowledge of the Marine Corps Netory, culture, customs, courteses, military ranks, jargon, and organizational structure. For course Length (Davas): 2 | |
| Course Description: Increase or update your knowledge of the Marine Corps history, culture, customs, courtesies, military ranks, jargon, and organizational structure. For passe Click Here. Course Lendth (Davs): 2 | |
| Course Descriptions: Increase or update your knowledge of the Manne Corps history, cuture, customs, courtesies, military ranks, jargon, and organizational structure. For plasse Cick Here. Course Length (Dava): 2 | |
| piece Citck Here. Course Length (Dawk 2 | or a more detailed course de |
| Course Length (Days): 2 | |
| Course Hours: 0800-1600 | |
| Course Audience: Al Civilan Marines who are new to the Marine Corps or who would like to learn more about the Marine Corps. | |
| Maximum Registrants: 25 Desembles: Maximum Registrants: 25 | |
| Excellent control and the second se | |
| | |
| | |
| | |
| | |
| Registering for a Course | |
| To Register for an instance of this Course, please: | |
| | |
| | |
| Click on the box to the left of the course instance below | |
| Click on the box to the left of the course instance below Click on the Article mean | |
| Click on the box to the left of the course instance below Click on the Actions menu Salest Texture for Substance Course1 | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter work whether the course in the instance is the course in the course is the course in the course in the course in the course is the course in the course in the course in the course in the course is the course in the course is the course in the course | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Search | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information | |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Search Specific Instance of Course Course Status Class Statt * Class End Location Manine Corps Acceluration Program (MCAP) - 5/21/2013 8:00:00 AM Open 05/23/13; 08:00 05/22/13; 16:00 Pertagon - 2C253, | , Conference Room 3 |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Actions Search Specific Instance of Course Course Status Class Statt Class End Location Manne Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM Open O5/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/21/13; 08:00 05/20/13; 16:00 Pentagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Open 05/20/13; 08:00 05/20/13; 18:00 05/20/13; 18:00 Ventagon - 2C253, Manne Corps Acculturation Program (MCAP) - 6/19/2013 Selection | , Conference Room 3 Susseum, Trailer #2 |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Select "Register for Selected Course" Specific Instance of Course Select "Register for Selected Course" Specific Instance of Course Course Status Course Status Class Statt * Class End Location Manne Corps Acculturation Program (MCAD) - 5/21/2013 8:00:00 AM Open 05/221/13; 08:00 07/221; 15:00 Quantico- USMCM Amme Corps Acculturation Program (MCAD) - 6/19/2013 8:00:00 AM Open 07/321; 08:00 07/241; 15:00 Quantico- USMCM Amme Corps Acculturation Program (MCAD) - 71/2/013 8:00:00 AM Open 07/321; 08:00 07/241; 15:00 Quantico- USMCM | , Conference Room 3 Nuseum, Trailer #2 Nuseum, Trailer #2 |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Search Search Search Course Status Class Start * Class End Location Marine Corps Acculturation Program (MCAD) - 5/12/2013 8:00:00 AM Open Op/10/13; 08:00 Of/20/13; 16:00 Quantico - USMCH Marine Corps Acculturation Program (MCAD) - 5/12/2013 8:00:00 AM Open Open Of/10/13; 08:00 Of/10/13; 16:00 Quantico - USMCH Marine Corps Acculturation Program (MCAD) - 5/12/2013 8:00:00 AM Open Open Of/10/13; 08:00 Of/10/13; 16:00 Quantico - USMCH Marine Corps Acculturation Program (MCAD) - 7/17/2013 8:00:00 AM Open Open Of/10/13; 08:00 Of/10/13; 16:00 Pentagon - 2C233 | , Conference Room 3 Useum, Trailer #2 Useum, Trailer #2 , Conference Room 3 |
| Click on the box to the left of the course instance below Clack on the Actions menu Select "Register for Selected Course" Enter your student information Actions Search Course Status Class Statt Class End Location Marine Corps Acouturation Program (MCAP) - 5/21/2013 8:00:00 AM Open 05/21/13; 08:00 05/20/13; 16:00 Pantagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 07/17/13; 08:00 07/18/13; 16:00 Pantagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 00/21/13; 16:00 Pentagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 00/21/13; 16:00 Pentagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Pentagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon - 2C353 Marine Corps Acouturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon Open 09/18/13; 08:00 09/19/13; 16:00 Quantico - USMCM Pantagon Open 09/18/13; 08:00 Open 09/19/13; 08:00 Open 09/19/13; 08:00 Open 09/19/13; 08:00 Open Open | , Conference Room 3 Juseum, Trailer #2 Juseum, Trailer #2 Conference Room 3 Juseum, Trailer #2 |
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Actions Search Sear | , Conference Room 3 Kuteum, Trailer # 2 Sconference Room 3 Kuseum, Trailer # 2 Loaded 5 (|
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Select Instance of Course Search Second Instance of Course Search Course Status Course Status Class Start * Class End Location Marine Corps Acolutions Program (MCAP) - 5/12/2013 8:00:00 AM Open Opin Opin | , Conference Room 3 baseum, Trailer #2 baseum, Trailer #2 Conference Room 3 baseum, Trailer #2 Loaded 5 (|
| Click on the box to the left of the course instance below Clack on the Actions menu Select "Register for Selected Course" Enter your student information Actions- Search Specific Instance of Course Course Status Class Stat * Class End Location Anime Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Pentagon - 2C33, Mainie Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 07/17/13; 08:00 07/18/13; 16:00 Quantico - USMC M Mainie Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 07/17/13; 08:00 07/18/13; 16:00 Quantico - USMC M Mainie Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 07/17/13; 08:00 07/18/13; 16:00 Pentagon - 2C33, Mainie Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Pentagon - 2C33, Ready. We Registrations Carred for an instance of any registered Course, please disk on the box to the left of the course instance below, disk on the Actions menu, and select "Carred Existing Registration". | , Conference Room 3 Nuseum, Trailer #2 Nuseum, Trailer #2 Conference Room 3 Nuseum, Trailer #2 Loaded 5 (|
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Select Register for Selected Course" Course Status Course Status Class Statt * Class End Location Marine Corps Acadutation Program (MCAP) - 5/21/2013 8:00:00 AM Open 09/30/13; 08:00 07/21/13; 18:00 Quantice - USMCM Marine Corps Acadutation Program (MCAP) - 8/20/2013 8:00:00 AM Open 09/30/13; 08:00 07/14/13; 18:00 Quantice - USMCM Marine Corps Acadutation Program (MCAP) - 8/20/2013 8:00:00 AM Open 09/18/13; 08:00 07/14/13; 18:00 Quantice - USMCM Ready. Marine Corps Acadutation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 07/19/13; 18:00 Quantice - USMCM Ready. Marine Corps Acadutation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 07/19/13; 18:00 Quantice - USMCM Ready. Marine Corps Acadutation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 07/19/13; 18:00 Quantice - USMCM Ready. Marine Corps Acadutation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 07/19/13; 18:00 Quantice - USMCM Ready. Marine Corps Acadutation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 07/19/13; 18:00 07/19/13; 18:00 07/19/13; 18:00 07/19/13; 18:00 07/19/13; 18:00 07/19/13; 18:00 07/13/13; 18:00 07/19/13; 18:00 | , Conference Room 3 Useum, Trailer #2 , Conference Room 3 Useum, Trailer #2 Loaded 5 (|
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Actions- Search Class East Class East Class East Location Marine Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM Open 05/21/13; 08:00 05/22/13; 16:00 Quantice - USMC M Marine Corps Acculturation Program (MCAP) - 5/21/2013 8:00:00 AM Open 05/21/13; 08:00 09/20/13; 18:00 Quantice - USMC M Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 06/20/13; 08:00 09/20/13; 18:00 Quantice - USMC M Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/20/13; 08:00 09/20/13; 18:00 Quantice - USMC M Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/18/13; 18:00 Quantice - USMC M Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 18:00 Quantice - USMC M Ready. Harrine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 18:00 Quantice - USMC M Ready. Harrine Corps Acculturation Program (| , Conference Room 3 tuseum, Trailer #2 tuseum, Trailer #2 Conference Room 3 tuseum, Trailer #2 Loaded 5 (|
| Click on the box to the left of the course instance below Click on the Actions menu Select "Register for Selected Course" Enter your student information Select "Register for Selected Course" Marine Corps Acculturation Program (MCAP) - 5/12/013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Quantice - USMCM Marine Corps Acculturation Program (MCAP) - 8/28/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Pertagon - 2C253, Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Pertagon - 2C254, Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Pertagon - 2C254, Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Pertagon - 2C254, Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Pertagon - 2C254, Marine Corps Acculturation Program (MCAP) - 9/18/2013 8:00:00 AM Open Open Opi/12/13; 08:00 Opi/12/13; 18:00 Outradice of an registered Course, please dick on the box to the left of the course instance below, dick on the Actoons menu, and select "Cancel Existing Registration". Actions - | , Conference Room 3 Nuseum, Trailer #2 Nuseum, Trailer #2 Loaded 5 (Loaded 5 (Created By |

You should then see the screen shown below.



When the cancellation is complete, you should see as shown below. You can close the screen, see red arrow. You should also receive an email notifying you of the cancellation.

| | | | en an Blannen Blannige | egistration @ Web Soce Gallery • | E some - refuir as purs | An example of the second s |
|---|---|--|--|--|---|--|
| Home - ARH (HROM) Bra U Customize | Pages - ARDiv_Home | Pages - ARDiv_Editors | Your Profile milBook Ho | Marine Corps Accultur X | | 🗿 = 🔯 = 🖙 🖶 - Page - Safety = Tools - |
| Training Registration > HROM Training Registra | tions | | | | | |
| | ConasWorks Actions | | | | | |
| Ma | Cancel Registration Use this you did not check an item to you may receive an error. | action to cancel your registi select it (on previous screen | ation. If n), then | - n | dicates a required field | |
| Co pin | III. | Course Regi | stration has been C | ancelled | | al structure. For a more detailed course description. |
| | ar ar de | | | | Close | |
| tering for a Course pipiter for an instance of this Course, pies Click on the box to the left of the cor Click on the Actions menu Select "Register for Selected Course" Fibrer your student information | es Ir | | | | | |
| | | | | | | a hat |
| ons- Search | | | | | | non |
| ons - Search Specific Instance of Course | | | | | | ragon - 2C253, Conference Room 3 |
| Specific Instance of Course Marine Corps Acculturation Program (MCAI Marine Corps Acculturation Program (MCAI acdv. | 2 3 7 7 7 7 | | | | | ntico - USMC Museum, Traier #2 ntico - USMC Museum, Traier #2 lagon - 2C253, Conference Room 3 ntico - USMC Museum, Trailer #2 Loaded 3 of 5 +# 10 |
| ons - Specific Instance of Course Specific Instance of Course Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) early. Complete Corps Acculturation Program (MCA) early. | 2 3 7 9 9 | t of the course instance belo | w, tick on the Actions menue. | nd select "cancel Existing Re | gistration". | Intoo - USMC Museum, Trainer #2 Intoo - USMC Museum, Trainer #2 agon - 2C233, Confortnice Room 3 Intoo - USMC Museum, Trainer #2 Loaded 5 of 5 *# 6 |
| Specific Instance of Course Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) Marine Corps Acculturation Program (MCA) mark to the Corps A | 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 | t of the course instance belo | ow, tick on the Actions menu, a | nd select "Cancel Existing Re | gistration", | ndro - USAC Mukeum, Tailer #2 ndro - USAC Museum, Tailer #2 agon - ACCSS, Conference Room 3 ndro - USAC Museum, Tailer #2 Loaded 3 of 5 +9 er |
| Specific Instance of Course Marine Corps Acculturation Program (MCA) mane Corps Acculturation Program mane Corps Acculturation mane Corps Acculturation Program mane Corps mane Corps Acculturation mane Corps mane Corps Acculturation mane Corps man | dease dick on the box to the lat | t of the course instance belo | ow, click on the Actions menu, a | nd select "Cancel Existing Re | gistration". | ntico - USAC Muteum, Traiter #2 ntico - USAC Muteum, Traiter #2 agon - 2C253, Conference Room 3 ntico - USAC Museum, Traiter #2 Loaded 3 of 5 +# & |
| specific Instance of Course Marine Corps Acculturation Program (MCA) marine Corps Acculturation Program model marine Corps Acculturation model marine Corps Acculturation model marine Corps marine Corps marine model marine Corps marine model marine Corps marine model model marine Corps model | Alease dick on the box to the lef | t of the course instance bek Stude | ow, click on the Actions menu, a int Name | nd select "Cancel Existing Re Reg S | gistration". tatus Studen med pareter | ntico - USAC Muteum, Traiter # 2 ntico - USAC Muteum, Traiter # 2 agen - 2C253, Conference Room 3 ntico - USAC Museum, Traiter # 2 Loaded 5 of 5 +# to Kended 5 of 5 +# to For the second State of the s |

To verify your cancellation, you can go back to the appropriate course page (For this How To, I am going to select the Marine Corps Acculturation Program course page). Under My Registrations, find the course you cancelled from, the Reg Status should read Cancelled by Student, see red arrow.

| | ine Corps Acculturation Program (MCAP) - Windows Inter | net Explorer | | | | | 10010 |
|--|---|---|---|---|--|---|---|
| <pre>int int int int int int int int int int</pre> | e https://chancusme.mil/sites/HQMCTraining | /HROM/Pages/ARHM_Course_102.exps | 6 | | | • 🔒 🖯 49 🗙 😇 Bing | |
| Element dette dick in Centered aussentieren en der die der | orites 🛛 🎪 🔊 Brown CIV Howard L 🔊 Google Docs | - All items 📷 HROM Home 📠 HROI | M Login 👔 Microsoft Outlook W | eb A 👔 RPATS-III 👔 Training R | ngistration 👔) Web Slice Gallery 👻 😰 Home - H | QMC AR Division | |
| The set of | Home - ARH (HROM) Bra | Pages - ARDiv_Home | Pages - ARDiv_Editors | Your Profile milBook Ho | Harine Corps Accultur_ X | A • B • A + | Page + Safety + Tools |
| Provide State Construction Register (SCAP) - 5/12/2013 & 0000 AM Gen OF 7/12/13 & 0000 OM G | C Training Registration > HROM Training Regist | rations | | | | | |
| Animal Costs Acaduments forger an (NGAP) - 5/3/2013 8 0000 AM Open Open OF 27/21/3 8 000 Open OF 27/21/3 8 | | | | | | | |
| Concerning a concerning of the concerning of the Marken Corps history, cutures, custores, curteries, military ranks, jurgor, and organizational structure. For a more detailed course description Concerning of the Concerning of the Concerning of the Marken Corps or who would like to kean more about the Marken Corps. Concerning of the Concern | M | arine Corps Acc | ulturation Pro | gram (MCAP) | | | |
| | | ourse Descriptions, Increase or a | indate univ knowledge of the | Marine Come history, culture, c | stome murtacies militani carles tarmon an | d conservational christman. For a more det | aled course description |
| | | case Click Here. | spane you sourcede o on | reacted corps mean y, conset, c | ocorris, concesses, maney ranks, jargore, ar | o organizational as uccurs. This is more this | and course descriptions |
| | | ourse Length (Days): 2 ourse Hours: 0800-1600 | | | | | |
| Marine Corps Aculturation Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 7/21/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 7/21/2013 8:00:00 AM Open 06/21/13; 08:00 06/22/13; 16:00 Perfavoration Program (HCAP) - 7/21/2013 8:00:00 AM Open 06/21/13; 18:00 Quantion - USKC Maxeum, Tatler # 2 Marine Corps Aculturation Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 18:00 Quantion - USKC Maxeum, Tatler # 2 Marine Corps Aculturation Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 18:00 Quantion - USKC Maxeum, Tatler # 2 Marine Corps Aculturation Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 18:00 Perfavoration Corps Aculturation Program (HCAP) - 6/19/2013 8:00:00 AM Open 06/21/13; 18:00 Perfavoration Co | saine c | ourse Audience: Al Ovilan Manne | es who are new to the Marine | Corps or who would like to learn | more about the Marine Corps. | | |
| | | aximum Registrants: 25 | | | | | |
| | The Takes | rerequisites; none | | | | | |
| Stering for a Course egister for an instance of this Course, please:: • Cick on the box to the left of the course instance below, • Cick on the doors menu • Select Register for Selected Course* • Enter your student information ons • | and the second second second | | | | | | |
| Starking for a Source explore for an instance of this Course, please: Cick on the box to the left of the course instance below Cick on the Actions menu : Select "Register for Selected Course" : Enter your student information : Select "Register for Selected Course" : Select "Register for Selected Course Class Start * | | | | | | | |
| Ackeng for a Course egister for an instance of this Course, please: • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below • Click on the box to the left of the course instance below, click on the Actions menu, and select "Clance Existing Registration". • Search • Search • Search • Click on the box to the left of the course instance below, click on the Actions menu, and select "Clance Existing Registration". • Search • Search • Search • Clacker Name • Clacke | | | | | | | |
| Stering for a Course register for an instance of this Course, please:: • Cick on the box to the left of the course instance below • Cick on the dotors menu • Select "Register for Selected Course" • Enter your student information • Search • Prefagon - 2023, Conference Room 3 • Select "Register for Selected Course" • Enter your student information • Class Stat. * • Search • Prefagon - 2023, Conference Room 3 • Marrie Corps Acoultation Program (HCAP) - 6/19/2013 #:00:00 AM Open 05/21/31; 08:00 04/70/31; 15:00 • Marrie Corps Acoultation Program (HCAP) - 202/2013 #:00:00 AM Open 05/21/31; 08:00 04/70/31; 15:00 Quantico - USKC Massem, Trailer # 2 • Marrie Corps Acoultation Program (HCAP) - 202/2013 #:00:00 AM Open 05/21/31; 08:00 04/70/31; 15:00 Quantico - USKC Massem, Trailer # 2 • Marrie Corps Acoultation Program (HCAP) - 0/19/2013 #:00:00 AM Open 06/21/31; 08:00 00/71/31; 15:00 Quantico - USKC Massem, Trailer # 2 • Marrie Corps Acoultation Program (HCAP) - 0/19/2013 #:00:00 AM Open 06/20/31; 08:00 00/71/31; 16:00 Quantico - USKC Massem, Trailer # 2 • Marrie Corps Acoultation Program (HCAP) - 0/19/2013 #:00:00 AM Open 09/21/31; 08:00 09/71/31; 16:00 Quantico - USKC Massem, Trailer # 2 • Marie Corps Acoultation Program (HCAP) - 0/19/201 | | | | | | | |
| Selecting for an instance of this Course, please: Cick on the box to the left of the course instance below Cick on the Actions menu Select Tragister for Selected Course' Inter your student information Search Course Status Class Start * Class Start * Class End Lucation Marine Corps Accultuation Program (NCAP) - 5/31/2013 #:00:00 AM Open 05/321/31; 08:00 05/22/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 5/31/2013 #:00:00 AM Open 05/321/31; 08:00 05/27/31; 16:00 Quantico - USIC Museum, Tatler # 2 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 05/321/31; 08:00 06/2013; 16:00 Quantico - USIC Museum, Tatler # 2 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/321/31; 08:00 06/2013; 16:00 Quantico - USIC Museum, Tatler # 2 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/321/31; 08:00 06/2013; 16:00 Quantico - USIC Museum, Tatler # 2 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/321/31; 08:00 06/21/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/321/31; 08:00 06/21/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/321/31; 08:00 06/21/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/320/31; 08:00 06/21/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/320/31; 08:00 06/21/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/320/31; 08:00 06/320/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/320/31; 08:00 06/30 B/31; 16:00 Partagon - 2C253, Conference Room 3 Marine Corps Accultuation Program (NCAP) - 6/19/2013 #:00:00 AM Open 06/320/31; 08:00 06/30 B/31; 16:00 Pa | | | | | | | |
| Address for an instance of the Course, please: • Cick on the box to the left of the course instance below • Cick on the box to the left of the course instance below • Cick on the Actions menu • Search • Search • • • • • • • • • • • • • • • • • • • | | | | | | | |
| egister for an instance of this Course, please: • Cick on the box to the left of the course instance below • Cick on the doxto smenu • Select Register for Selected Course* • Enter your student information • Search • Search • Course Status Class Stat. • Class Stat | stering for a Course | | | | | | |
| Cick on the Actons menu Search Image: Constraint of Search Image: Constant of | egister for an instance of this Course, pi | ease: | | | | | |
| | Contrast of the second second second second second | | | | | | |
| | | | | | | | |
| Click on the Actions menu Select "Register for Selected Course" Search | Click on the box to the left of the c | ourse instance below | | | | | |
| exclosion in records individual information exclosion e | Click on the Actions manu | | | | | | |
| | Click on the Actions menu | | | | | | |
| | Select "Register for Selected Course" | | | | | | |
| Search Search Search Search Search Search Search Course Status Class Start * Class Start & Class Start * Class Sta | Enter your student information | | | | | | |
| Search Search Image: Construction of Course Course Status Class Start. * Class Start. * Loadon Image: Construction of Course Course Status Class Start. * Class Start. * Loadon Image: Construction of Course Course Status Class Start. * Class Start. * Loadon Image: Construction of Course Course Status Class Start. * Class Start. * Loadon Image: Construction of Course Course Status Course Of 201213: 06:00 Advances Course Image: Construction of Course Course Of 201213: 06:00 Advances Course Of 201213: 16:00 Course Image: Construction of Course Course Of 201213: 06:00 Advances Course Of 201213: 16:00 Course Course Of 201213: 16:00 < | | | | | | | |
| Specific Instance of Course Status Specific Instance of Course Status Course Status Class Stat. Class | ons• Search | | | | | | 🚳 He |
| Marine Corps Acculturation Program (MCAP) - 5/21/2013 6:00:00 AM Open Of/21/21: 0:00 Of/22/21: 0:00 <th< th=""><th>Energie Instance of Course</th><th></th><th>Course Status</th><th>Class Start +</th><th>Class End</th><th>Location</th><th></th></th<> | Energie Instance of Course | | Course Status | Class Start + | Class End | Location | |
| Marine Corps Acolutation Program (MCAP) - 6/19/2013 8:00:00 AM Open 06/19/13:08:00 06/20/13:16:00 Quartice - USK Maream, Trailer # 2 Marine Corps Acolutation Program (MCAP) - 6/19/2013 8:00:00 AM Open 06/19/13:08:00 00/19/13:16:00 Pertagon - 2223, Conference Room 3 Marine Corps Acolutation Program (MCAP) - 0/19/2013 8:00:00 AM Open 06/20/13:08:00 00/19/13:16:00 Pertagon - 2223, Conference Room 3 Marine Corps Acolutation Program (MCAP) - 0/19/2013 8:00:00 AM Open 06/20/13:08:00 00/19/13:16:00 Pertagon - 2223, Conference Room 3 Marine Corps Acolutation Program (MCAP) - 0/19/2013 8:00:00 AM Open 09/18/13:08:00 00/19/13:16:00 Quartico - USK: Museum, Trailer # 2 Isaddr Loaded 3 of 5 4 Program (MCAP) - 0/19/2013 8:00:00 AM Open 09/18/13:08:00 09/19/13:16:00 Quartico - USK: Museum, Trailer # 2 Isaddr for an retaine of any registered Course, please disk on the left of the course matance below, disk on the Actions menu, and select: "Cancel Existing Registration". Image: Course Acolutation Program (MCAP) - 6/19/2013 8:00:00 AM Open Open Course Matanem Course Acolutation Program (MCAP) - 6/19/2013 8:00:00 AM Image: Course Acolutation Program (MCAP) - 6/19/2013 8:00:00 AM Open Course Acolutation Program (MCA | Marine Corps Acculturation Program (NC | AP) - 5/21/2013 8:00:00 AM | Open | 05/21/13:08:00 | 05/22/13: 16:00 | Pentagon - 2C253, Conference | Bacer 3 |
| Marine Corps Acculturation Program (MCAP) - 2/12/2013 8::00:00 AM Open 07/12/13: 08::00 07/12/13: 16::00 Quantico - USHC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 2/01/2013 8::00:00 AM Open 06/21/13: 08::00 07/12/13: 16::00 Quantico - USHC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 0/18/2013 8::00:00 AM Open 06/21/13: 08::00 09/19/13: 16::00 Quantico - USHC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 0/18/2013 8::00:00 AM Open 09/18/13: 08::00 09/19/13: 16::00 Quantico - USHC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 0/18/2013 8::00:00 AM Open 09/18/13: 08::00 09/19/13: 16::00 Quantico - USHC Museum, Trailer #2 Marine Corps Acculturation Program (MCAP) - 0/18/2013 8::00:00 AM Open 09/18/13: 08::00 09/19/13: 16::00 Quantico - USHC Museum, Trailer #2 In stance of an instance of an instance of any registered Course, please dick on the box to the left of the course instance below, dick on the Actions menu, and select "Cancel Existing Registration". Image for the course instance below, dick on the Actions menu, and select "Cancel Existing Registration". Image for the course instance below, dick on the Actions menu, and select "Cancel Existing Registration". Image for the course Existing Registration "Cancel Existing Registration". Image for the course instance | Marine Corps Acculturation Program (MC | AP) - 6/19/2013 8:00:00 AM | Open | 06/19/13; 08:00 | 06/20/13: 16:00 | Quantico - USMC Museum, Traile | PLL AUTO I I |
| Marine Corps Acculturation Program (MCAP) - 6/20/2013 6:00:0 AM Open 06/20/33 06:00 00/21/33 16:00 Pertagon - 2223, Conference Room 3 Marine Corps Acculturation Program (MCAP) - 0/18/2013 8:00:00 AM Open 09/18/13 08:00 09/19/13 16:00 Pertagon - 2223, Conference Room 3 Ready. Loaded 3 of 5 4 Search Search </td <td>Marine Corps Acculturation Program (MC</td> <td>AP) - 7/17/2013 8:00:00 AM</td> <td>Open</td> <td>07/17/13; 08:00</td> <td>07/18/13; 16:00</td> <td>Quantico - USMC Museum, Trail-</td> <td>r#2</td> | Marine Corps Acculturation Program (MC | AP) - 7/17/2013 8:00:00 AM | Open | 07/17/13; 08:00 | 07/18/13; 16:00 | Quantico - USMC Museum, Trail- | r#2 |
| Manne Corps Acuturation Program (MCAP) - 0/18/2013 8:00:00 AM Open 09/18/13; 08:00 09/19/13; 16:00 Quantice - USNC Museum, Trailer +2 Ready: Loaded 5 of 5 +9 secold for an instance of any registered Course, please cick on the box to the left of the course instance below, cick on the Actions menu, and select. "Cancel Existing Registration". Image: Corps Accuturation Program (MCAP) - 0/19/2013 6:00:00 AM Image: Corps Accuturation Program (MCAP) - 0/19/2013 6:00:00 AM Manne Corps Accuturation Program (MCAP) - 0/19/2013 6:00:00 AM | Marine Corps Acculturation Program (MC | AP) - 8/20/2013 8:00:00 AM | Öpen | 08/20/13; 08:00 | 08/21/13; 16:00 | Pentagon - 2C253, Conference | er #2 er #2 |
| Registration I Loaded 3 of 5 +9 Registration I Search Instance of any registered Course, please dick on the lost of the course instance below, dick on the Attoins menu, and select "Cancel Existing Registration". Instance of any registered Course Student Name I Specific Instance of Course Student Name I Specific Instance Of Program (MCAP) - 6/19/2013 6:00:00 AM Instance Doblement Name Registration Cancelled by Student Attributer I status Student Name Registration Cancelled by Student Attributer | Marine Corps Acculturation Program (MC | AP) - 9/18/2013 8:00:00 AM | Open | 09/18/13; 08:00 | 09/19/13: 16:00 | Quantico - USMC Museum, Traile | er #2 er #2 Room 3 |
| Registrations Image of any registered Course, please dick on the box to the left of the course instance below, dick on the Actions menu, and select "Cancel Existing Registration". Ionse Search @ H I Specific Instance of Course Reg Status Manne Corps Acculturation Program (MCAP) - 6/19/2013 6:00:00 AM Reg Doublest Manne Corps Acculturation Program (MCAP) - 6/19/2013 6:00:00 AM Red Doublest | leady. | | | | | | er #2 er #2 Room 3 er #2 |
| agrine notes and a set of the course instance below, dok on the Actions menu, and select "Cancel Existing Registration". | | | | | | | r #2 er #2 Room 3 er #2 Loaded 5 of 5 49 |
| inner an instance of any registrate data in an out of an an out of an analysis of any contract and any and other and any and other and any and other any any and other any any and other any any any and other any | 1 | | 2010.10 | | | | Room 3 er #2 Room 3 er #2 Loaded 5 of 5 |
| inns - Search Course Search Course Co | Registrations | plants dick on the box to the la | of the course instance belo | we dirk on the Arbitrar mercu. | nd select "Cancel Existing Resistration" | | Room 3 er #2 Room 3 er #2 Loaded 5 of 5 |
| Specific Instance of Course Exuder Name Reg Status Studer, Name Manne Corps Accuturation Program (MCAP) - 6/19/2012 6:00:00 AM Set Doubler Cancelled by Studers. Cancelled by Studers. Isady: Loaded 1 of 1 Fe Cancelled by Studers. Cancelled by Studers. | Registrations ancel for an instance of any registered Course | , please dick on the box to the le | ft of the course instance belo | ow, click on the Actions menu, a | nd select "Cancel Existing Registration". | | Room 3 er #2 Room 3 er #2 Loaded 5 of 5 |
| Marine Corps Acculturation Program (MCAP) - 6/19/2013 8:00:00 AM Probability Cancelled by Student Cancelled by Student Cancelled to 1 4 Loaded 1 of 1 4 | Registrations ancel for an instance of any registered Course ions - Search | , please dick on the box to the le | eft of the course instance bein | ow, click on the Actions menu, a | nd select "Cancel Existing Registration". | | toom 3 er #2 Room 3 er #2 Loaded 5 of 5 #9 1 |
| teady. | Registrations ancel for an instance of any registered Course ions • Search Specific Instance of Course | , please dick on the box to the le | aft of the course instance bein | ow, click on the Actions menu, a | nd select "Cancel Existing Registration". Reg Status | Student Atte | noom 3 er #2 Room 3 Ir #2 Loaded 5 of 5 +9 (|
| Loaded 1011 ** | Registrations ancel for an instance of any registered Course ions - Search Specific Instance of Course Marine Cores Acculturation Program (MC | , please dick on the box to the le | st of the course instance belo | ow, click on the Actions menu, a | nd select "Cancel Existing Registration". Reg Status Cancelled by Studie | Student Atto | recom 3 rr #2 rr #2 Loaded 5 of 5 +9 4 |
| | Registrations ancel for an instance of any registered Course ions - Search Specific Instance of Course Marine Corps Acculturation Program (MC | , please dick on the box to the le AP) - 6/19/2013 8:00:00 AM | It of the course instance belo trusk | ow, click on the Actions menu, a with Name | nd select "Cancel Existing Registration". Reg Status Cancelled by Studer | Student Atto | recom 3 rr #2 Room 3 rr #2 Loaded 5 of 5 ++ W He W He |
| | Registrations ancel for an instance of any registered Course sons - Specific Instance of Course Marine Corps Acculturation Program (MC Ready. | , please click on the box to the le AP) - 6/19/2013 8:00:00 AM | at of the course instance belo Stude | ow, click on the Actions menu, a writ Name | nd select "Cancel Existing Registration". Reg Status Cancelled by Stude | Student Atte | r #2 r #2 Loaded 5 of 5 d L Loaded 1 of 1 4 |

 $\sim 17 \sim$

HQI Intranet Account Request

To register for any course, you must first have an HQI intranet account to register. [Click here] to request an HQI account.

When accessing the site, please select the email certificate on your CAC.



Once on the site, follow the instructions given. If you need additional help, you can view the How to Request New HQMC Portal/MCATS Access Account, see red arrow.



HROM Training Office Contact Information:

SMB.HQMC.ARHB.TRNG@usmc.mil 703-604-2755

List of Helpful Links:

Human Resources and Organizational Management (HROM) Site: <u>http://www.hqmc.marines.mil/hrom/UnitHome.aspx</u>

HROM-Sponsored Training page: <u>http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx</u>

HROM Training Registration Portal: <u>https://ehqmc.usmc.mil/sites/HQMCTraining/HROM/Pages/Default.aspx</u>