

# CROSS TRAINING SCHEDULE

## 2nd QTR 2022

This training supports the Marine Corps' Phase I migration to electronic records management. This course is intended to assist records managers with the functionalities of the Command Records Operational Support Site (CROSS), in order to properly create and maintain a records management program.

Date	Time	Location
7-April	0900 - 1100 EST	Adobe Connect
14-April	1300 - 1500 EST	Adobe Connect
21-April	2000 – 2200 EST (OCONUS Training)	Adobe Connect
5-May	0900 - 1100 EST	Adobe Connect
12-May	1300 - 1500 EST	Adobe Connect
19-May	2000 – 2200 EST (OCONUS Training)	Adobe Connect
2-June	0900 - 1100 EST	Adobe Connect
9-June	1300 - 1500 EST	Adobe Connect
16-June	2000 – 2200 EST (OCONUS Training)	Adobe Connect

- All trainings will occur virtually via webinar on a Tuesday or Thursday.
- To register for CROSS training, log into the [Training Registration Portal](#) . *Note: a MCEITS account is required to access this site. See below for more information.*
- For registration assistance, please refer to the TRP User guide on the [HQMC ARDB](#) site.
- Adobe Connect dial in instructions will be provided via email upon registration confirmation.
- If you have further questions, please contact: [smb\\_hqmc\\_rmoutreach@usmc.mil](mailto:smb_hqmc_rmoutreach@usmc.mil)

Registration to CROSS prior to training is encouraged. For CROSS registration instructions, reference the “EIS HCS (formerly MCEITS) Account Request Guide” and the “CROSS End User Registration Guide” found on the [HQMC ARDB](#) site.

**A minimum of 5 participants is required to conduct each session. Provided the minimum threshold is not met, the session will be cancelled, and the participants will be rescheduled.**