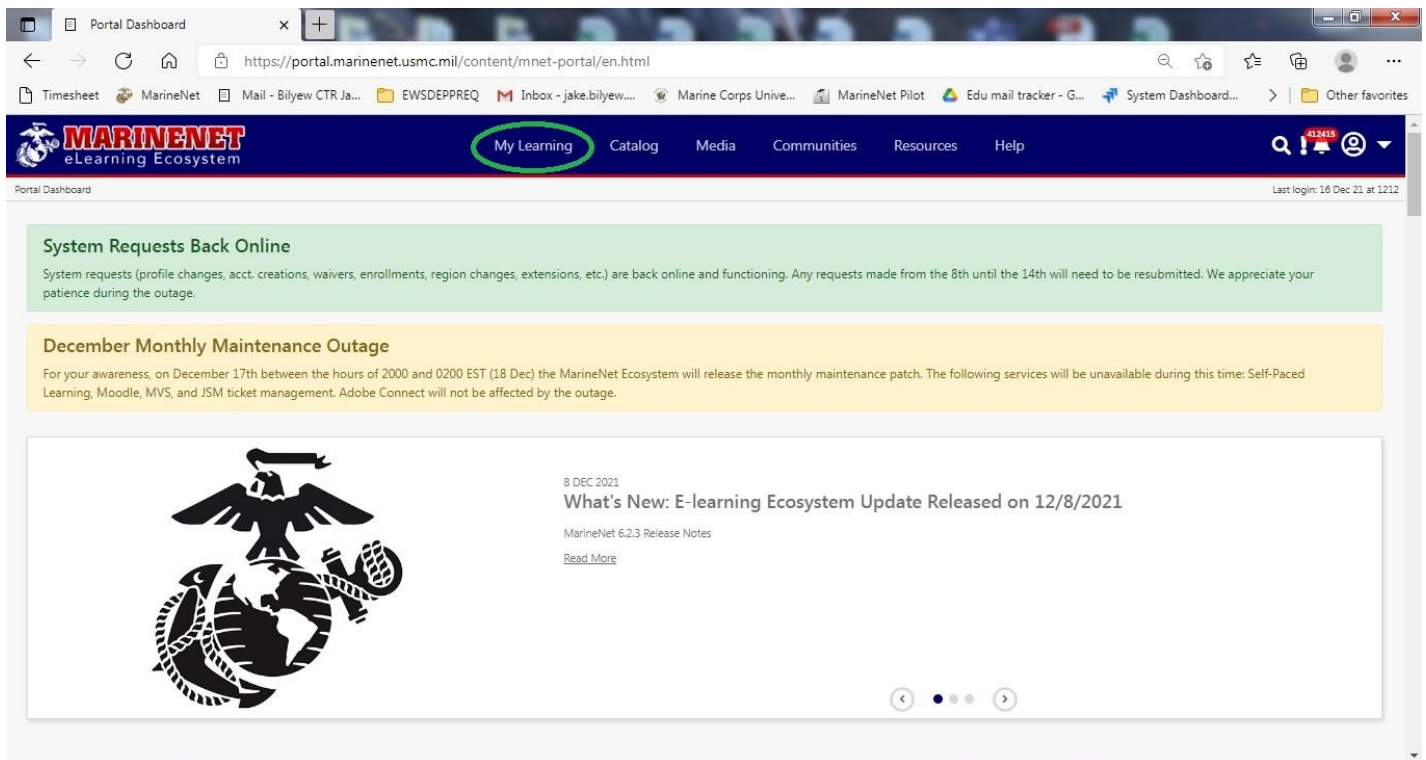


# Training Manager Approval Process for ECDEP Enrollments

Commands must recommend all students requesting Enlisted College Distance Education Program Seminar enrollments such as Sergeants School Seminar (5500), Career School Seminar (6500), and Advanced School Seminar (7500). Commands are required to use the Command Screening Checklist (NAVMC 11580) to validate a seminar candidate has been Command selected and is qualified to take the seminar at the time of the request. All seminar seat requests should be submitted through an enrollment request in MarineNet. Submission of the Command Screening Checklist to the CDET personnel is no longer required or desired. The Unit Training Manager is the unit representative with an admin account in MarineNet that will process enrollment requests for the Command. Training Managers are able to approve enrollment requests at the Command level and submit ECDEP Seminar enrollment requests directly to a Regional Director's office. The Training Manager is responsible to coordinate official Command approval from the Sergeant Major, Commanding Officer, or their designated representative.

**Step 1:** From any MarineNet page, click on "My Learning" at the top of the page.



The screenshot shows a web browser window displaying the MarineNet Portal Dashboard. The address bar shows the URL: <https://portal.marinenet.usmc.mil/content/mnet-portal/en.html>. The navigation bar at the top features the MarineNet logo and several menu items: "My Learning" (circled in green), "Catalog", "Media", "Communities", "Resources", and "Help". Below the navigation bar, there are two announcement boxes: a green one titled "System Requests Back Online" and a yellow one titled "December Monthly Maintenance Outage". At the bottom, there is a "What's New" section with a date of "8 DEC 2021" and a title "What's New: E-learning Ecosystem Update Released on 12/8/2021". The "What's New" section includes a link to "Read More" and a small image of the MarineNet logo.

**Step 2:** Next click "Forms & Requests" that also appears near the top of the page.

MY SELF-PACED COURSES

Filter By Status ▾ Sort By ▾ Clear All

Course Title	Type	Status
EWSDEP/BSP Prerequisite Course	Self-Paced Course EWSDEPPREQ	Pending
Career School Seminar Distance Education Program	Self-Paced Curriculum 6500	Pending
Drivers Awareness Training	Self-Paced Curriculum CMCSDDAT01	Enrolled
Advanced School Seminar Distance Education Pr...	Self-Paced Curriculum 7500	Disenrolled

**Step 3:** Click the tab titled "Manage Forms & Requests".

My Forms & Requests

Manage Forms & Requests Available Forms

Type	Course	Submitted Date	Status	Action Taken by	Last Action Date
Course Enrollment	6500	10/15/2021	Recommended	JAKEA.BILYEW	10/15/2021

Access Legacy Requests

LINKS AND RESOURCES

Official Links	Social Media	Assistance & Help
<ul style="list-style-type: none"> <li>USMC Official Website</li> <li>Marines Recruiting</li> <li>Marine Corps Safety</li> </ul>	<ul style="list-style-type: none"> <li>USMC Facebook</li> <li>USMC Twitter</li> <li>USMC Instagram</li> <li>CDET Facebook</li> <li>CDET Twitter</li> <li>CDET Instagram</li> </ul>	<ul style="list-style-type: none"> <li>Veterans Crisis Line</li> <li>Marine Corps DSTRESS Line</li> <li>Sexual Assault Prevention</li> <li>MarineNet Help</li> <li>Capture Browser Info</li> <li>Moodle Quick Facts</li> <li>MarineNet Video Services Quick Facts</li> <li>Adobe Connect Quick Facts</li> <li>Ecosystem Library Quick Facts</li> </ul>

**Step 4:** Click the box in the Type column and select Course Enrollment. Make sure that the Region box says All and the Status box says All Active. All student enrollment requests will be displayed.

The screenshot shows the MarineNet Forms & Requests interface. At the top, there is a navigation bar with the MarineNet logo and various menu items like 'My Learning', 'Catalog', 'Media', 'Communities', 'Resources', and 'Help'. Below this is a secondary navigation bar with icons for 'My Courses', 'Transcripts & Certificates', 'Forms & Requests', 'Self-Paced Courses', and 'Instructor-Led Courses'. The main content area has three tabs: 'My Forms & Requests', 'Manage Forms & Requests', and 'Available Forms'. The 'Manage Forms & Requests' tab is active, displaying a table with the following columns: Type, Requestee, Rank, Region, Course, Submitted Date, Status, Action Taken by, and Last Action Date. A dropdown menu is open for the 'Type' column, showing options like 'Course Enrollment', 'Course Extension', 'Course Waiver', 'Diploma', 'New Account', 'Profile Update', 'Training Manager Role', and 'Training Manager Extension'. The 'Region' column has a dropdown set to 'All'. The 'Status' column has a dropdown set to 'All Active'. A row of data is visible with Requestee 'JAKE.TEST', Rank 'GYSGT', Region 'OCONUS', Course '7500', Submitted Date '12/14/2021', Status 'Pending', Action Taken by 'JAKE.TEST', and Last Action Date '12/14/2021'. Below the table, there are sections for 'LINKS AND RESOURCES' including 'Official Links', 'Social Media', and 'Assistance & Help'.

**Step 5:** Click on the Course Enrollment link next to the Requestee to open up the request.

This screenshot is similar to the previous one, showing the same MarineNet Forms & Requests interface. In this view, the 'Course Enrollment' link in the 'Type' column of the data row is highlighted with a green box. The dropdown menu is no longer open. The 'Region' dropdown is still set to 'All' and the 'Status' dropdown is still set to 'All Active'. The rest of the page content, including the navigation bars and the 'LINKS AND RESOURCES' section, remains the same.

**Step 6:** All information will be displayed.

The screenshot shows a web browser window with the URL <https://portal.marinetnet.usmc.mil/content/mnet-portal/en/request-forms.html#requestManageModal>. The page title is "Manage Request". The form contains the following fields and text:

- Course Code: 7500
- Course Name: Advanced School Seminar Distance Education Program Curriculum
- Phone \*: 7039873216
- Email \*: testtestusmcu@usmcu.edu
- Student's Initial Eligibility: Approval Required: Request(s) will be approved by: Training Manager, Regional Coordinator.
- Current Course Eligibility: Approval Required:
- Command Sgt Major: (with sub-fields for Name \*, Rank \*, and Email \*)

A red "Close" button is located at the bottom right of the modal.

**Step 7:** Once the student's Command Screening Checklist has been completed, approved by the Command, and the Command is ready to send the student to the seminar course, the Training Manager will acknowledge and approve the request.

This screenshot shows the same "Manage Request" modal form, but at a later stage. The "Method of Instruction" dropdown is set to "Onsite". A red warning message states: "By recommending this request, you acknowledge use of the NAVMC form 11580 (Command Screening Checklist) and the student meets the screening criteria." The "Decision \*" dropdown is set to "Approve: Granted". The "Comments \*" text area contains the text "Approved". At the bottom, there are three buttons: "Export", "Recommend" (highlighted with a green box), and "Deny". A red "Close" button is at the bottom right.

**Step 8:** If the student does not meet the criteria or submit a Command Screening Checklist, the Training Manager will deny the request. Once submitted the request will go to the appropriate Regional Director's office for further consideration and approval. Approvals will be based on availability of seminars at the region.

The screenshot shows a web browser window with the URL <https://portal.marinenet.usmc.mil/content/mnet-portal/en/request-forms.html#requestManageModal>. The page title is "Manage Request". The form contains the following fields and elements:

- Method of Instruction: Onsite
- Decision \*: Deny: Other
- Comments \*: Denied.
- Buttons: Export, Recommend, Deny (highlighted with a green box)
- Close button (bottom right)

A red warning message states: "By recommending this request, you acknowledge use of the NAVMC form 11580 (Command Screening Checklist) and the student meets the screening criteria."