



## **HRM-Sponsored Training Instruction Guide**

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### Introduction

The Training and Workforce Development Unit of the Organizational and Workforce Management Section sponsors training courses on a variety of topics. This instruction guide will walk you through the registration process, how to view your registrations and cancel your registrations for one of the many courses offered.

**Please note:** you must have a .mil account to register. If you do not have a .mil account you can submit a **HROM-Sponsored Training Registration Form**. 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).

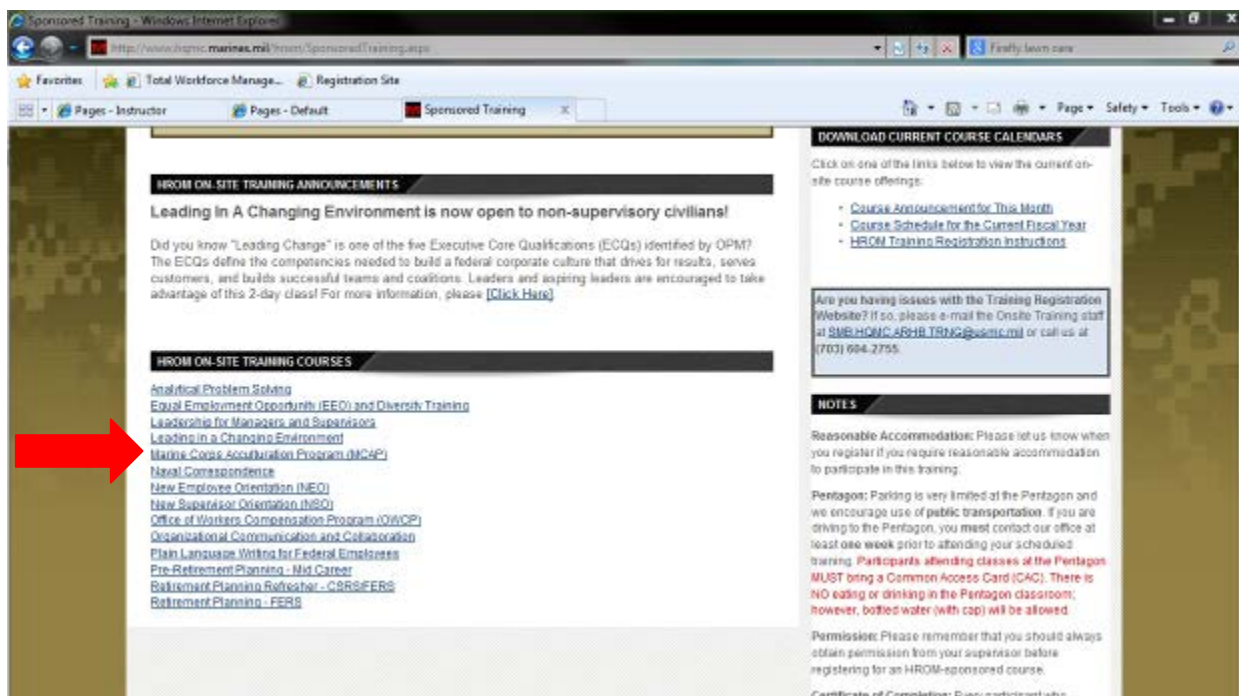
# HROM-Sponsored Training Instruction Guide

## How to Register for a Course

[\[Click here\]](#) to access the HROM-Sponsored Training page.

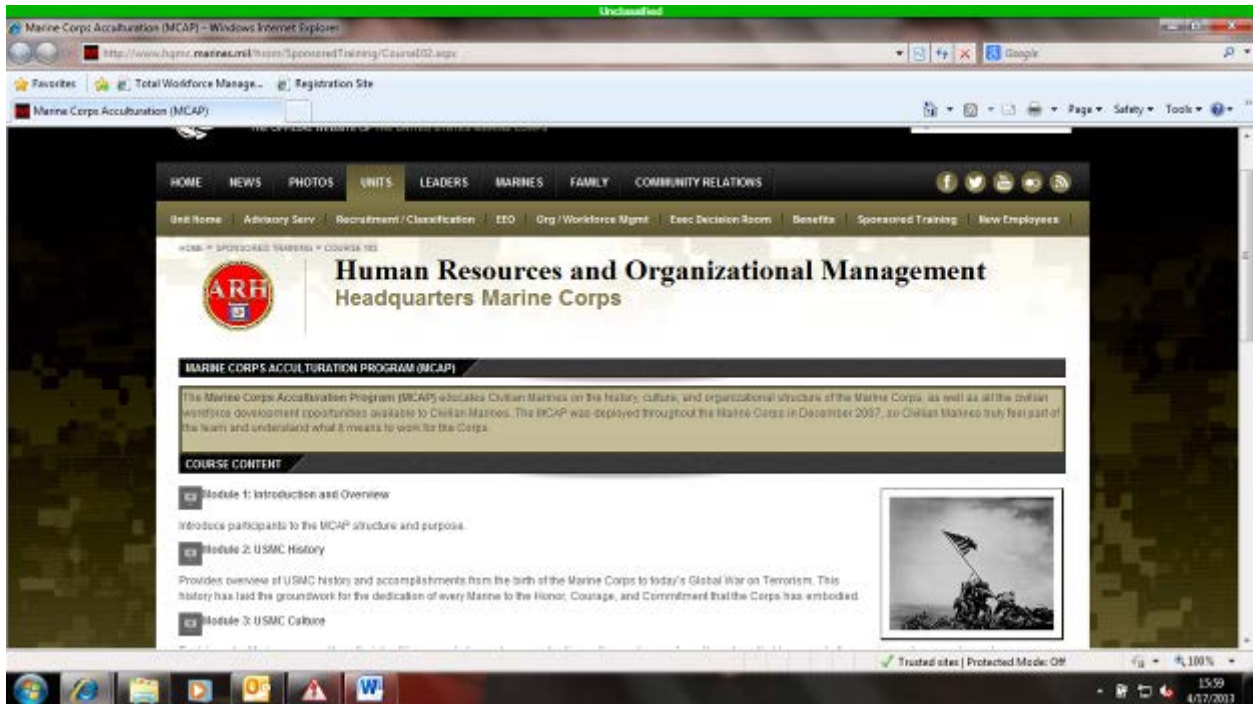


Once on the page, scroll down to see a list of courses being offered. Click on the Course Title to view a course description for each current offering. (For this How To, I am going to select the Marine Corps Acculturation Program, see red arrow.)

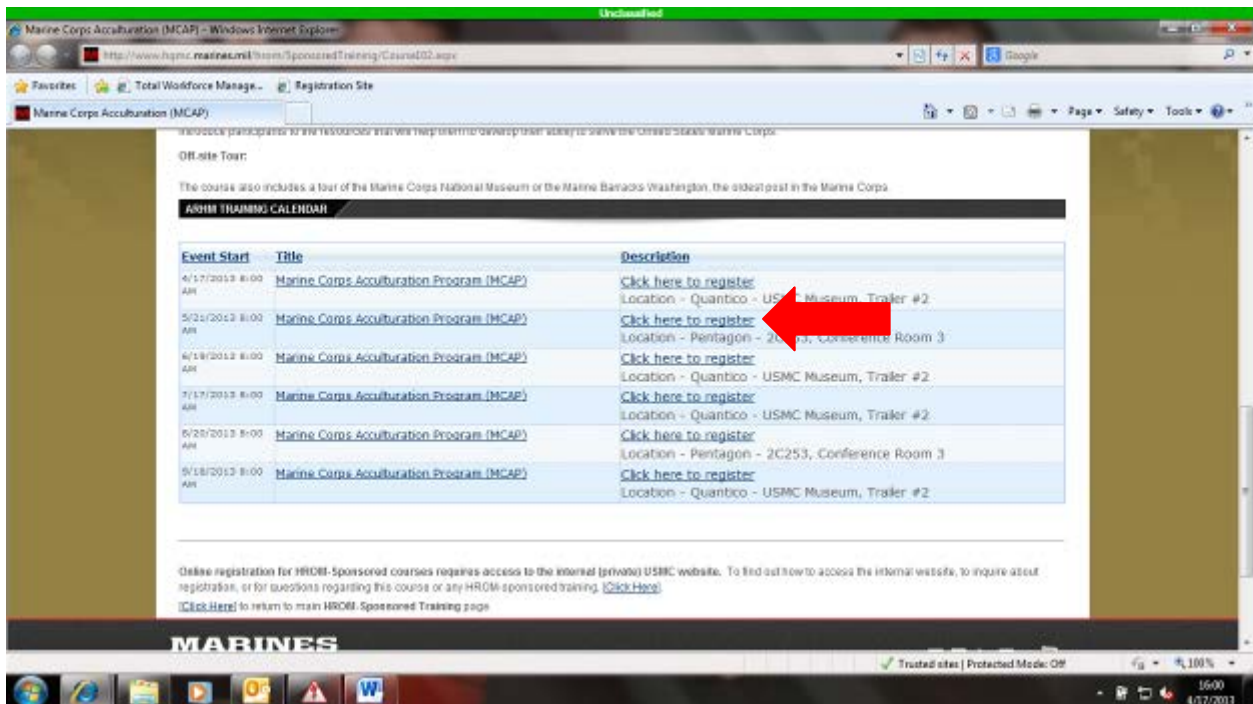


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You will be taken to course page.



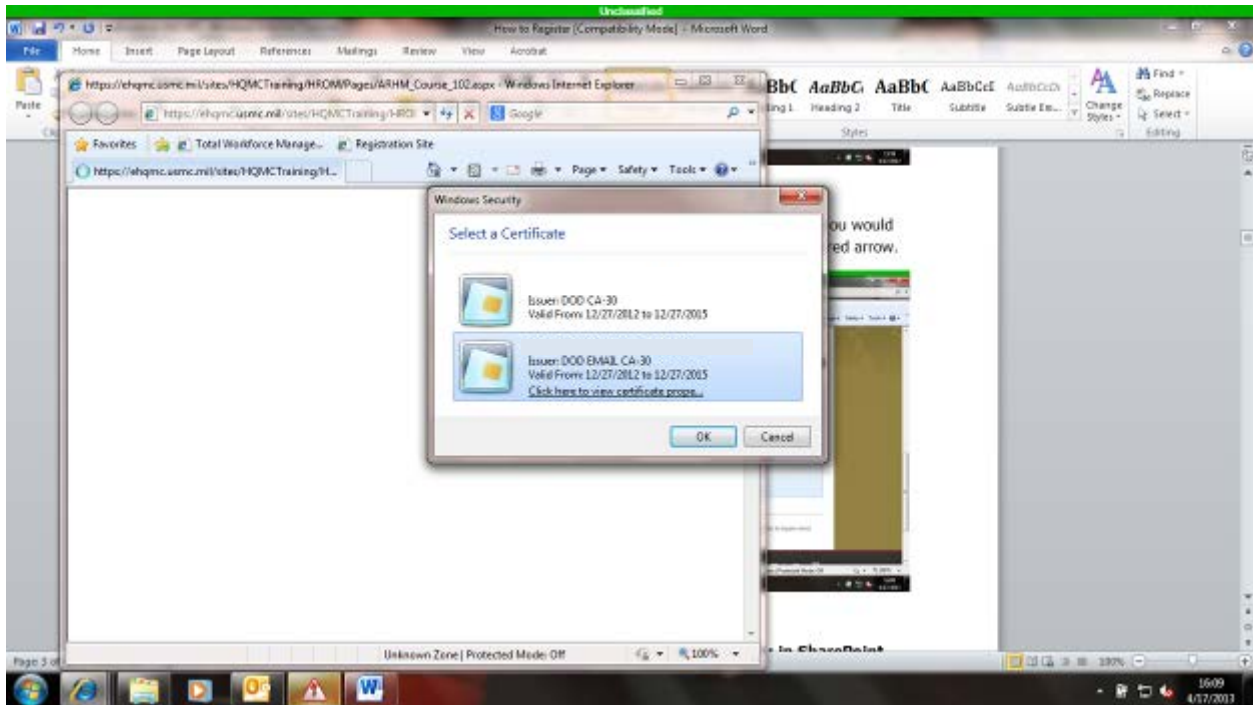
Scroll down to see the available courses. If/When you find a course you would like to register for, click on the appropriate *Click here to register*, see red arrow.





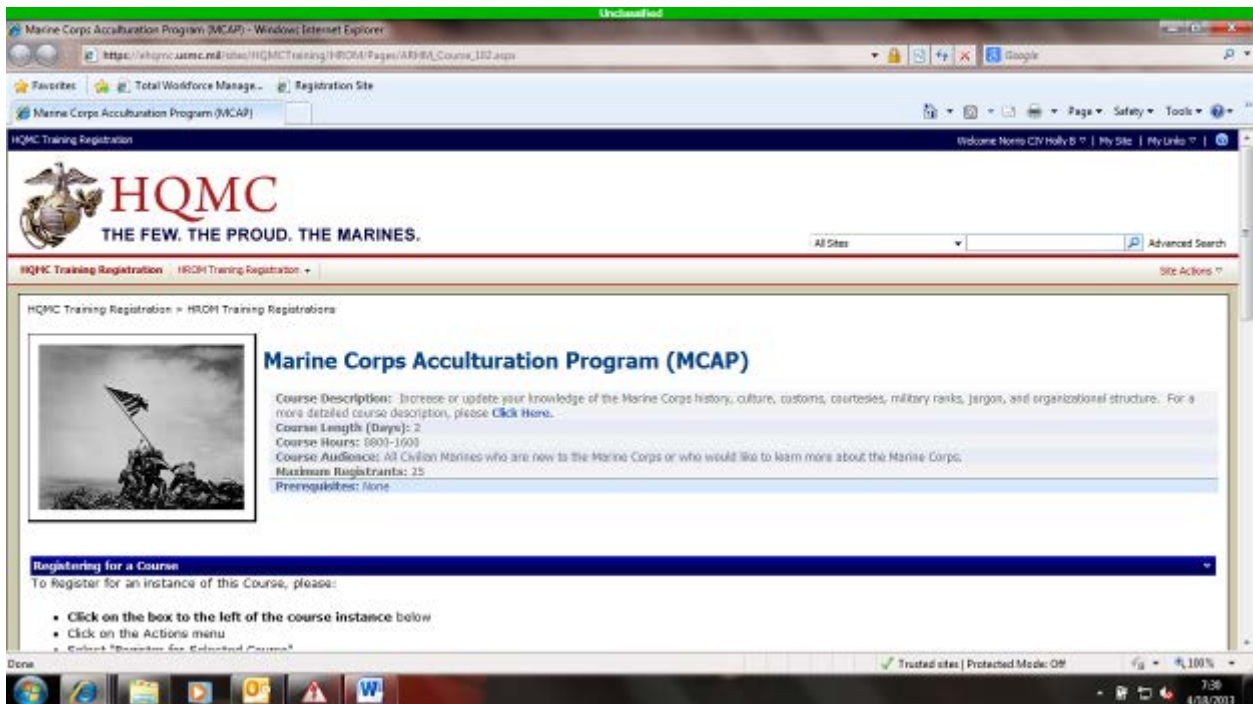
# HROM-Sponsored Training Instruction Guide

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



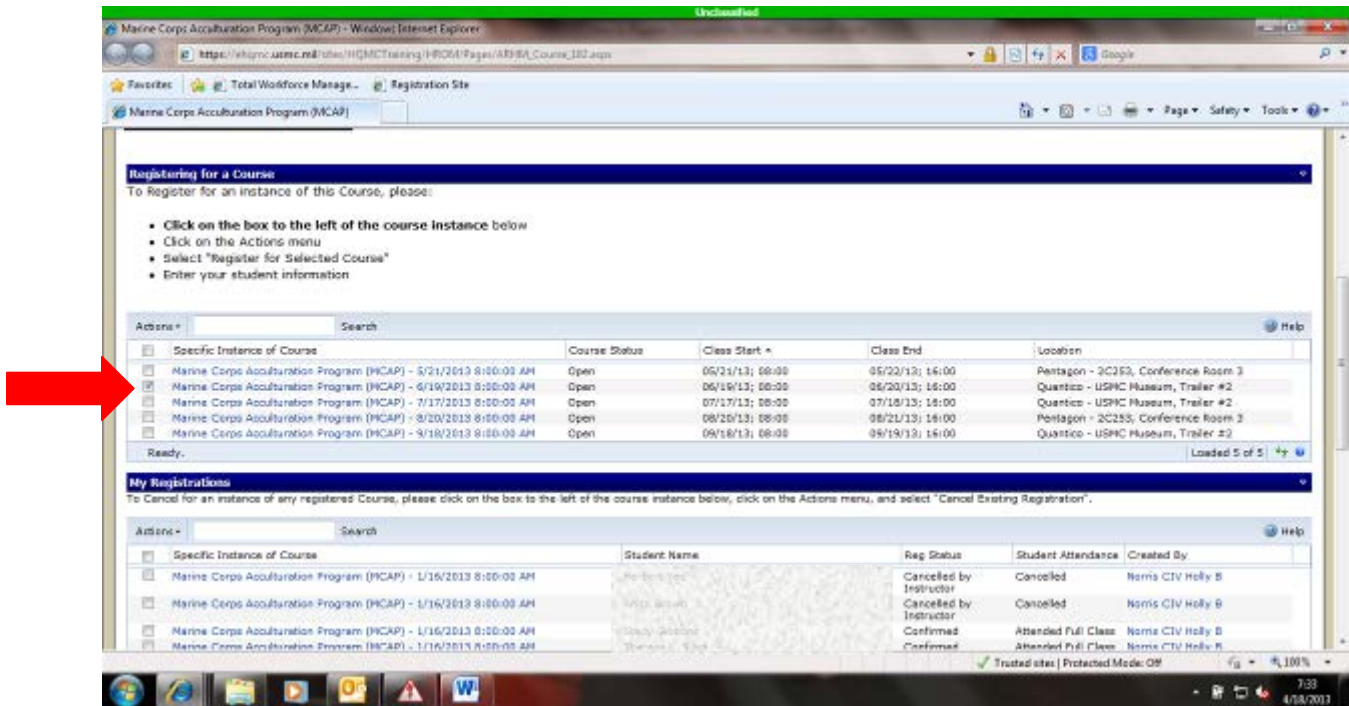
(Please Note: At this point, if you receive an error it is most likely one of two reasons. You either did not select your Email certificate when prompted to Select a Certificate or you do not have an HQI account. You need to close all web browsers you have open and try again from the beginning. If you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

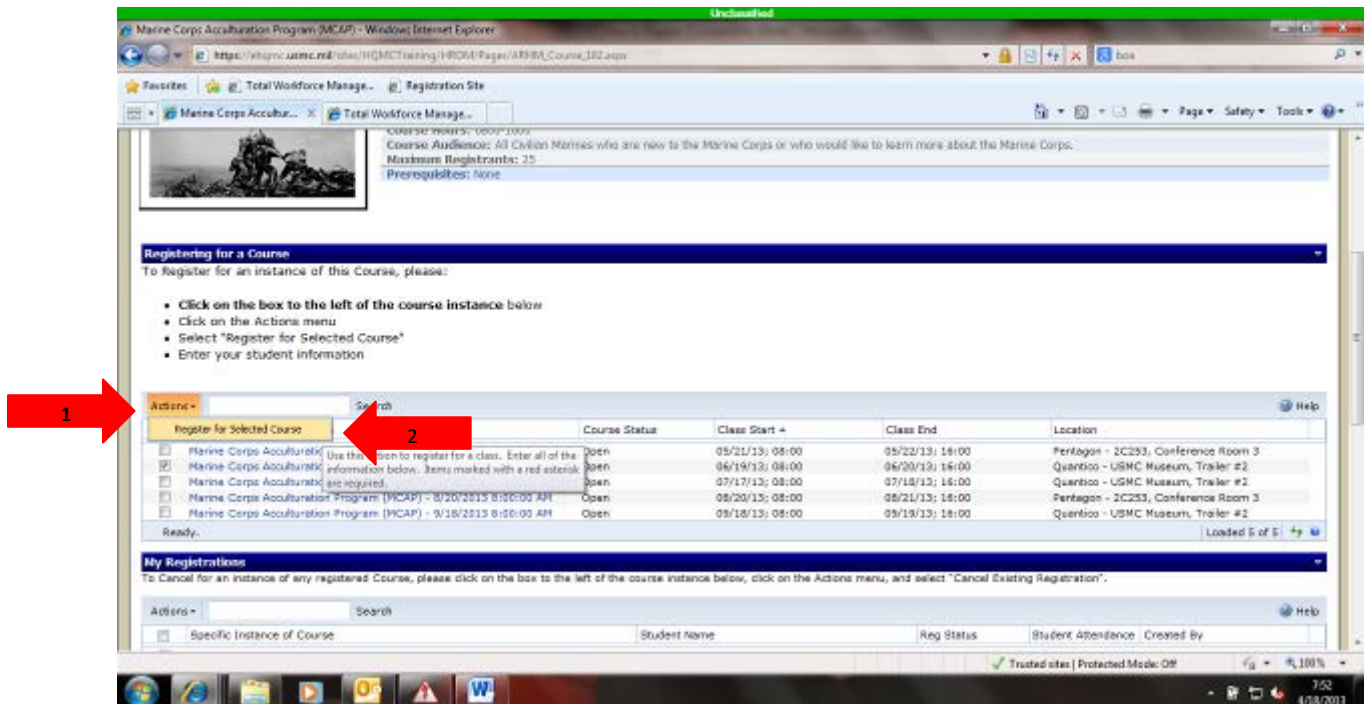


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Once here, you can scroll down to see a list of available courses. If/When you find a course you would like to register for, please check the box beside the course you would like to register for, see red arrow.



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).



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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.

The screenshot shows a web browser window with the URL [https://ehrmc.usmc.mil/sites/HQMC/Training/HROM/Pages/GRHM\\_Course\\_332.aspx](https://ehrmc.usmc.mil/sites/HQMC/Training/HROM/Pages/GRHM_Course_332.aspx). The main content area is titled "CorasWorks Actions Form" and contains a "Register for Selected Course" section. This section includes several input fields, each marked with a red asterisk to indicate it is required:

- Student Name \***: Please enter the official name of the student being registered as you would like to see it on the Course Completion Certificate (e.g.: Sgt John P. Smith).
- Student Email \***: Please enter the student's e-mail address to which class notifications should be sent (e.g.: john.smith@usmc.mil).
- Student Phone \***: Please list Work Phone Number (e.g.: 703-834-0000).
- StudentType \***: A dropdown menu with "Contractor" selected.
- Supervisor? \***: A dropdown menu with "Non-Supervisory" selected.
- Student Work Location**: A text field with the value "Specify your own value:".

Below the form, there is a "My Registrations" section with a table of course instances. The table has columns for "Specific Instance of Course", "Course Status", "Class Start", "Class End", and "Location".

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 703-614-9088.

The screenshot shows the same web browser window as the previous one, but with a confirmation message displayed in a white box over the form. The message reads: "Registration Completed. Press F5 to refresh your registration listing." Below the message is a "Close" button. The background shows the "My Registrations" table with the following data:

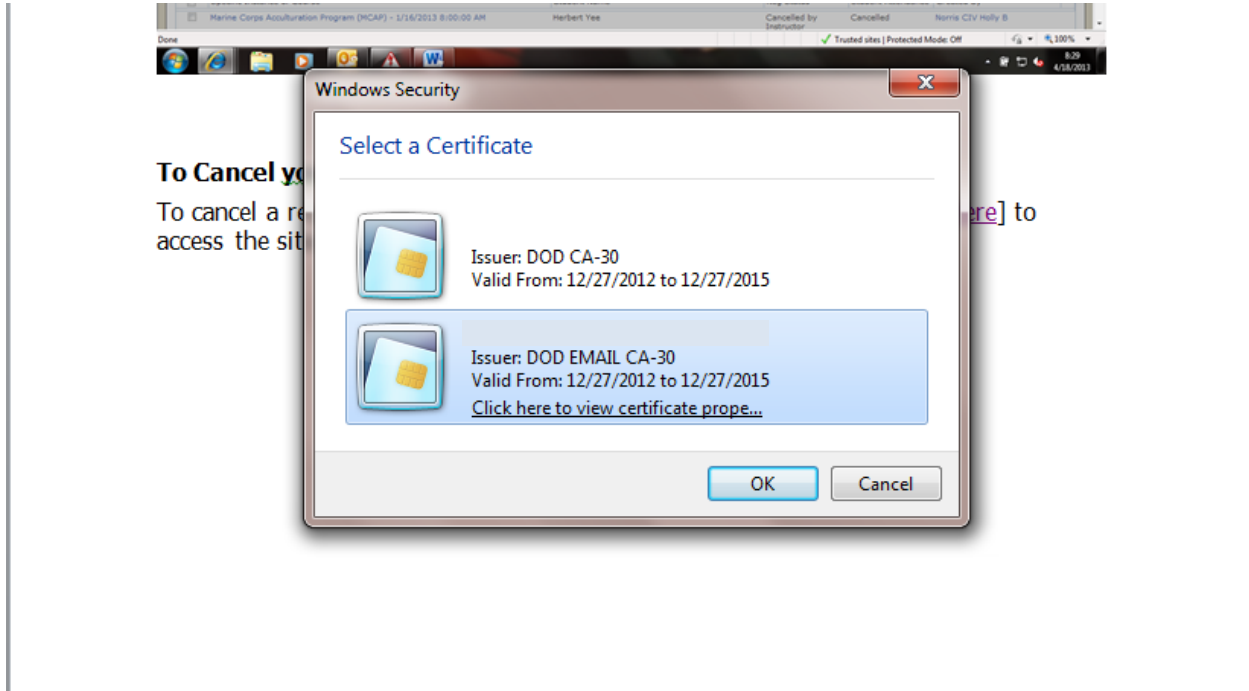
Specific Instance of Course	Course Status	Class Start	Class End	Location
Marine Corps Acquisition Program (MCAP) - 5/21/2013 9:00:00 AM	Open	05/21/13; 09:00	05/22/13; 16:00	Pentagon - 2C353, Conference Room 3
Marine Corps Acquisition Program (MCAP) - 6/25/2013 9:00:00 AM	Open	06/19/13; 09:00	06/20/13; 16:00	Quantico - USMC Museum, Trailer #2
Marine Corps Acquisition Program (MCAP) - 7/17/2013 9:00:00 AM	Open	07/17/13; 09:00	07/18/13; 16:00	Quantico - USMC Museum, Trailer #2
Marine Corps Acquisition Program (MCAP) - 8/26/2013 9:00:00 AM	Open	08/20/13; 09:00	08/21/13; 16:00	Pentagon - 2C353, Conference Room 3
Marine Corps Acquisition Program (MCAP) - 9/16/2013 9:00:00 AM	Open	09/16/13; 09:00	09/19/13; 16:00	Quantico - USMC Museum, Trailer #2



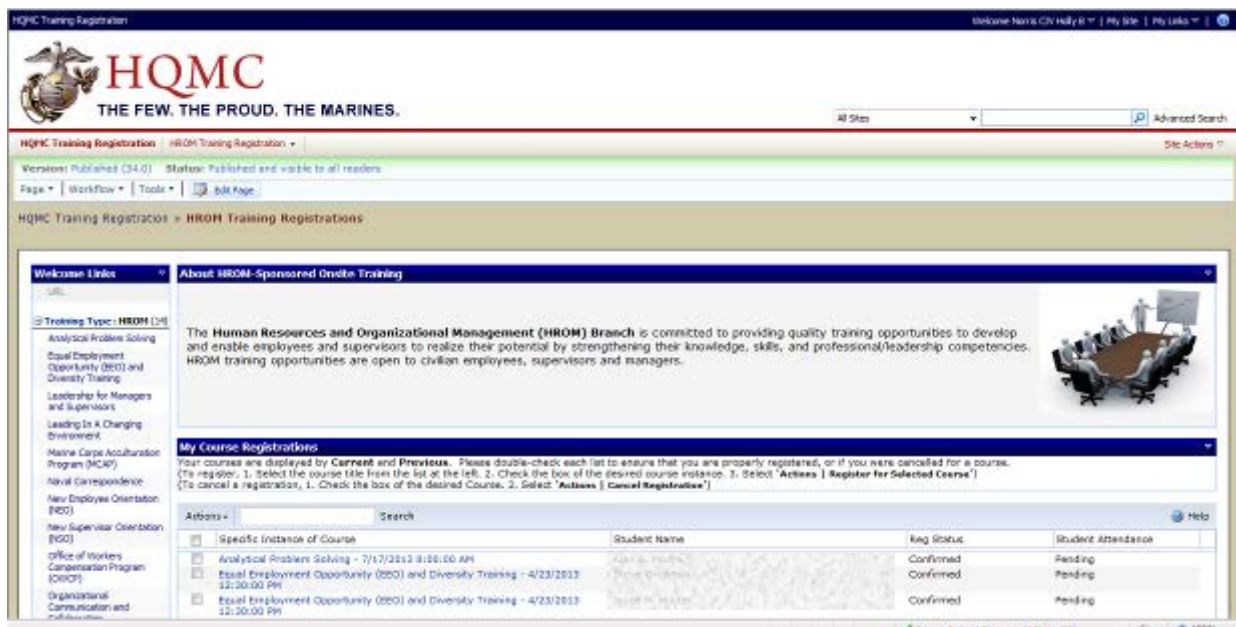
## To View Your Registration(s)

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 Registration Site; [\[Click Here\]](#) to access the site. Please remember, you need to select your email certificate on your CAC.



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.



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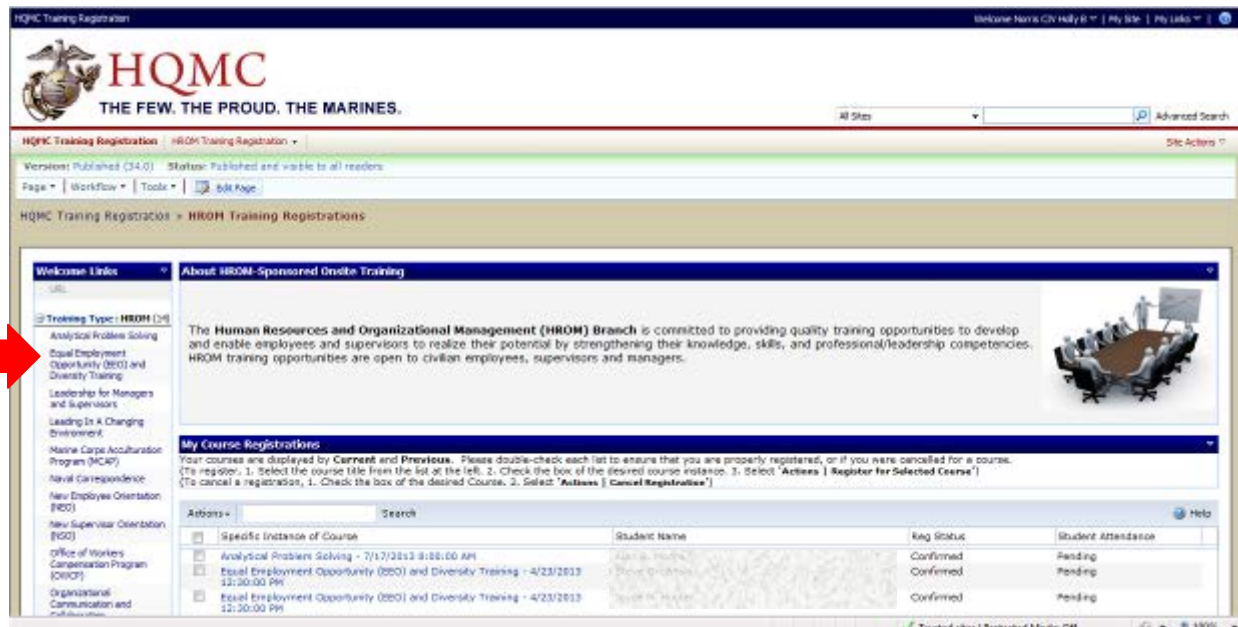
## Reg Status Terms:

- **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 Registration Site, select the class page you would like to visit on the left, see red arrow.



The screenshot shows the HQMC Training Registration website. The left sidebar contains a list of training types, with 'Training Type: HROM' highlighted. A red arrow points to this link. The main content area displays 'About HROM-Sponsored Onsite Training' and 'My Course Registrations'. The 'My Course Registrations' section shows a table of course instances with columns for 'Specific Instance of Course', 'Student Name', 'Reg Status', and 'Student Attendance'.

Specific Instance of Course	Student Name	Reg Status	Student Attendance
Analytical Problem Solving - 7/17/2013 8:00:00 AM	Adam B. Hinkle	Confirmed	Pending
Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	Steve D. Hinkle	Confirmed	Pending
Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	Steve D. Hinkle	Confirmed	Pending

# HROM-Sponsored Training Instruction Guide

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.

The screenshot shows a web browser window displaying the HROM Training Registration page. The page title is "Equal Employment Opportunity (EEO) and Diversity Training". The page content includes a course description, course length (1 day, 12 hours), and course audience (all Olinia and their Supervisors). Below the course information, there is a section titled "Register for a Course" with instructions on how to register. A table lists several course instances with columns for "Specific Instance of Course", "Class Start", "Class End", and "Location". A red arrow points to the "My Registrations" section, which displays a table of registered courses with columns for "Specific Instance of Course", "Student Name", "Reg Status", "Student Attendance", and "Created By".

**Equal Employment Opportunity (EEO) and Diversity Training**

**Course Description:** Review familiar with current EEO and diversity policies and trends, and better understand your rights and role(s). Complete ALL of your EEO training of area; this course meets the annual national EEO training requirements for civilian and their supervisors (Prevention of Sexual Harassment, Harassment, and Supervisory EEO Training). For a more detailed course description, please [click here](#).

**Course Length (Days):** 1 Day (12 Hours)

**Course Hours:** 08:00-11:58 or 12:00-12:00

**Course Audience:** All Olinia and their Supervisors

**Maximum Registration:** Perceptors, NCIS - 24, Quantico, Little Hall Theater - 200

**Prerequisites:** None

**Register 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

Specific Instance of Course	Class Start	Class End	Location
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 7/21/2013 8:00:00 AM	07/21/13 08:00	07/21/13 12:00	Perceptor - 20285, Conference Room 3
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 7/22/2013 12:00:00 PM	07/22/13 12:00	07/22/13 18:00	Perceptor - 20285, Conference Room 3
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 8/1/2013 9:30:00 AM	08/01/13 09:30	08/01/13 11:00	Quantico, Little Hall Theater
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 8/1/2013 12:00:00 PM	08/01/13 12:00	08/01/13 18:00	Quantico, Little Hall Theater

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**My Registrations**

To cancel existing registration for any Course, please click on the box to the left of the course instance below, click on the Actions menu, and select "Cancel Registration".

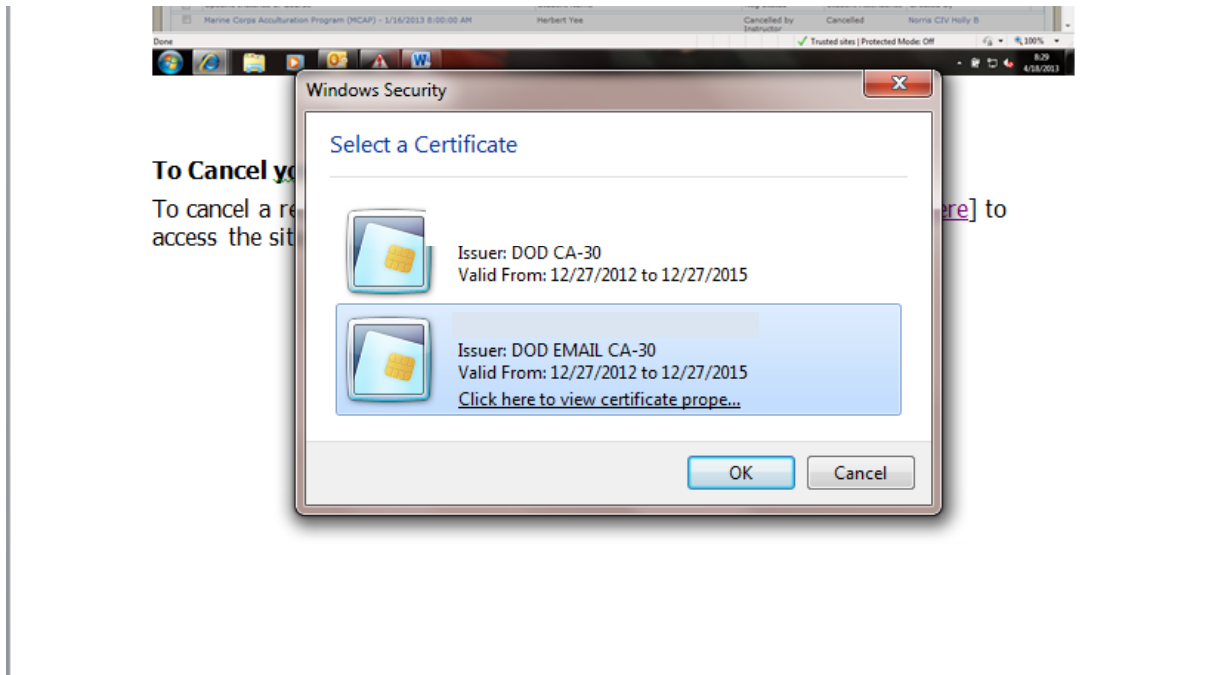
Specific Instance of Course	Student Name	Reg Status	Student Attendance	Created By
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 7/21/2013 8:00:00 AM	[REDACTED]	Confirmed	Pending	Lavento CJ, Greg F

Loaded 1 of 1

## 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 703-614-9088.

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



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.

**HQMC**  
THE FEW. THE PROUD. THE MARINES.

HQMC Training Registration > HROM Training Registrations

**About HROM-Sponsored Onsite Training**

The Human Resources and Organizational Management (HROM) Branch is committed to providing quality training opportunities to develop and enable employees and supervisors to realize their potential by strengthening their knowledge, skills, and professional/leadership competencies. HROM training opportunities are open to civilian employees, supervisors and managers.

**My Course Registrations**

Next courses are displayed by **Current** and **Previous**. Please double-check each link to ensure that you are properly registered, or if you were cancelled for a course. [To register, 1. Select the course title from the list at the left. 2. Check the box of the desired course instance. 3. Select "Add/View | Register for Selected Course"] [To cancel a registration, 1. Check the box of the desired Course, 2. Select "Actions | Cancel Registration"]

Specific Instance of Course	Student Name	Reg Status	Student Attendance
<input type="checkbox"/> Analytical Problem Solving - 7/17/2013 8:00:00 AM	John S. Moore	Confirmed	Pending
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	John S. Moore	Confirmed	Pending
<input type="checkbox"/> Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	John S. Moore	Confirmed	Pending



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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).

**HQMC**  
THE FEW. THE PROUD. THE MARINES.

Version: Published (24.0) Status: Published and visible to all readers

Page | Workflow | Tools | Edit Page

HQMC Training Registration > HROM Training Registrations

**Welcome Units**

- Training Type: HROM (10)
- Analytical Problem Solving
- Equal Employment Opportunity (EEO) and Diversity Training
- Leadership for Managers and Supervisors
- Leading in A Changing Environment
- Marine Corps Acquisition Program (MCAP)
- Naval Correspondence
- New Employee Orientation
- New Supervisor Orientation (NSO)
- Office of Workers Compensation Program (OWCP)
- Organizational Communication and Collaboration
- Plan Language Writing for Federal Employees
- Pre-Retirement Planning - H&C
- Pre-Retirement Refresher (COP/PERG)
- Retirement Planning - PERG

**About HROM-Sponsored Onsite Training**

The Human Resources and Organizational Management (HROM) Branch is committed to providing quality training opportunities to develop and enable employees and supervisors to realize their potential by strengthening their knowledge, skills, and professional/leadership competencies. HROM training opportunities are open to civilian employees, supervisors and managers.

**My Course Registrations**

Your courses are displayed by Current and Previous. Please double-check each list to ensure that you are properly registered, or if you were cancelled for a course. (To register, 1. Select the course title from the list at the left. 2. Check the box of the desired course instance. 3. Select "Actions | Register for Selected Course") (To cancel a registration, 1. Check the box of the desired Course. 2. Select "Actions | Cancel Registration")

Course Title	Student Name	Reg Status	Student Attendance
Analytical Problem Solving - 7/17/2013 8:00:00 AM	Adam B. Madry	Confirmed	Pending
Equal Employment Opportunity (EEO) and Diversity Training - 4/22/2013 12:30:00 PM	Steven G. Madry	Confirmed	Pending
Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	Steven G. Madry	Confirmed	Pending

You should then see the screen shown below.

**Cancel Registration** Use this action to cancel your registration. If you did not check an item to select it (on previous screen), then you may receive an error.

\* indicates a required field

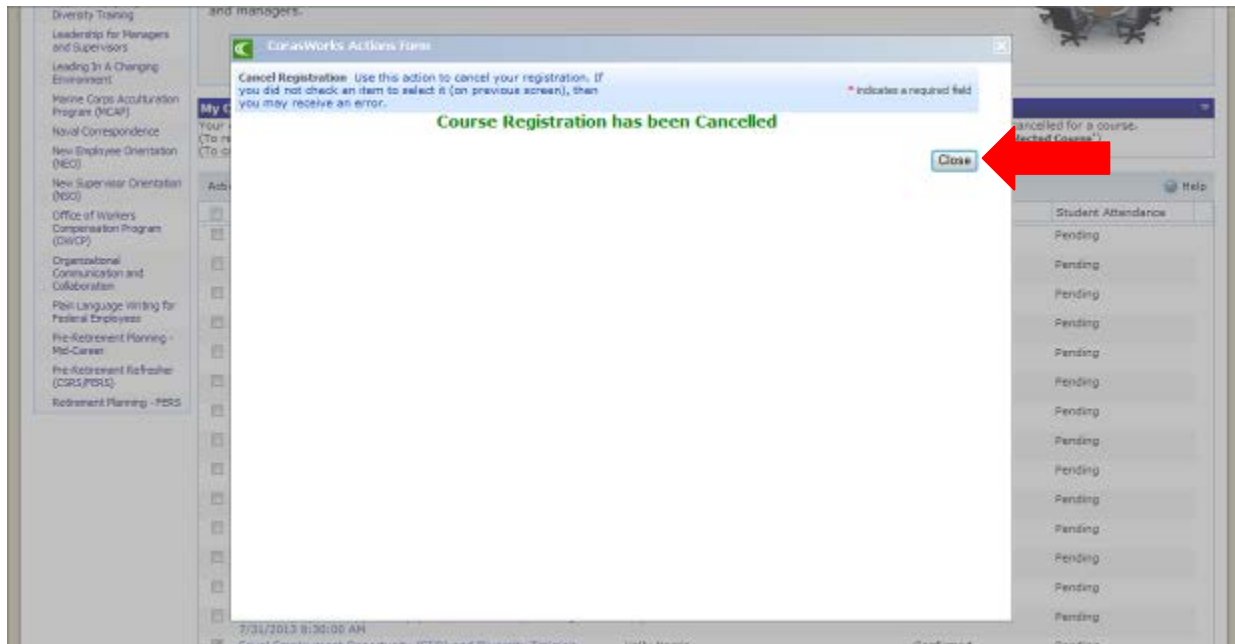
**Running Action...**

**Close**

Course Title	Student Name	Reg Status	Student Attendance
7/17/2013 8:00:00 AM			
Equal Employment Opportunity (EEO) and Diversity Training - 4/22/2013 12:30:00 PM	Holly Norris	Confirmed	Pending

## HROM-Sponsored Training Instruction Guide

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.

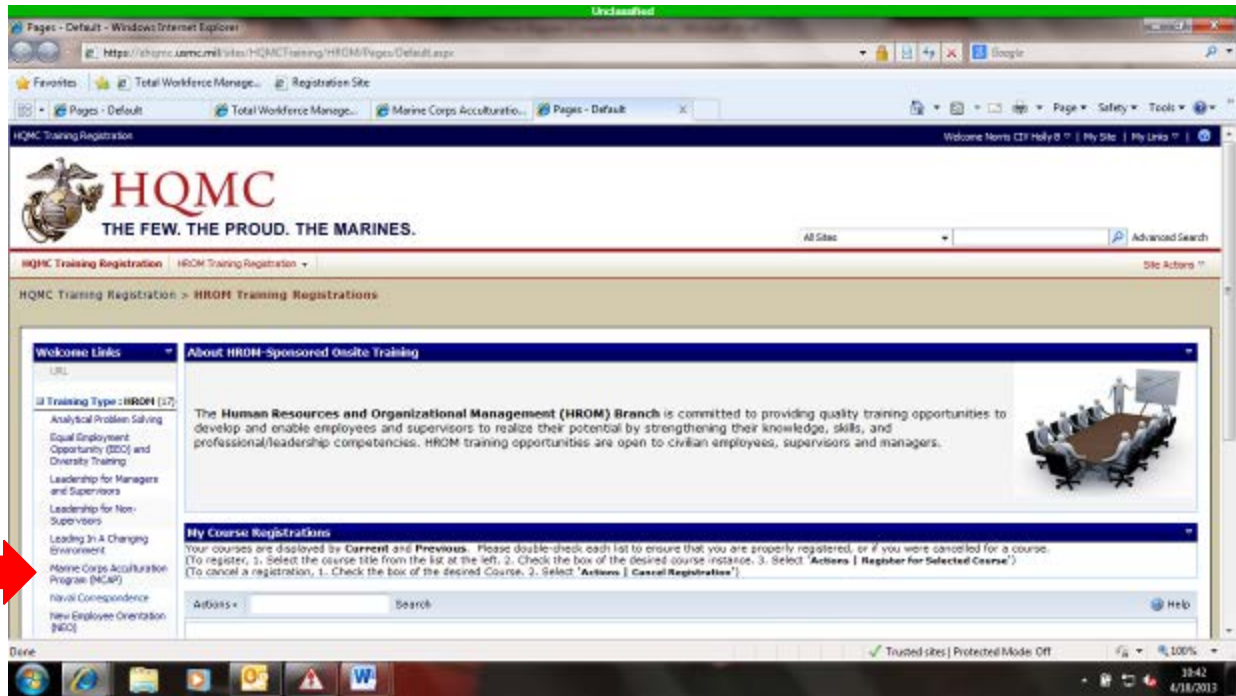


To verify your cancellation, you can go back to main HROM Training Registration page. Under Previous Registrations, find the course you cancelled from, the Reg Status should read Cancelled by Student, see red arrow.

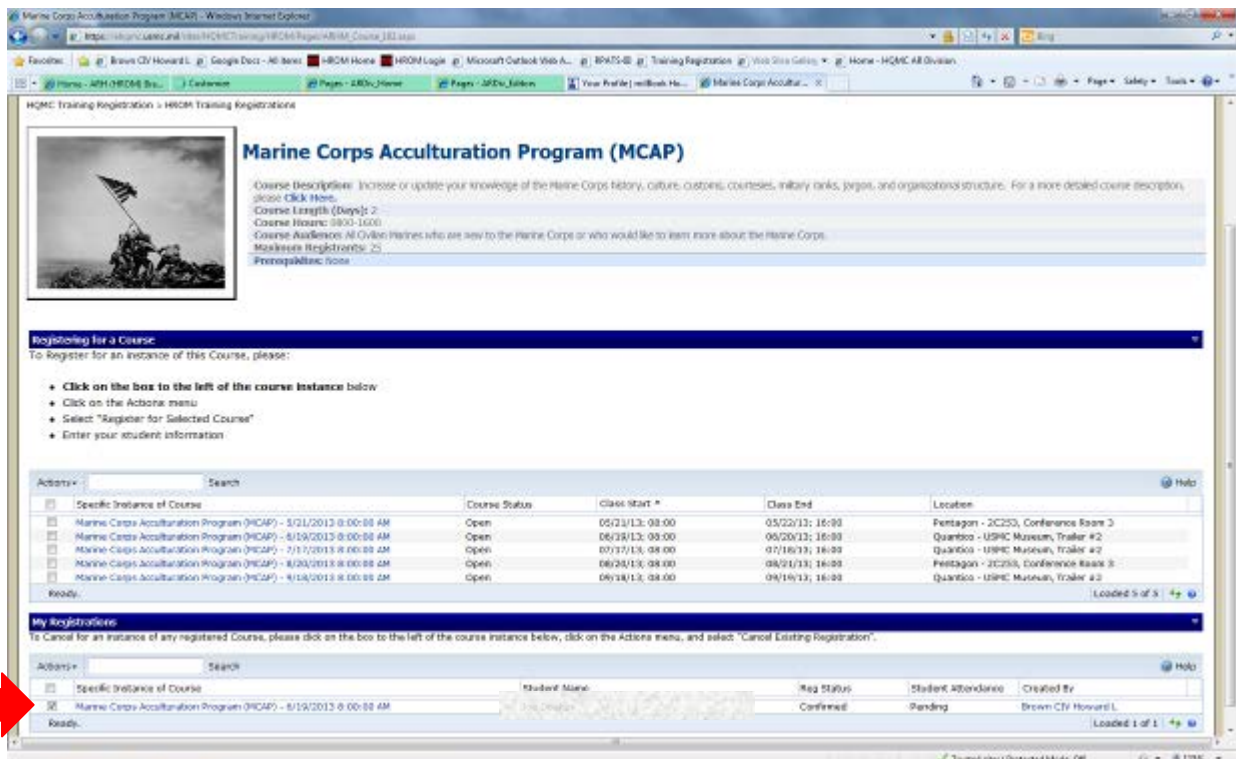
Previous Registrations			
Equal Employment	Search	Reset	Help
Specific Instance of Course	Student Name	Reg Status	Student Attendance
Equal Employment Opportunity (EEO) and Diversity Training - 4/23/2013 12:30:00 PM	Shari Ritter	Cancelled by Instructor	Cancelled
Equal Employment Opportunity (EEO) and Diversity 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

# HROM-Sponsored Training Instruction Guide

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

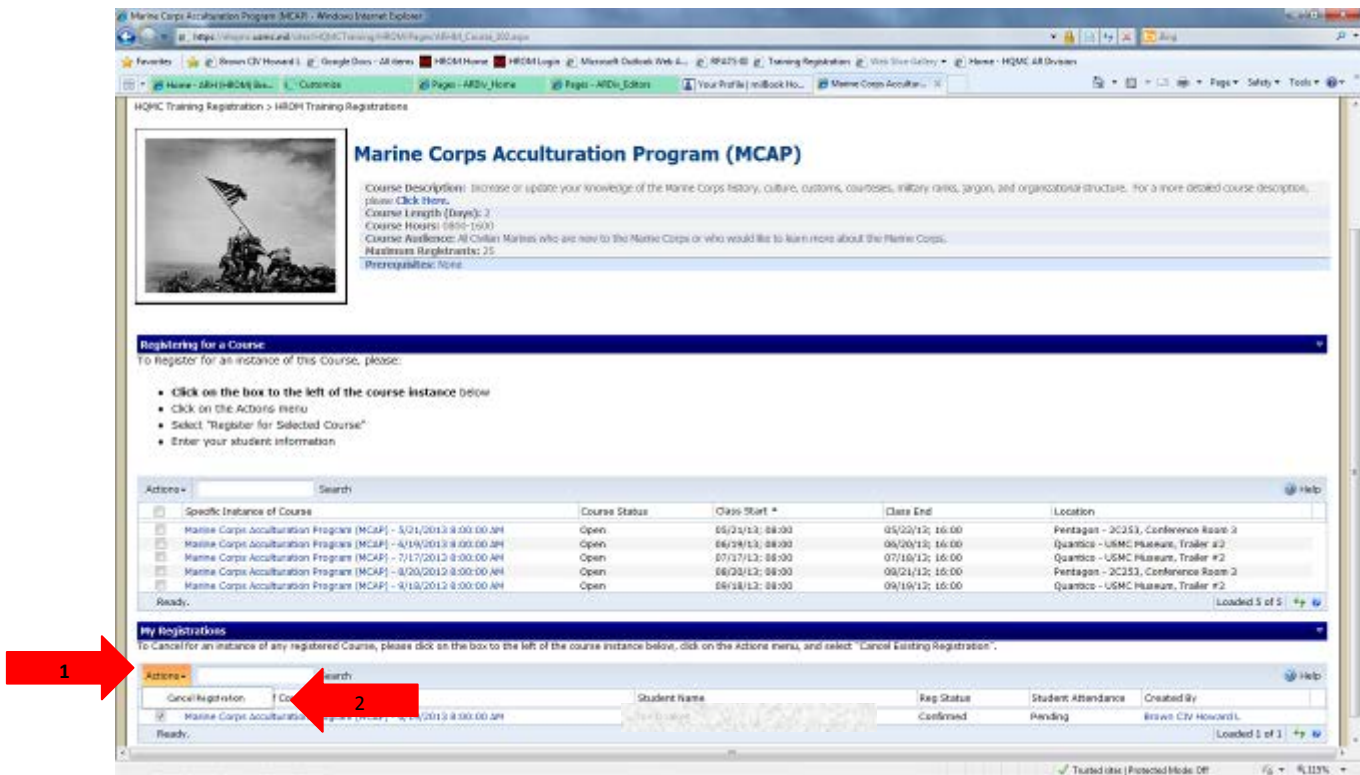


Once on the page, under My Registrations, you should see your registrations. Please check the box beside your registration (or the registration you want to cancel). See red arrow.

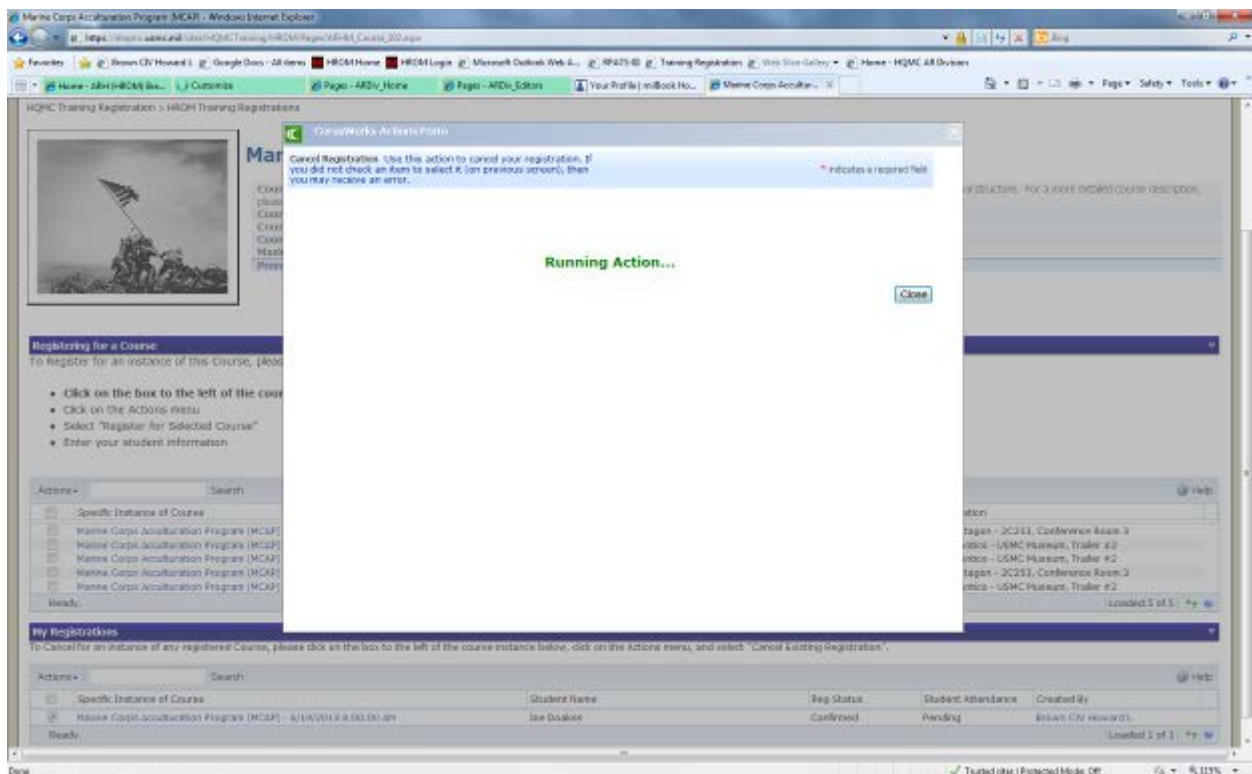


# HROM-Sponsored Training Instruction Guide

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).



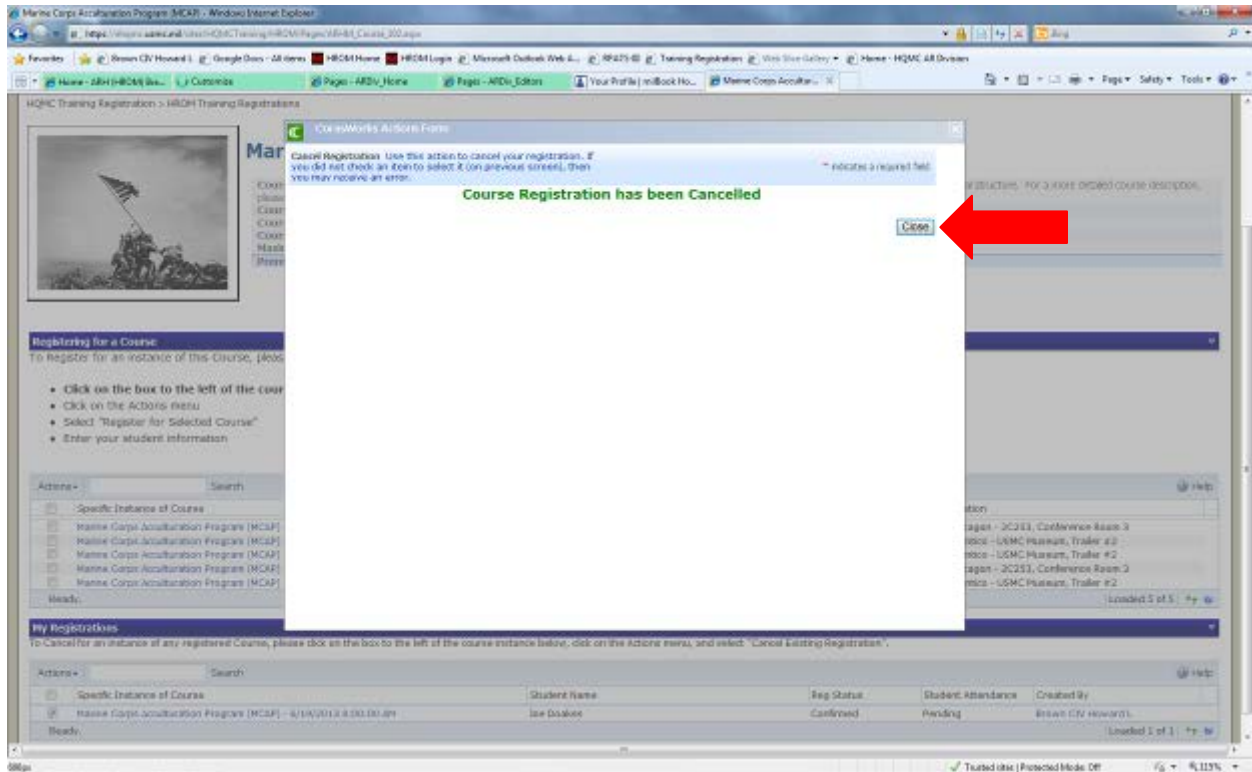
You should then see the screen shown below.



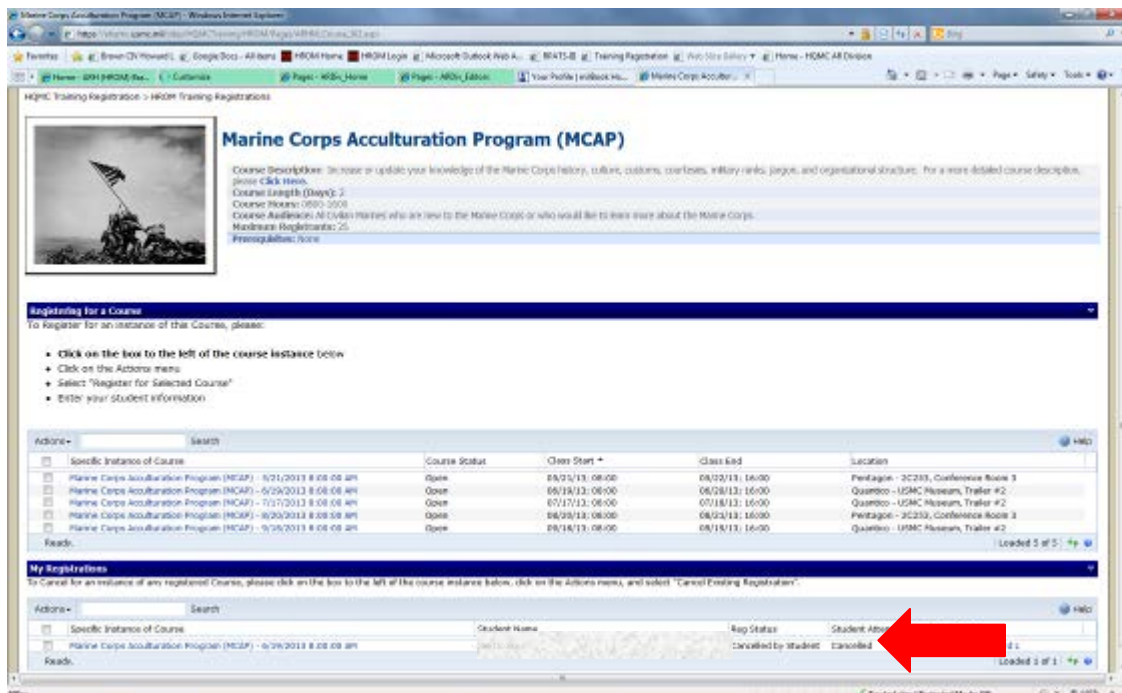


# HROM-Sponsored Training Instruction Guide

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.



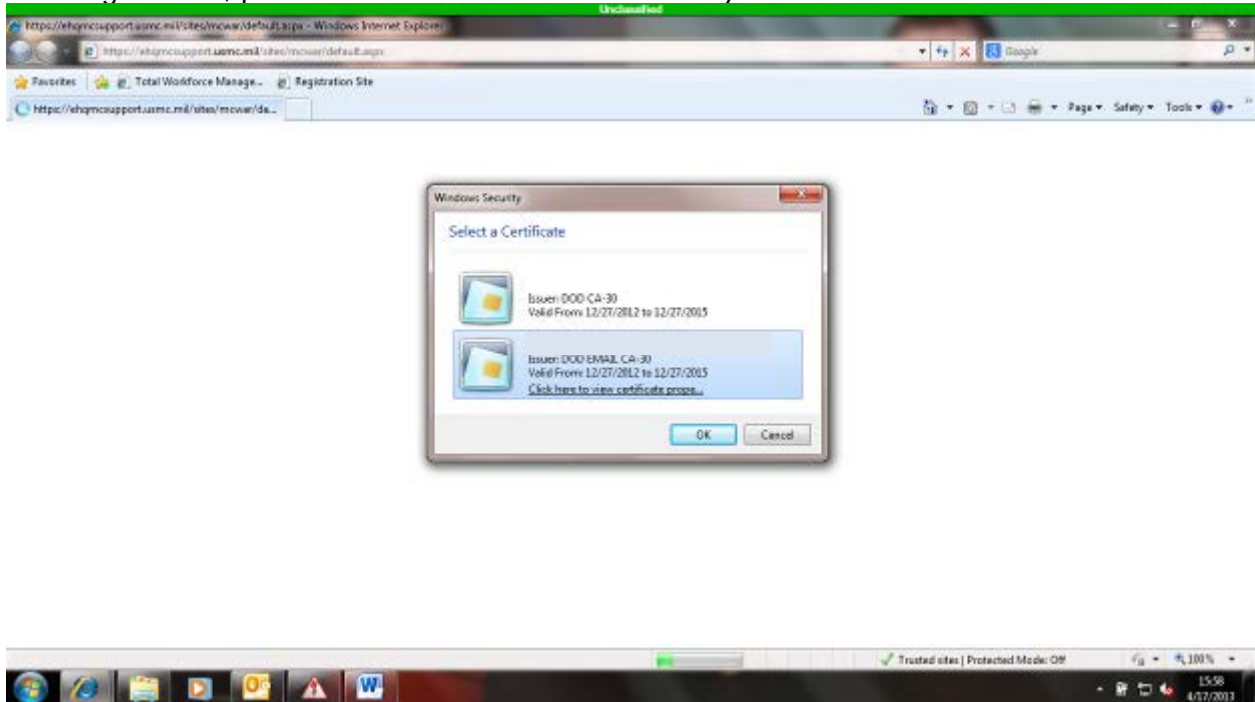
To verify your cancellation, you can go back to the appropriate course page (For this How To, I am going to select the Marine Corps Acculturation Program course page). Under My Registrations, find the course you cancelled from, the Reg Status should read Cancelled by Student, see red arrow.



## 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](mailto:SMB.HQMC.ARHB.TRNG@usmc.mil)

703-614-9088

### **List of Helpful Links:**

Human Resources and Organizational Management (HROM) Site:

<http://www.hqmc.marines.mil/hrom/UnitHome.aspx>

HROM-Sponsored Training page:

<http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>

HROM Registration Site:

<https://ehqmc.usmc.mil/sites/HQMCTraining/HROM/Pages/Default.aspx>