

Navy eLearning Course Registration Guide

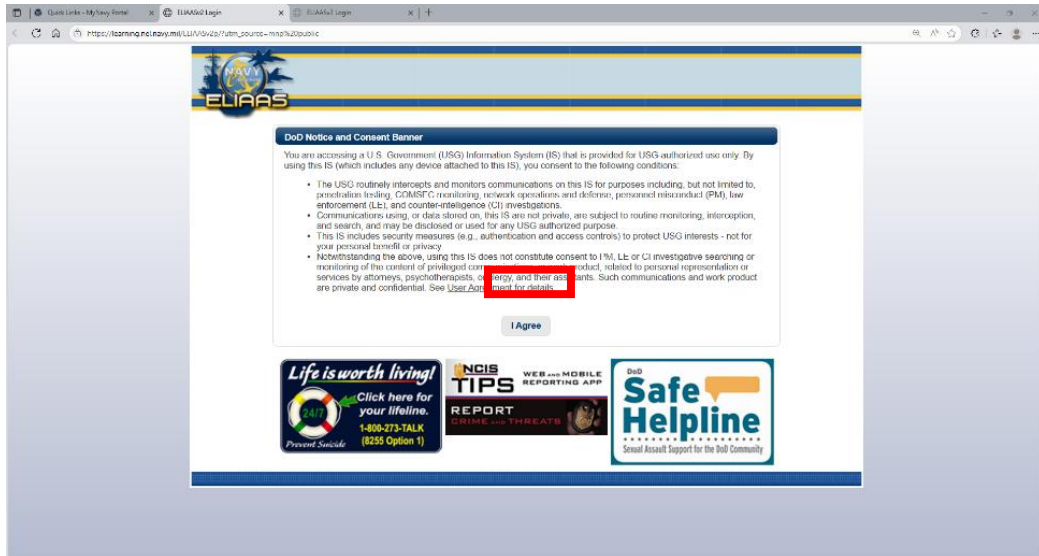
For T3 Course Enrollment – Course ID: OPNAV-T3-ILT1.0

If you have any questions, please read the FAQs at the bottom of this guide before contacting the OWAEducation@us.navy.mil distro.

Step 1: Access Navy eLearning

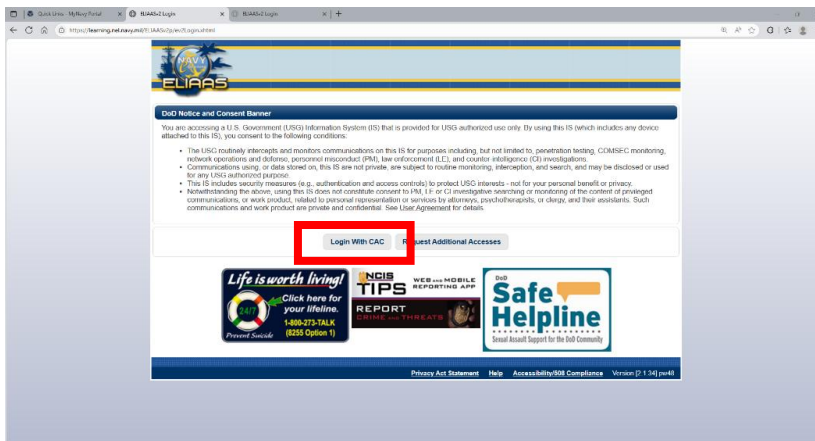
Go to [Navy eLearning Portal](#)

Use a supported browser (Chrome or Edge recommended).



Step 2: Log In

- Use your **DoD ID credentials (MIL/CIV/CTR)**.
- First-time users: follow prompts for **self-registration** or **account activation**.

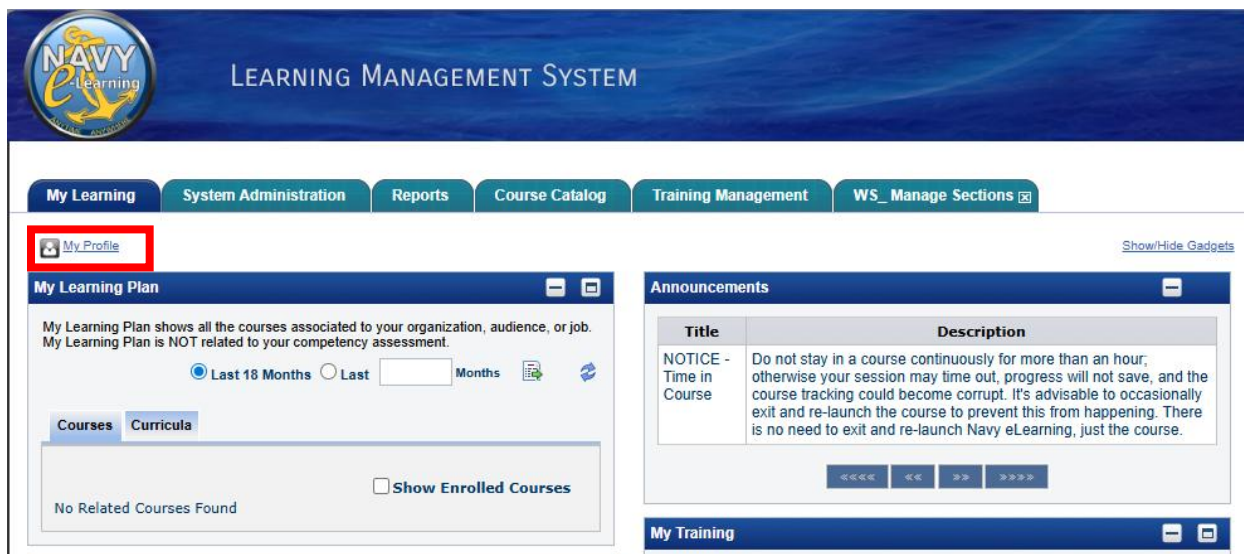


VERY IMPORTANT STEP

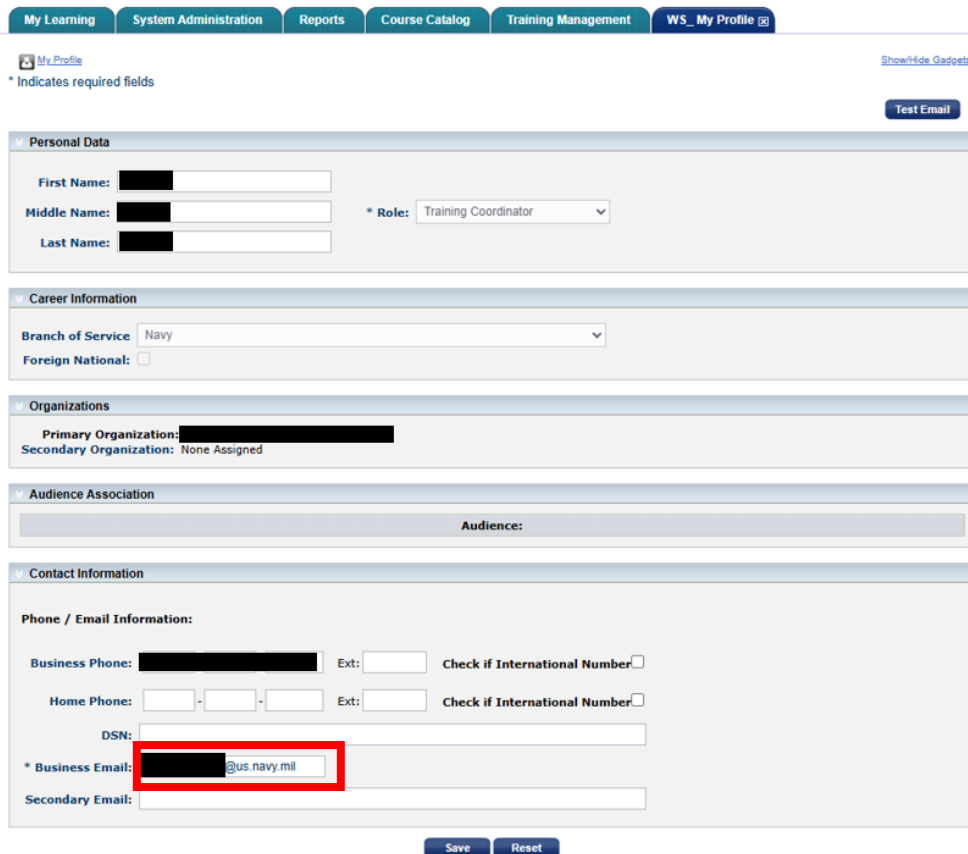
IT IS IMPERATIVE THAT YOU COMPLETE THIS STEP WHEN REGISTERING.

Step 3: Update your Profile

- From the “My Learning” tab, click on “My Profile”.



- Verify that your **official Navy email address** is correct and ends in @us.navy.mil



- Click **Save** if you make any changes.

VERY IMPORTANT STEP

Step 4: Enroll in the T3 Course

Option A: Search by Course Number

1. Select the “**Course Catalog**” tab.
2. Enter the number: **T3**
3. Select the course and click **Enroll**.

My Learning System Administration Reports Course Catalog Training Management

Mr. Profile Show/Hide Details

Courses Curricula

Browse Course Catalog. You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Learning Category

All

WHAT'S NEW: Bureau of Navy Medicine (BUMED) Commander, Navy Installations Command (CNIC)
Department of Defense (DoD) Training Department of the Navy (DON) Training Foreign Languages & Culture
Individual Awardees Training MNGC (PERSS2) PAYPERS Training Military Sealift Command
Navy Learning Centers & Programs Navy Rate Training Courses PEO EIS Mandatory Training
Professional Military Knowledge Transition Goals, Plans, and Success U.S. Naval War College/Senior Enlisted Academy/Professional Military Education

Apply Filters Clear Filters

Number of Records: 2 Results per page: 10

Prefix	Number	Title	Course Status
NETC	NRTC-NAVEDTRA-14028-AET3-3 0	Aviation Electronics Technician 3 - NAVEDTRA 14028	Enroll
OPNAV	OPNAV-T3-ILT1 0	Train the Trainer -T3	Enroll

Option B: Search by Course Title

1. Select the “**Course Catalog**” tab.
2. Enter the title: **Train the Trainer**
3. Select the course and click **Enroll**.

My Learning System Administration Reports Course Catalog Training Management

Mr. Profile Show/Hide Details

Courses Curricula

Browse Course Catalog. You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Learning Category

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WHAT'S NEW: Bureau of Navy Medicine (BUMED) Commander, Navy Installations Command (CNIC)
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Professional Military Knowledge Transition Goals, Plans, and Success U.S. Naval War College/Senior Enlisted Academy/Professional Military Education

Apply Filters Clear Filters

Number of Records: 6 Results per page: 10

Prefix	Number	Title	Course Status
CNATT	CNATT-016-ADO-200-130-00	E-8B PPRRELLIFT - Revisited Support Equipment on the Engine Drive Frame Trainer	Restricted
CNATT	CNATT-016-ADO-200-131-00	E-8B PPRRELLIFT - Removal of the Engine on the Trainer	Restricted
CNATT	CNATT-016-ADO-200-132-00	E-8B PPRRELLIFT - Re-installation of the Engine on the Trainer	Restricted
CNATT	CNATT-023-AT1-013-001-E0	EP-3 MIN SYS OMA ILC-CAI - Introduction to the Avionics Maintenance Trainer (JMT)	Restricted
JKDDC	JKDDC-TGPS-TTT-2 0	Train the Trainer (T3)	Enroll
OPNAV	OPNAV-T3-ILT1 0	Train the Trainer -T3	Enroll

Step 5: Complete Registration

- After clicking **Enroll**, one of two prompts will appear. If you have not completed the Problem Solving Practitioner (PSP) course, a prompt will appear saying it is a required pre-requisite. You will not be able to enroll in the Train the Trainer course until you've completed the PSP course.

The screenshot displays a web application interface for course management. At the top, there are navigation tabs: My Learning, System Administration, Reports, Course Catalog (selected), and Training Management. Below these is a 'My Profile' section with a 'Courses' tab selected. The main content area shows a 'Browse Course Catalog' section with a 'Learning Category' dropdown menu. A modal window titled 'Course Enrollment - OPNAVOPNAV-T3-ILT1.0' is open, displaying a 'Prerequisites Courses' warning. The warning states: 'The course you have selected has prerequisites that must be completed before you can enroll. Our records show that you have not yet completed the following prerequisite(s):'. Below this is a table with two columns: 'Course ID' and 'Course Title'. The table contains one row: 'OPNAVOPNAV-PSP-ILT1.0' and 'Problem Solving Practitioner'. A 'Cancel' button is located below the table. Below the modal, the main interface shows a table of course records with columns for Prefix, Number, Title, and Course Status. The table contains two rows: one for 'NETC' (NRTC-NAVEDTRA-14028-AET3-3.0) and one for 'OPNAV' (OPNAV-T3-ILT1.0). Both rows have an 'Enroll' button and a green plus icon in the status column.

Number of Records: 2 Results per page: 10

Prefix	Number	Title	Course Status
NETC	NRTC-NAVEDTRA-14028-AET3-3.0	Aviation Electronics Technician 3 - NAVEDTRA 14028	Enroll +
OPNAV	OPNAV-T3-ILT1.0	Train the Trainer - T3	Enroll +

- If you have completed the PSP course, a prompt will appear notifying you that manager approval is required. This just means that OWA will review your training

request before approving. Click **Continue** to view available course sections.

Course Enrollment - OPNAVOPNAV-T3-ILT1.0

Manager Approval Required
 The Course Section you have selected requires manager approval. An enrollment request will be sent to your manager. You will be notified via email when your enrollment request is processed. Would you like to select a section in which to enroll?

[Continue](#) [Cancel](#)

- Carefully read the **Details column** to find the correct section based on your location or schedule.

Select	Section No.	Section Mode	Start Date	End Date	Time and Location	Admission Type	Track Enrollment	Enrollment
Enroll	007	Resident	03/16/26	03/20/26	Details	on-rolling	Y	12 / 25
Enroll	011	Resident	08/17/26	08/21/26	Details	on-rolling	Y	1 / 25
Enroll	008	Resident	04/06/26	04/10/26	Details	on-rolling	Y	5 / 25
Enroll	001	Resident	01/21/28	01/22/28	Details	on-rolling	Y	0 / 15
Enroll	009	Resident	05/04/26	05/08/26	Details	on-rolling	Y	6 / 25
Enroll	010	Resident	06/08/26	06/12/26	Details	on-rolling	Y	0 / 25

My Learning System Administration Reports Course Catalog Training Management WS_ Select A Section

My Profile Show/Hide Gadgets

Select	Section No.	Section Mode	Start Date	End Date	Time and Location	Admission Type	Track Enrollment	Enrollment
Enroll	007	Resident	03/16/26	03/20/26	Details	Non-rolling	Y	12 / 25
Enroll	011	Resident	08/17/26	08/21/26	Details	Non-rolling	Y	1 / 25
Enroll	008	Resident						5 / 25
Enroll	001	Resident						0 / 15
Enroll	009	Resident						6 / 25
Enroll	010	Resident						0 / 25

Time and Location

Start Date: 3/16/2026	End Date: 3/20/2026
Start Time: 08:00 AM	End Time: 04:00 PM
Room: TBD	Location: OWA - EY Building DC
Address: 1101 New York Ave	City: Washington
State: DISTRICT OF COLUMBIA	Zip Code: 20005

- Once you have identified the correct course offering, select “Enroll”.
- After selecting “Enroll”, you will see your course status as “Processing Request”.

My Learning System Administration Reports Course Catalog Training Management

My Profile Show/Hide Gadgets

Courses Curricula

Browse Course Catalog.
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.

Learning Category

All

-WHAT'S NEW- Bureau of Navy Medicine (BUMED) Commander, Navy Installations Command (CNIC)
 Department of Defense (DoD) Training Department of the Navy (DON) Training Foreign Language & Culture
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Apply Filters Clear Filters

Number of Records: 2 Results per page: 10

Prefix	Number	Title	Course Status
NETC	NRTC-NAVEDTRA-14028-AET3-3.0	Aviation Electronics Technician 3 - NAVEDTRA 14028	Enroll
OPNAV	OPNAV-T3-ILT1.0	Train the Trainer - T3	Processing request

Important Notes

- The system **does not send automatic email confirmations** for enrollment.
- No further action is required, personnel from OWA or your course instructor will approve or deny your request. Please allow five business days for this to happen.
- If you still see processing request after five business days, please **contact us via email**.
- Contact email:
OWAEducation@us.navy.mil

FAQs

- **I'm seeing a "Manager Approval Required" pop-up when I click enroll in Navy eLearning, is this normal?**
 - Yes, this is normal. Click "Continue". No further action is required.
- **How can I see the location/dates of the course I'm registering for?**
 - You can see the location and dates of the course offering by clicking "Details" under the "Time and Location" column.
- **Who should I reach out to regarding seat availability in specific sections?**
 - Please reach out to the course instructor/quota manager directly with questions about seat availability.
- **How can I see who the course instructor/quota manager for a section is?**
 - You can find the course instructor/quota manager on our course manager calendar (LINK) under the "Section and Location" column. You can also see who this is in Navy eLearning, but won't be able to see it until after you've been approved. Once approved, the course will show up in the "My Training" section of the "My Learning" tab in Navy eLearning. Clicking on the course title will display all the course information including the course instructor.
- **Who is the manager who will approve my request?**
 - The manager isn't a manager within your organization; it's a role in Navy eLearning with permissions to approve/deny training requests. OWA course managers and some course instructors have this type of Navy eLearning permission and will approve/deny your request.
- **Will I receive a confirmation email?**
 - No, Navy eLearning doesn't send an automatic email confirmation for enrollment. Once you have found the course section you want to register for and click "Enroll", you will see "Processing Request" under the "Course Status" column. No further action on your part is required. If you are wondering about your enrollment status, check the "Course Status" column. Please allow five business days for your request to be approved/denied.
- **Why is this training hosted in Navy eLearning?**
 - Navy eLearning is the only Navy Learning Management System that can support easy access for civilians, contractors, and military.
- **Who do I reach out to with further questions?**
 - Please reach out to the OWA Education Division at OWAEducation@us.navy.mil