MarineNet

Training for the 21st Century

Marine Corps Training and Education Command

Quantico, VA

Training Manager Workshop Tutorial

January 2004

TM Workshop Outline – Portal Page

- Go to **www.MarineNet.usmc.mil**

- Become familiar with the following Information on the portal page:

    - Special Notices
    - New Course offerings
    - MarineNet Links

        - ❖ Logon Help
        - ❖ Eligibility Criteria
        - ❖ Computer Requirements
        - ❖ Course Information
        - ❖ LRC Information
        - ❖ Deployable LRCs
        - ❖ **Guides – (Download TM Guide & E-Testing SOP)**
        - ❖ Helpdesk

TM Workshop Outline – Logon

Click on the MarineNet Logon Button

TM Workshop Outline – Logon
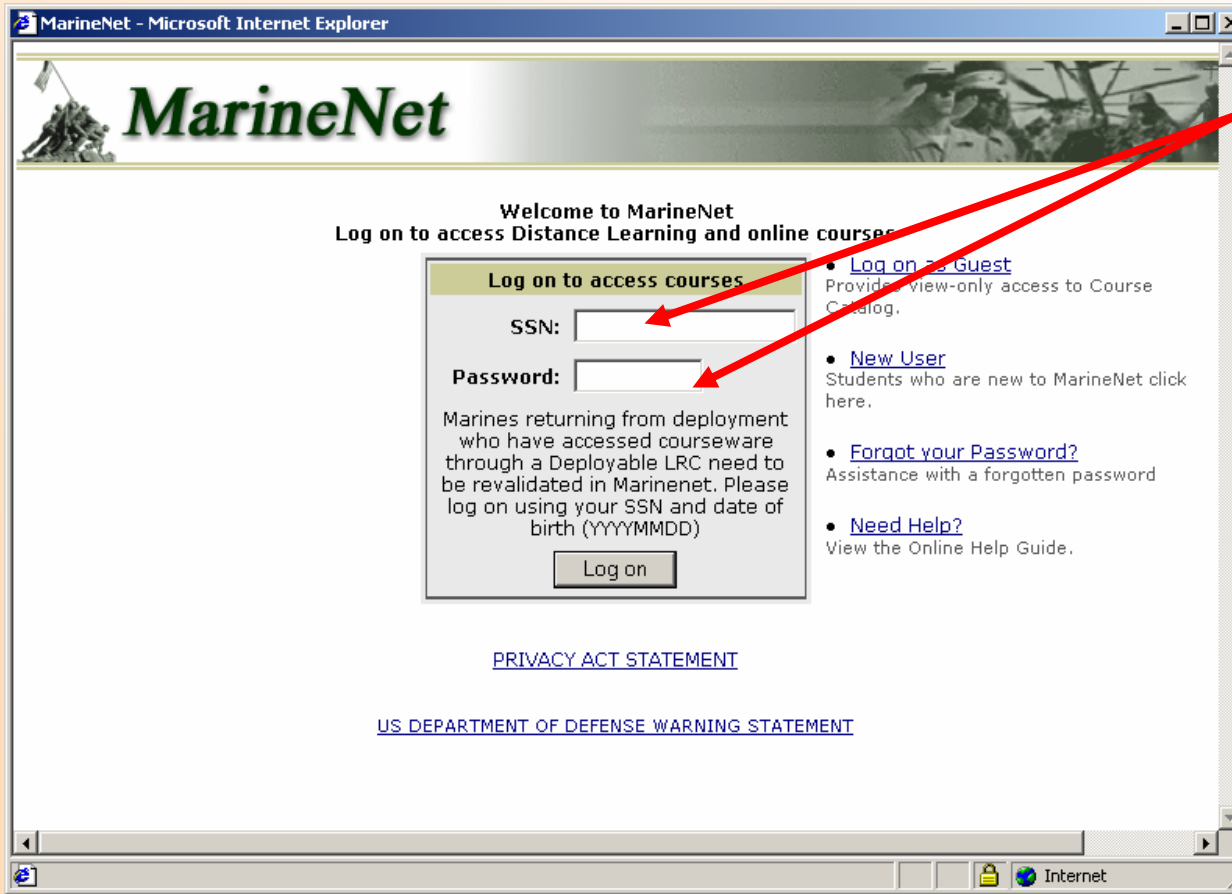
To obtain your unit's TM Account information, have your CO, OIC or SNCOIC contact the MarineNet Helpdesk at

(888) 435-8762

USMC College of Continuing Education

TM Workshop Outline – Functions

The banner should read Welcome <your unit> Training Manager !

In addition to the normal student functions notice the additional Admin Drop-down menu

TM Workshop Outline – Functions

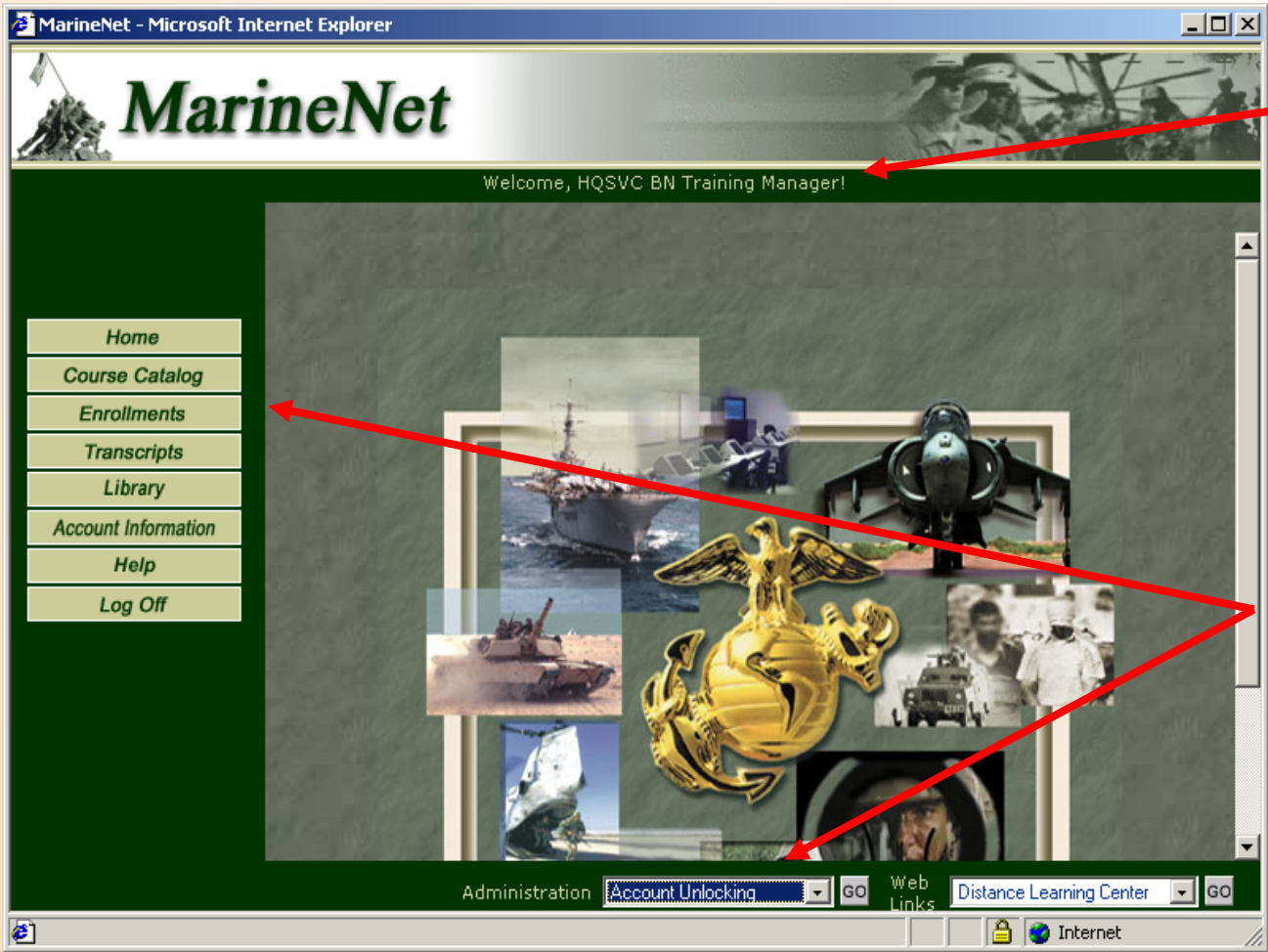**MarineNet - Microsoft Internet Explorer**

MarineNet

Welcome, HQSVC BN Training Manager!

- Home
- Course Catalog
- Enrollments
- Transcripts
- Library
- Account Information
- Help
- Log Off

Account Unlocking
Bulk Enrollment
Course Catalog Mgmt.
Enrollment Management
Proctor Password Search
Test Admin
Web Report Tool

Administration Account Unlocking GO   Web Links Distance Learning Center GO

Internet

The 5 TM functions you will need to use and understand are:

- **Account Unlocking**
- **Bulk Enrollment**
- **Enrollment Mgmt**
- **Proctor PW Search**
- **Web Reporting**

Each of these are explained in detail in the TM Guide.

TM Workshop Outline – Main Points

- **The role of MarineNet Training Manager is an important and powerful one…** *Treat it with care and respect, and safeguard the TM account password !*

- **As proctors for MarineNet E-Testing, TMs are responsible for maintaining the integrity of the Marine Corps testing process.** *Study the E-Testing SOP carefully before serving as a test proctor !*

- **Include the MarineNet TM Account as an important item in your turnover file for your billet.**

TM Workshop Outline – Help

- **Should you encounter any problems or require assistance with your TM account or administering E-Tests, please contact the MarineNet Helpdesk during the listed hours of operation:**

M-F 0800-1900 EST – Toll-free (888) 435-8762

Note: For assistance outside of normal hours, you may submit an electronic trouble ticket from the MarineNet Helpdesk link on the MarineNet portal page, www.MarineNet.usmc.mil