



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

A screenshot of the MarineNet website displayed in a Microsoft Internet Explorer browser window. The browser title is "CCE :: MarineNet - Microsoft Internet Explorer" and the address bar shows "http://www.marinetnet.usmc.mil/portal/". The website header includes the "Marines The Few. The Proud." logo and the text "United States Marine Corps College of Continuing Education MarineNet". A red arrow points from the "MarineNet Logon" link in the left sidebar to the "MarineNet Logon" button in the main content area. The main content area includes a "Special Notice" section with dates "29 Jan" and "7 Nov", and a "Courses Now Available" section with links for "On-line electronic testing", "Information Systems Security Manager", and "Information Assurance Awareness".

CCE Home

MarineNet

- MarineNet Logon
- Logon Help
- Eligibility Criteria
- Computer Requirements
- Course Information
- LRC Locations
- Deployable LRCs
- Guides
- Accessibility
- Give Us Your Feedback
- MarineNet Help Desk

General Info

Faculty & Staff

Students

MarineNet is your official gateway to exciting online courseware! It is your instant access to libraries of exciting and challenging online courses from any PC on base! MarineNet accommodates a Marine's busy lifestyle by offering courses 24 hours a day, seven days a week! Best of all... MarineNet will allow you to take tests online and receive credit for courses without ever having to step into a classroom!

What does MarineNet do for you? It provides:

- The means for enrolling in online courses as well as paper-based MCI courses!
- Instant access to libraries of online

Special Notice

29 Jan — [Training Manager Workshops](#)

7 Nov — [Important Notice Regarding Course Completion Certificates](#)

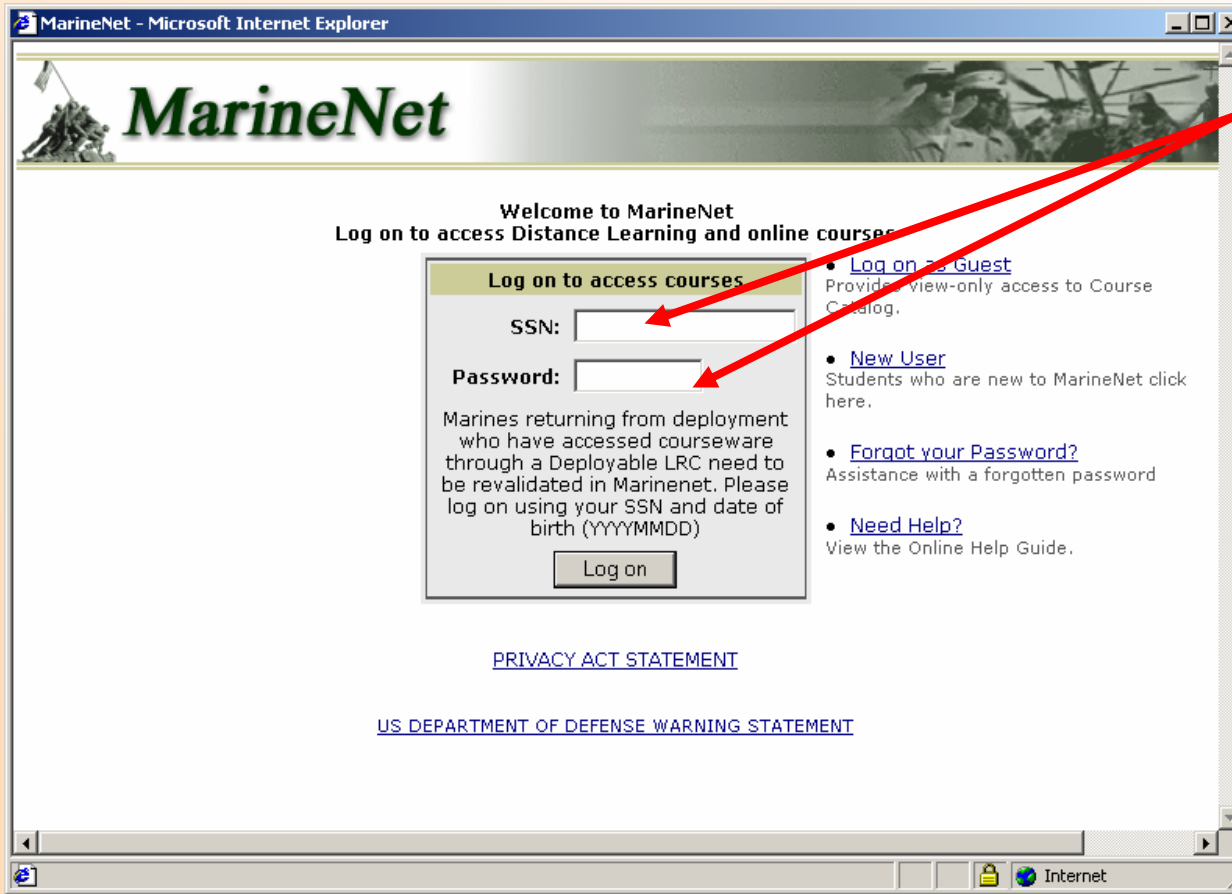
Courses Now Available

- [On-line electronic testing available to support Common Skills Program](#)
- [Information Systems Security Manager](#)
- [Information Assurance Awareness](#)

Click on the MarineNet Logon Button



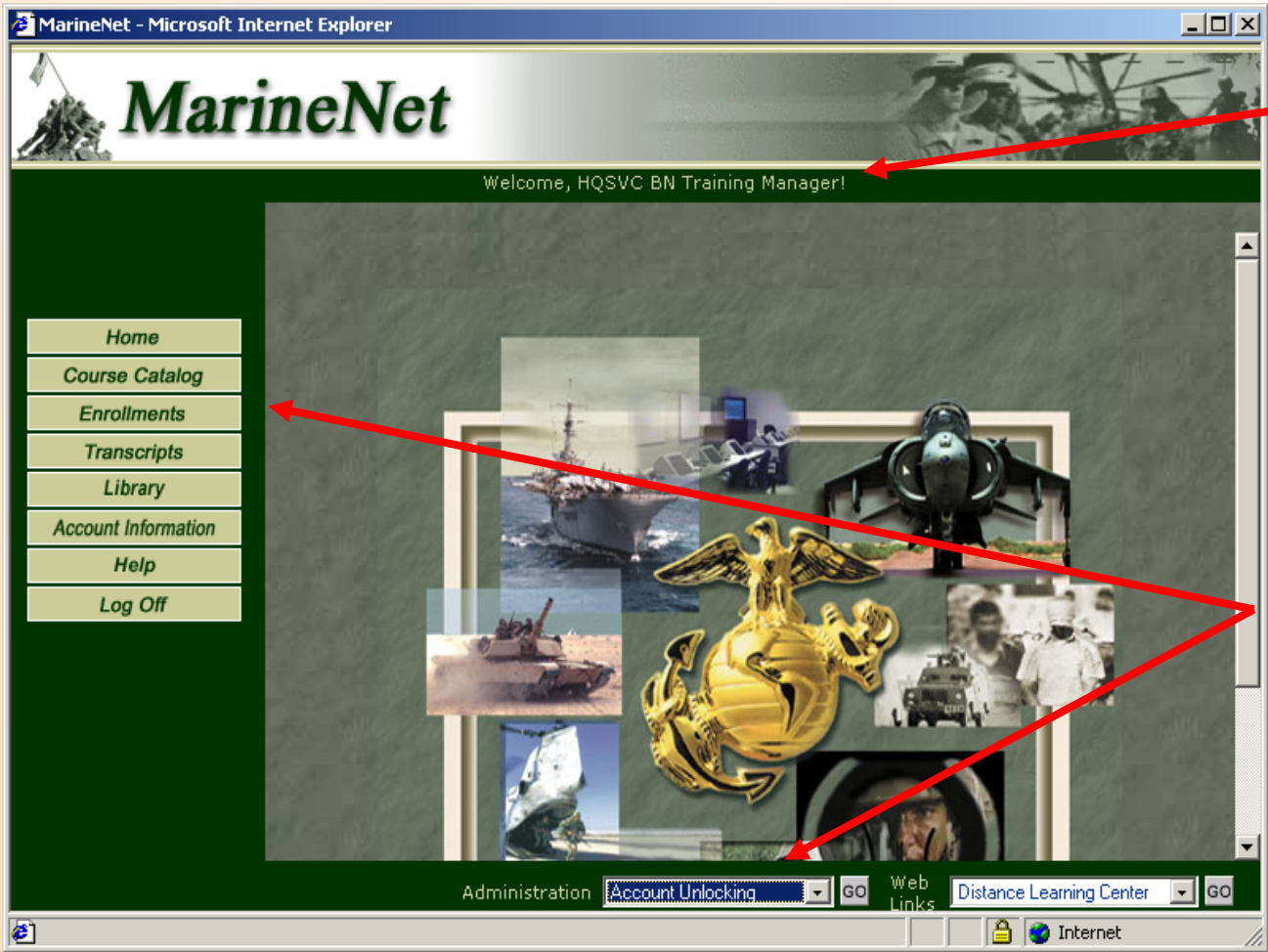
TM Workshop Outline – Logon



To obtain your unit's TM Account information, have your CO, OIC or SNCOIC contact the MarineNet Helpdesk at (888) 435-8762



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

A screenshot of the MarineNet website displayed in a Microsoft Internet Explorer browser window. The browser title bar reads "MarineNet - Microsoft Internet Explorer". The website header features the "MarineNet" logo and a navigation menu with the following items: Home, Course Catalog, Enrollments, Transcripts, Library, Account Information, Help, and Log Off. The main content area displays a collage of images including a ship, a jet, a tank, and a Marine Corps emblem. A dropdown menu is open over the emblem, listing the following functions: Account Unlocking, Bulk Enrollment, Course Catalog Mgmt., Enrollment Management, Proctor Password Search, Test Admin, and Web Report Tool. At the bottom of the page, there are search boxes for "Administration" and "Web Links", and a "Distance Learning Center" link. The Windows taskbar at the bottom shows the Internet Explorer icon and the "Internet" label.

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