

TRAINING REGISTRATION INSTRUCTIONS

HROM sponsored classes are open to all appropriated fund civilians and their supervisors at all Marine Corps organizations in the National Capital Region and Quantico. To register for courses via the new website, you must have eHQMC access. If you do not already have eHQMC access you need to request an eHQMC PORTAL /MCATS ACCOUNT by visiting the following website: <https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>. Note: It can take 24-48 hours for your account to be activated.

Once your account is activated, please follow these steps:

Step 1. You can register by going to our new HQMC's Training Registration Portal website: <https://ehqmc.usmc.mil/SITES/HQMCTRAINING/Pages/Default.aspx>. (NOTE: Please choose your DOD Email digital certificate.) The website provides links to all HQMC-sponsored classes that are offered.

Step 2. Select the class you are interested in by clicking the appropriate course title on the left side of the current page.

Step 3. Once your selection appears, click in the box for the date you would like to take the class.

Step 4. Click on the "Actions" box above using the drop down icon and select "Register for Selected Course".

Step 5. Enter all required information and click the "OK" button.

Step 6. You will get a screen that will show you "Action Completed" this means your registration has been successful.

Step 7. You will receive an email to confirm your registration within 24 hours.