My TrainingHub

Important Tips for eSAT Users

Getting Started

The eSponsorship Application & Training course on My Training Hub is one of the first steps in becoming a successful sponsor. If you're new to My Training Hub, you must first set up an account and create a user profile. After registering and logging back in to My Training Hub, you'll be directed to the My Profile page to create your profile.

While all My Training Hub users must fill out the required fields, those taking the eSAT course must complete the installation and unit fields to access the training. These tips will assist you in completing your profile:

1 **Certificate Information** - To log in using your Common Access Card, or CAC, you must first click the **Add Certificate** button to link your CAC to your user account.

2 **Service or Agency** - Select your service from the drop-down menu. If you're a Department of Defense civilian, please select the service you represent. For record-keeping purposes, *do not* select DoD civilian.

3 **Installation** - Begin typing the name of your installation. When the list of installations appears, select yours from the menu. Army National Guard and Air National Guard members should select the state where they serve.

*If your installation does not appear, you can take the training by entering **Other Locations**.*

4 **Unit** - Select your unit.

*If your unit is not listed, you can take the training by selecting **No Unit**.*

✓ Select **Save and Continue** to complete your account registration. You'll be directed to the course catalog where you can access the eSponsorship Application & Training course.

Once you've completed the training, your completion information is sent to your unit or command. However, if you entered **Other Locations** or **No Unit** when completing your profile, you can download or print your certificate and provide it to your unit or command representative to verify you've completed the course.

Note

*If your installation or unit is not listed, please send a message through the **Support** link in the drop-down menu in the upper right corner of the page. Be sure to provide the following information:*

- *Service branch*
- *Installation*
- *Unit*

The information will be sent to your service representative for updating. Once you have submitted the form, close the browser window.