New Video Tutorials for Admins Coming Soon!

Good News, Admins! ECATTS is pleased to announce it is currently developing Online Video Tutorials demonstrating the features of the Site Administration area. These short video demonstrations will show you how to locate user accounts and modify user passwords, email addresses, and organizational information; how to view and update the base contacts that appear on the training site, how to add training taken externally by users to the database, view contractors and contract information, add and edit contractor information, add notices and bulletins to your site, review training modules available to users at your base, and how to access reports available in the ECATTS' database. These videos will help administrators navigate the area when trying to complete potentially confusing operations.

Our goal is to make it easier to do your job! Be on the lookout for these demos on your site. And don't forget, you can always visit our training manual or contact our Customer Support at **support@ecatts.com** for more information or assistance.

SPCC Template Reminder

Reminder to all SPCC PMs to send in your template to ECATTS Support! Last quarter we shared the news that "the NERTP Steering Committee determined that the most cost effective way to provide SPCC plan training, Navy wide, was to develop a site-specific SPCC Plan Template that could be completed by the Installation SPCC Manager and uploaded into ECATTS for all personnel who have this training requirement." We are still in need of many of your templates for upload to your site.

Once you have completed your template, send it to ECATTS' Customer Support at **support@ecatts.com**. Or, contact Customer Support if you are in need of the template to start your process.

Fall Support Tip

The next time you log into your ECATTS account, stop by the "My Profile" tab to make sure all of your information is correct. Any updates needed can be made right on the page.

Keeping your information current is helpful to ensure that you are receiving the correct training and will show up on the appropriate training completion reports. Also, confirming that your email on file is accurate means that you can use the automated password recovery tool in the event you ever forget your login information.

And remember, if you have any questions just contact us at **support@ecatts.com**.

Revised Registration

Coming soon, you will see a revised registration page when you log into your Navy ECATTS site. You will notice that the "Special Area" on the registration form will be gone, and the UIC selections in the UIC drop down list will be updated to display all valid UICs as possible selections.

Keep an eye out for this revision starting early November.

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