



## TRAINING VIA BRIEFING INSTRUCTIONS

The Training via Briefing feature in ECATTS has been updated in order to make it simpler for training managers to use. Keep in mind, this feature is designed to record training delivered in a briefing setting to people who do not have accounts in ECATTS and most likely will not have them in the future. For folks with ECATTS accounts, we recommend using the External Training feature in the administrator area.

The Training via Briefing menu is available to individuals with ECATTS accounts who have the Training Manager designation applied to their accounts. This is done by either a supervisor or by request to [support@ecatss.com](mailto:support@ecatss.com).

### 1. Start by logging into your ECATTS account:

**LOGIN**  
Registered Users ONLY

User ID:

Password:

Click here for [Administrator login](#)

**NEW USERS**  
Register Here

If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click Create button to begin the registration process.

You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.

Once you have completed the registration process, log in with your new Login ID and password in order to access the system and begin your training.

**NOTE: If your email address ends with ".mil", [CLICK HERE](#) and our server will send you the registration password immediately.**

Registration Password:

If you need help registering you can email [ECATTS\\_Support](mailto:ECATTS_Support) or call 866-730-4253 for assistance. You will receive a response within 24 hours.

**About ECATTS**

Welcome to ICLD's Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This system is designed to provide an understanding and awareness of the environmental requirements established by the United States Environmental Protection Agency (EPA), the United States Department of Defense (DoD), and the state or country in which your facility is located.

Maintaining environmental compliance is everyone's responsibility. While working on Navy bases, you are required to know and understand how EPA, DoD and your state's or host country's environmental compliance laws impact your work activities. Environmental compliance means doing your job in such a manner so that you prevent harm to the environment, yourself, and your coworkers.

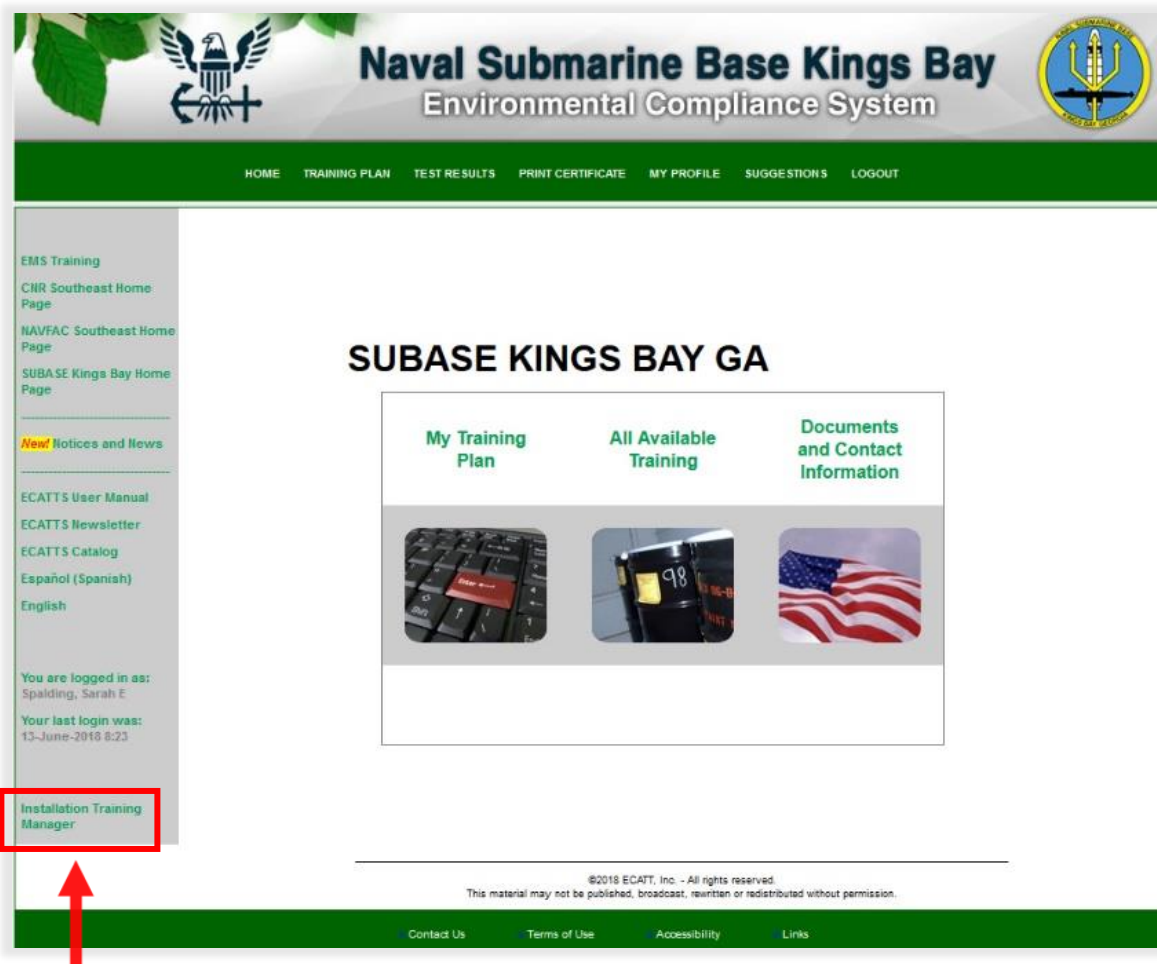
This system will help you develop the skills you need to maintain an environmentally friendly work environment and to complete your work tasks in accordance with the various installations' environmental policy.

THIS SITE IS RESERVED FOR AUTHORIZED USERS ONLY.  
ACCESS TO THIS SITE IS RESTRICTED. UNAUTHORIZED ACCESS IS STRICTLY PROHIBITED. VIOLATORS ARE SUBJECT TO ARREST AND PROSECUTION UNDER FEDERAL LAW.

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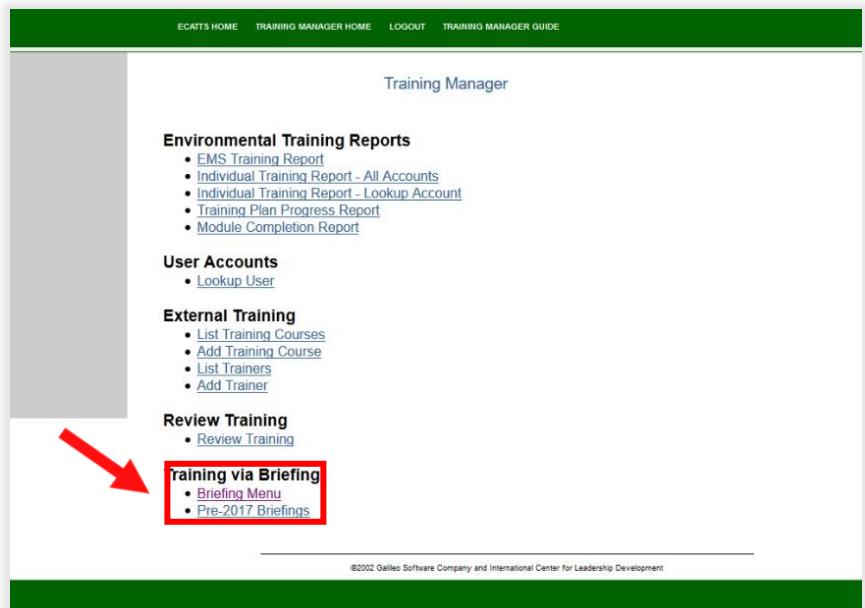
2. Next, locate the link at the bottom left hand side of the page that says Training Manager.

The title of this link may vary depending upon the level of Training Manger who have been designated.



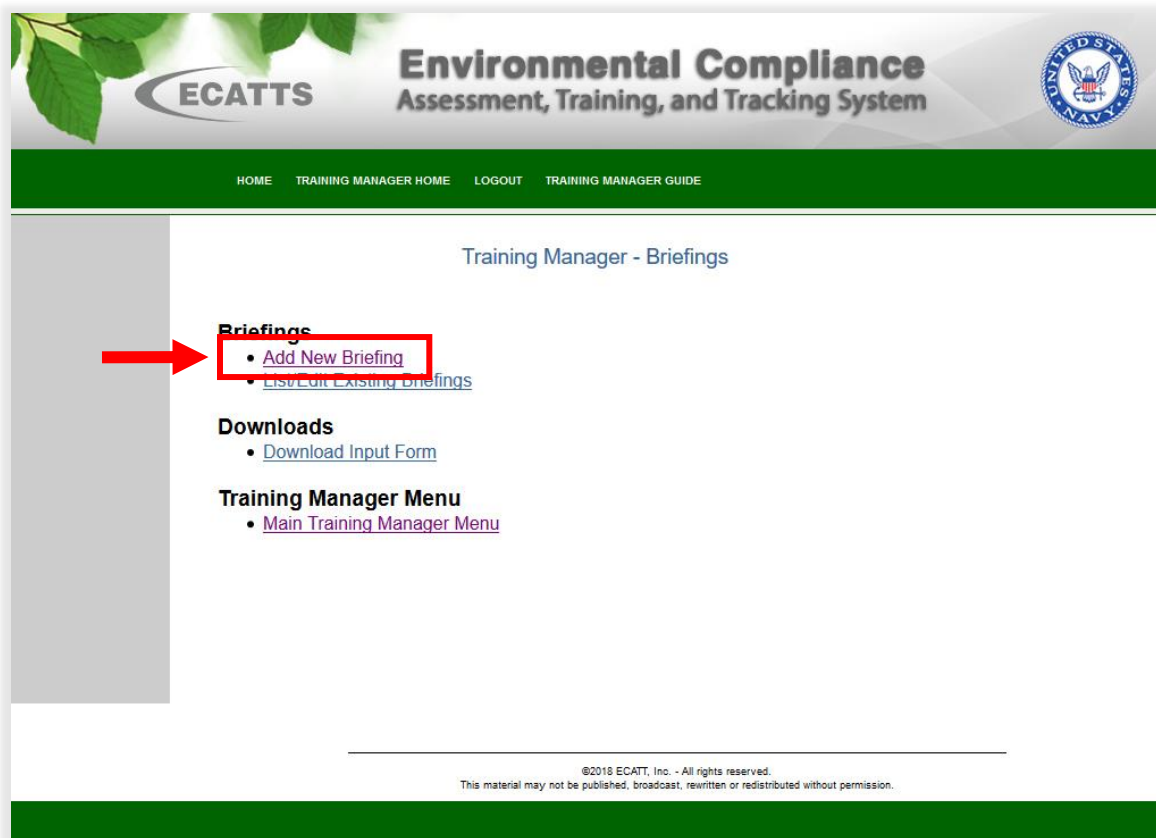
Clicking on the link above will take you to the Training Manager Menu (right).

The Training via Briefing menu can be accessed by clicking on the link at the bottom of the page. Please note, you will want to click on Briefing Menu rather than the Pre-2017 Briefings. The latter is an archive of previous Training via Briefing reports.



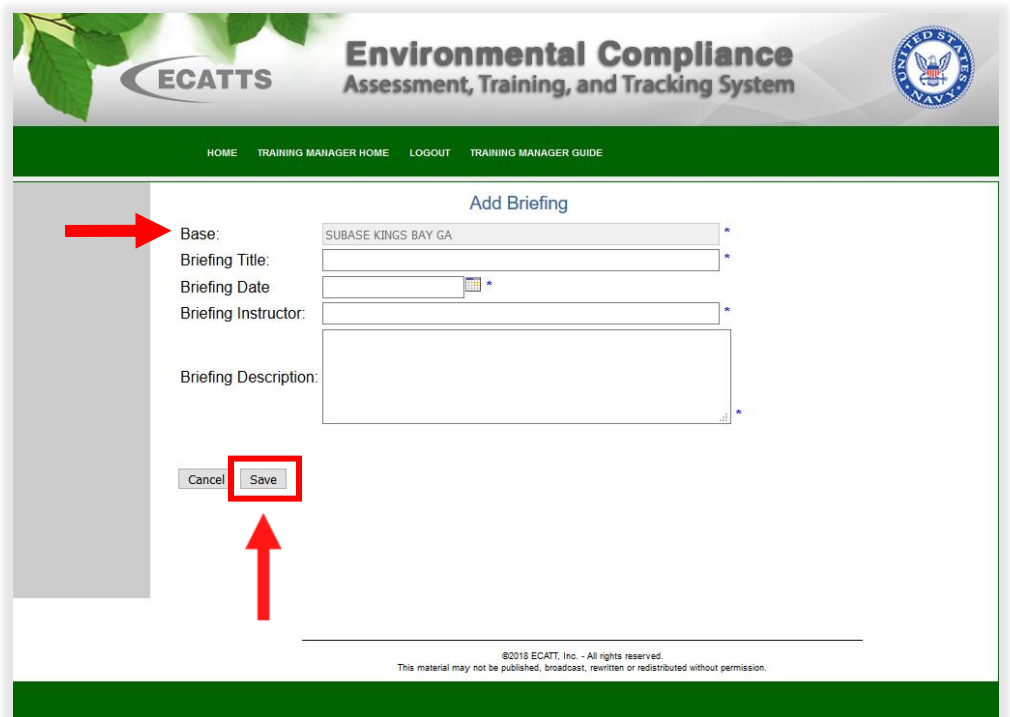
### 3. Add a new briefing or edit an existing briefing.

From the menu below, you can add a new briefing or edit an existing briefing. To add a new briefing, click [Add New Briefing](#) link.



From there, you will see the ADD BRIEFING page (right).

Your base will be auto-filled into the base field. Fill in the remaining fields with the requested information and click SAVE.



Once you have added the briefing, you can add briefing attendees by locating the briefing you added from the List/Edit Existing Briefings menu.

ECATTS Environmental Compliance Assessment, Training, and Tracking System

HOME TRAINING MANAGER HOME LOGOUT TRAINING MANAGER GUIDE

Training Manager - Briefings

**Briefings**

- [Add New Briefing](#)
- [List/Edit Existing Briefings](#)

**Downloads**

- [Download Input Form](#)

**Training Manager Menu**

- [Main Training Manager Menu](#)

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Select the **ADD ATTENDEES** link under the briefing you are editing.

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HOME TRAINING PLAN TEST RESULTS PRINT CERTIFICATE MY PROFILE SUGGESTIONS LOGOUT

Briefings

Briefing Title	Date of Briefing	Installation	Instructor	Added By	Added Date
2nd Sample Briefing <a href="#">List Attendees</a> <a href="#">Add Attendees</a> <a href="#">Print Briefing Roster</a>	2018-06-19	SUBASE KINGS BAY GA	Sarah Spalding	sarah	2018-06-19
Sample Briefing <a href="#">List Attendees</a> <a href="#">Add Attendees</a> <a href="#">Print Briefing Roster</a>	2018-06-19	SUBASE KINGS BAY GA	Sarah Spalding	sarah	2018-06-19

Back Menu Add Briefing

The form below will open:

Name	Extra 1	Extra 2	Extra 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type in the names of each attendee as well as any other information you wish to collect such as building, office, rank, email address, etc. The columns labeled “Extra 1,” “Extra 2,” and “Extra 3” are editable. You will be able to rename those columns to make them more pertinent to you. After filling up the form, you can either click SAVE (if you are finished adding attendees) or Save and Add More, which will enable you to add additional attendees to your briefing.

Once your briefing has been created and you have added the appropriate attendees, the records will be saved in ECATTS. If you click PRINT BRIEFING ROSTER and that will prompt you to open up a PDF of the roster.

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Print it or save to your files as needed.