

Instruction for Completing EMS Awareness Training

< Registration >

1. Go to <https://navfac.ecatts.com/> home page and click "enter".
2. Register as a new user by entering "navfac" (all lower case with no quotation marks) in the Registration Password dialog box.
3. Click the "Create an Account" link to establish an account.
4. Enter the employee's name, email, login ID (pick any ID you choose to use), password (pick any password you choose to use), training type (i.e. Other Construction Contractor or Contract Employee Working on Installation) and work location (Japan, COMFLEACT Sasebo JA).
5. Click the "register" button and the website will generate a password to log into the training site.

< Training >

1. Go to the home page and login with the user name and password.
2. Click "Japanese language" button, click "Go To Your Training", click "Go To My Training Modules".
3. Open "Environmental Management System Awareness Training", complete the training, take the test and print a certificate for your records.
4. The training takes approximately 20 minutes to complete.