



1. Go to the NAVFAC ECATTS website: <https://navfac.ecatts.com>
2. Click **Enter**.
3. Enter the registration password: **navfac** in the “Registration Password” field of the **REGISTER - New Users** box. The registration password is case sensitive – no caps.
4. Click **Create An Account**.
5. This will take you through a series of short registration steps. In each step, fill in the requested information – Account Registration Form.
 - Name and Email
 - First name, Middle initial, last name, Email address and Confirm email address.
 - Login ID and Password
 - Login ID, Password and Confirm password
 - Training Type
 - Training Type and Service branch
 - Work Location and Organization
 - Primary U.S. state, U.S. territory, or host nation in which you will be working
 - Location, base or host installation
 - Select your activity UIC (If no please select “other”)
 - Duties and Responsibilities (Click the question mark icon next to a category for more information about that category)
6. Read the **Terms of Use**. To complete registration, you must accept the User Agreement by clicking – I agree to abide by the Terms of Use established for this site.
7. Click **Register** to Complete Registration.
8. If successful, you will be taken to the ECATTS home page.
 - Click** Go to Your Training
 - Click** Go to My Training Module
 - Click** Required Training - Environmental Management System
9. End of the training, print certificate.