Adding Lean Six Sigma Yellow Belt Training to Unit Training Manager

1. Log on to MCTIMS and access UTM (Unit Training Manager). MCTIMS Log In: https://mctims.usmc.mil/Homeport/default.aspx

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2. Once UTM page is up go to IMM



3. From the dropdown menu, select Individual Training

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4. Once the Individual Training Page is up go to Create New

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5. Once the Create requirement is up, you can add information to associate your unit to the training. Add your training title, and you can search/find the LY-Lean Six Sigma – YELLOW BELT training in the event code, and save the training.

Create Require	ement	
Save		
Requirement Deta	ills	
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Title*	Lean Six Sigma Yellow Belt - Unit	Training
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Sustainment (Active Duty) Sustainment (Reserves) Event Code	Months	Certification Requirement

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6. Once the training has been saved, you can add members to the training by searching and selecting it from the "All Requirements Tab". Once it is found, check the box.

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7. Once the box has been checked, you can add Marines to the class by selecting the "Manage Required/Not Required Marines". This will bring you to your unit roster where you can select Marines that you desire to attend the class.

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