Adding Lean Six Sigma Green 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
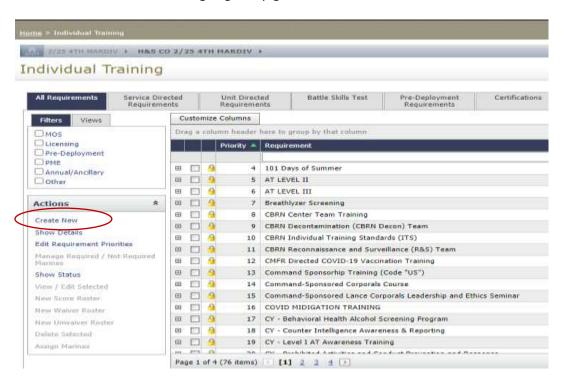

2. Once UTM page is up go to IMM

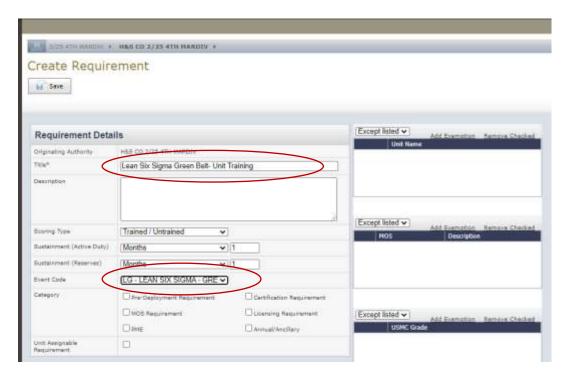3. From the dropdown menu, select Individual Training

Adding Lean Six Sigma Green Belt Training to Unit Training Manager

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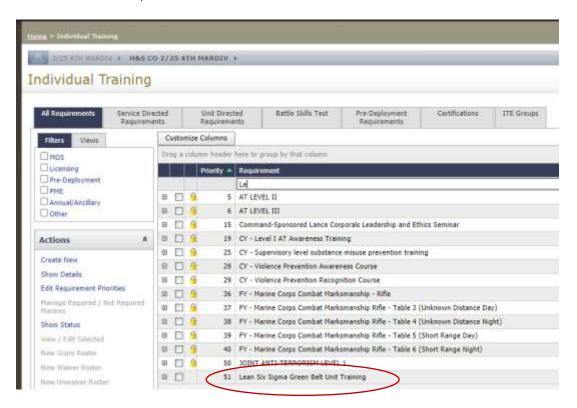

5. Once the Create requirement is up, you can add information to associate your unit to the training. Add your training title, and you can search/find the LY-Lean Six Sigma – GREEN BELT training in the event code, and save the training.

Adding Lean Six Sigma Green Belt Training to Unit Training Manager

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.

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.