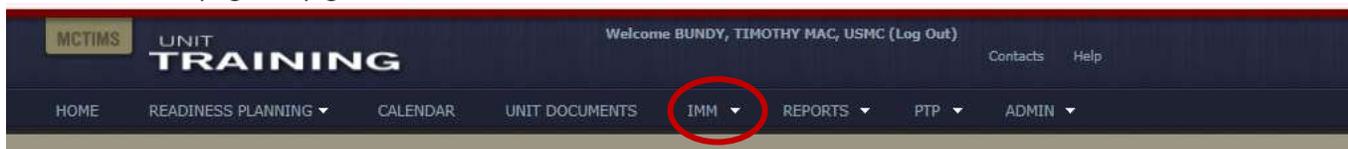


Adding Lean Six Sigma Yellow Belt Training to Unit Training Manager

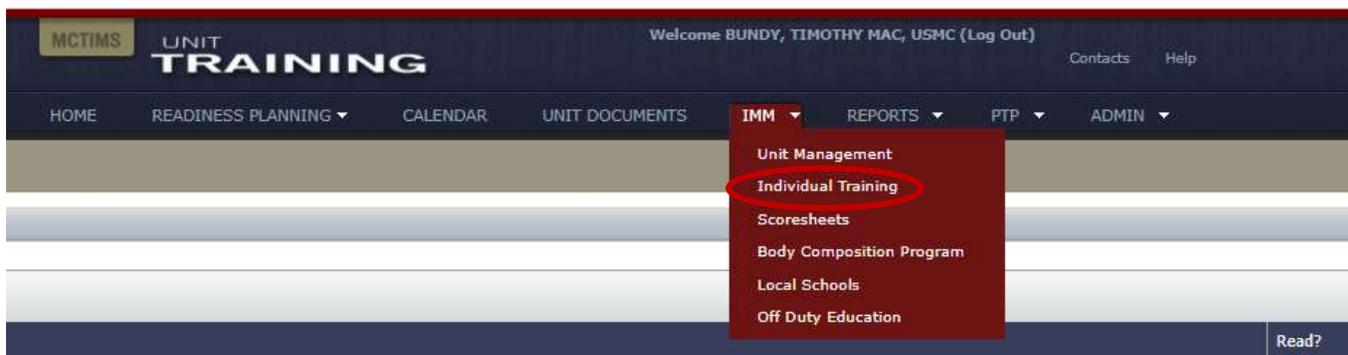
1. Log on to MCTIMS and access UTM (Unit Training Manager). MCTIMS Log In: <https://mctims.usmc.mil/Homeport/default.aspx>



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

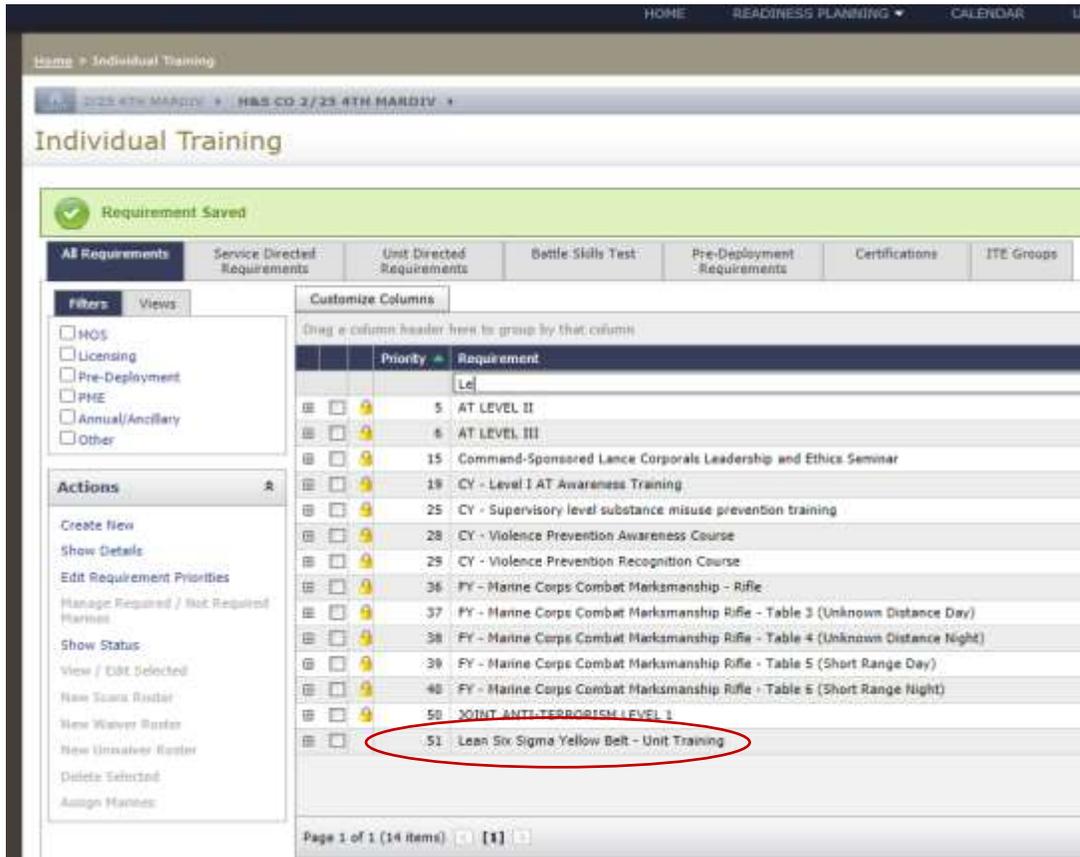
The screenshot shows the 'Individual Training' page. At the top, there is a breadcrumb trail: 'Home > Individual Training'. Below that, the unit name '2/25 4TH MARDIV' and 'H&S CO 2/25 4TH MARDIV' is displayed. The main heading is 'Individual Training'. There are several tabs: 'All Requirements', 'Service Directed Requirements', 'Unit Directed Requirements', 'Battle Skills Test', 'Pre-Deployment Requirements', and 'Certifications'. On the left, there are 'Filters' and 'Views' sections. The 'Filters' section has checkboxes for 'MOS', 'Licensing', 'Pre-Deployment', 'PME', 'Annual/Ancillary', and 'Other'. The 'Actions' section has a list of options, with 'Create New' circled in red. Other actions include 'Show Details', 'Edit Requirement Priorities', 'Manage Required / Not-Required Marines', 'Show Status', 'View / Edit Selected', 'New Score Roster', 'New Waiver Roster', 'New Unwaiver Roster', 'Delete Selected', and 'Assign Marines'. The main table shows a list of requirements with columns for 'Priority' and 'Requirement'. The first few items are: 4 101 Days of Summer, 5 AT LEVEL II, 6 AT LEVEL III, 7 Breathalyzer Screening, 8 CBRN Center Team Training, 9 CBRN Decontamination (CBRN Decon) Team, 10 CBRN Individual Training Standards (ITS), 11 CBRN Reconnaissance and Surveillance (R&S) Team, 12 CMFR Directed COVID-19 Vaccination Training, 13 Command Sponsorship Training (Code "US"), 14 Command-Sponsored Corporals Course, 15 Command-Sponsored Lance Corporals Leadership and Ethics Seminar, 16 COVID MIDIGATION TRAINING, 17 CY - Behavioral Health Alcohol Screening Program, 18 CY - Counter Intelligence Awareness & Reporting, 19 CY - Level I AT Awareness Training, and 20 CY - Sublevel Awareness and Conduct Requirements and Process. At the bottom, it says 'Page 1 of 4 (76 items)' and has navigation buttons.

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.

The screenshot shows the 'Create Requirement' form. At the top, there is a breadcrumb trail: '2/25 4TH MARDIV' and 'H&S CO 2/25 4TH MARDIV'. The main heading is 'Create Requirement'. There is a 'Save' button. The form has a 'Requirement Details' section. The 'Originating Authority' is 'H&S CO 2/25 4TH MARDIV'. The 'Title*' field is 'Lean Six Sigma Yellow Belt - Unit Training', which is circled in red. The 'Description' field is empty. The 'Scoring Type' is 'Trained / Untrained'. The 'Sustainment (Active Duty)' is 'Months' with a value of '1'. The 'Sustainment (Reserves)' is 'Months' with a value of '1'. The 'Event Code' is 'LY - LEAN SIX SIGMA - YELL', which is circled in red. The 'Category' section has several checkboxes: 'Pre-Deployment Requirement', 'Certification Requirement', 'MOS Requirement', 'Licensing Requirement', 'PME', and 'Annual/Ancillary'. The 'Unit Assignable Requirement' checkbox is also present.

Adding Lean Six Sigma Yellow Belt Training to Unit Training Manager

- 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.



- 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.

