



Procedures for Scheduling ICODES Training And Requesting ICODES Training Application Access

ICODES Training supports load and stow planning training requirements for the military services and other government agencies. ICODES Training is closely monitored to ensure optimal performance. This is not an interactive training program. Required training material and course documentation are provided by the instructor. Students and instructors are granted access for limited periods covering the scheduled training.

When ICODES Training is used, prior coordination ensures trainees have established accounts prior to the first day of class. This reduces the administrative workload when the class begins. The following describes actions required by the unit/service/organization sponsoring the training and the students/attendees/instructors.

Unit/Service/Organization Sponsoring the Training

Provide the following information prior to the class start date (Minimum of ONE WEEK prior): application requests for ICODES Training will be processed until this information is received.

1. Training dates (Start and end dates)
2. Location (Base/Post/Facility)
3. Requestor/POC Contact information (e-mail and phone)
4. Class Roster (minimum information-name, rank, e-mail address, unit)

This information should be sent TO: usarmy.scott.sddc.mbx.ICODES-pm@mail.mil, CC: Mark Tillman, mark.j.tillman.ctr@mail.mil, Kenneth Hurst, kenneth.e.hurst.ctr@mail.mil.

Students/Attendees/Instructors

Application requests for ICODES Training accounts can be processed after the sponsoring agency completes the coordination noted above.

Individuals who have existing ETA accounts can apply for ICODES access by logging in to ETA using their digital certificate (i.e. DoD CAC, DHS PIV, ECA, etc.), selecting Request Additional Application at the bottom of the left hand column and then selecting ICODES Training from the list provided. (Attendees should also select ICODES Enterprise as this is the tool that will be used once training is complete.)

Individuals who do not have existing ETA accounts should select New User Registration from the left-hand column of the ETA Home Page <https://eta.sddc.army.mil>. Select ICODES Training and ICODES Enterprise from the list provided. New users will associate their digital certificate (i.e. DoD CAC, DHS PIV, ECA, etc.) to the application request as instructed.

Questions about the status of ICODES Training account applications can be directed to the addresses noted above.

USERNAME/PASSWORD exception for training (Non-DoD CAC-Holders and Foreign Nationals (FNs)):

Username/password access can be granted *TEMPORARILY* to ICODES Training to support *TRAINING* requirements only associated with DoD security cooperation (SC) agreements for load/stow planning on US military or DoD contract conveyances.

The following procedures and timeline is required for this process:

1. Trusted Agent (Unit representative of organization hosting training/Training Instructor/Etc.) submits request for access to ICODES Training to the ICODES Program Office (usarmy.scott.sddc.mbx.ICODES-pm@mail.mil). This request must include the information noted above and it must be received at least 5 business days prior to the class start date.
2. The ICODES Program Office reviews and will approve or reject the request based on the information provided. An ICODES Program Office representative will contact the Trusted Agent, as required, if there are questions about submitted information.
3. The Trusted Agent will ensure the Non-DoD CAC-Holder or Foreign National submits an application request for ICODES Training via ETA (<https://eta.sddc.army.mil>). This must be accomplished 3 to 4 business days prior to the training session start date.
4. The ICODES ETA Administrator will coordinate with the ETA Program Office to process the USERNAME/Password exception for the designated individuals. The exceptions can be granted only for the specified duration of the training session. The applicant will receive a system-generated message when the application has been processed.

POST-TRAINING SESSION ACTIONS:

At the completion of the training session, the ICODES ETA Administrator will remove ICODES Training accounts from the system. With prior coordination, Instructors may be able to maintain their accounts based on system performance.