

Records Management – Everyone’s Responsibility

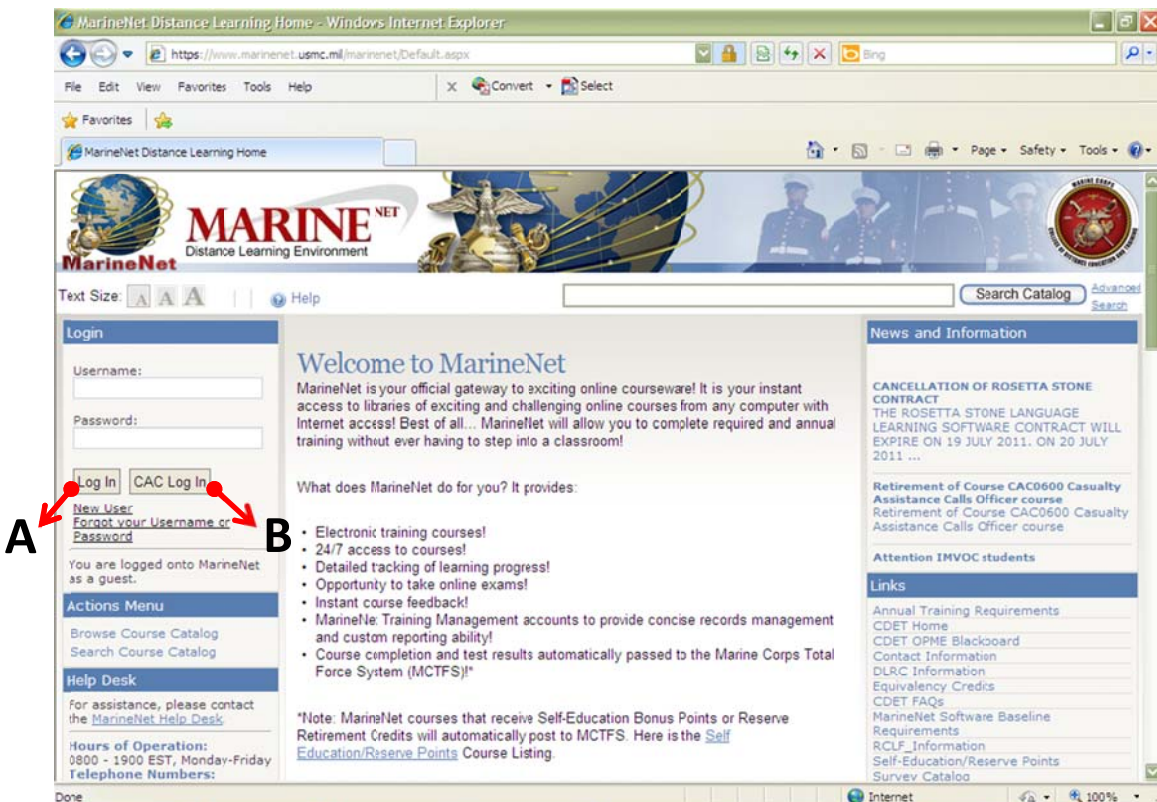
Accessing the Course:

- To access this course you will need to access MarineNet using the following URL: <https://www.marinenet.usmc.mil/marinenet/>
- MarineNet can also be accessed via our training website on MCCS Lejeune: <http://www.mccslejeune.com/hr/hrtraining.html>. You will need to scroll down the page and can access Marine Net under the heading Other Training Opportunities.

Accessing MarineNet:

You can Login to MarineNet in two ways:

- (A) Click on the Login button and enter your Username and Password – If you have not accessed MarineNet before you will have to click on New User to establish a Username and Password.**
- (B) Click on the CAC Log In Button – If you choose to use the CAC card sign on option, and this is the first time you have accessed MarineNet, you must select New User and establish a Username and Password. After this is done you will be able to utilize the CAC card login function.



*If the system will not enable to you create an account you will need to contact the Marine Net Help Desk at 1-888-435-8762 for assistance on account authorization.

Accessing & Completing the Training Course (Pages 2-9):

Once you have logged on to the system your screen will default to the MarineNet Welcome Page below. Click on the Search Catalog search field and type in the following course code: M01RMT0700, and click the [Search Catalog Button](#).

The screenshot displays the MarineNet Distance Learning Home page. The browser window title is "MarineNet Distance Learning Home - Windows Internet Explorer". The address bar shows the URL: <https://www.marinenet.usmc.mil/MarineNet/default.aspx>. The page has a red header with the MarineNet logo and the text "Distance Learning Environment". A search bar is highlighted in yellow, containing the course code "M01RMT0700". Below the search bar are buttons for "Search Catalog" and "Advanced Search".

The main content area is titled "Welcome to MarineNet" and includes the following text:

MarineNet is your official gateway to exciting online courseware! It is your instant access to libraries of exciting and challenging online courses from any computer with Internet access! Best of all... MarineNet will allow you to complete required and annual training without ever having to step into a classroom!

What does MarineNet do for you? It provides:

- Electronic training courses!
- 24/7 access to courses!
- Detailed tracking of learning progress!
- Opportunity to take online exams!
- Instant course feedback!
- MarineNet Training Management accounts to provide concise records management and custom reporting ability!
- Course completion and test results automatically passed to the Marine Corps Total Force System (MCTFS)!

*Note: MarineNet courses that receive Self-Education Bonus Points or Reserve Retirement Credits will automatically post to MCTFS. Here is the [Self Education/Reserve Points Course Listing](#).

The sidebar on the right contains "News and Information" and "Links" sections. The "News and Information" section includes:

- 2011. Skillssoft courses ...
- QuestionMark Secure Testing Now Enabled...**
Secure Browser Testing Capability is now enabled for a limited number of courses.
- MCCS Exam (DT1510000) QM Secure Implementation**
QuestionMark Secure Turned Back On for BST Test
- Course Catalog Changes**
New method to find courses that report to MCTFS.



The "Links" section includes:

- Annual Training Requirements
- CDET Home
- CDET OPME Blackboard
- Contact Information
- DLRC Information
- Equivalency Credits
- CDET FAQs
- MarineNet Software Baseline Requirements
- RCLF Information
- Self-Education/Reserve Points
- Survey Catalog

After inputting the course code and searching the catalog the Records Management Training Course will be displayed under the Course Search Results Heading. Select *Enroll in the Course/Curriculum* under the Actions field.

The screenshot shows a web browser window titled "MarineNet Course Search - Windows Internet Explorer". The address bar contains the URL: <https://www.marinetet.usmc.mil/MarineNet/Search/CatalogSearch.aspx?link=Bread>. The page features the MarineNet logo and navigation links like "My Enrollments", "Help", and "Search Catalog". A search bar contains the course code "M01RMT0700".

The main content area displays "Course Search Results" for the course "M01RMT0700". The results are presented in a table with the following columns: Actions, Course Code, Name, Status, Type, Curriculum, ACE, SEP, and RRC.

Actions	Course Code	Name	Status	Type	Curriculum	ACE	SEP	RRC
 	M01RMT0700	Records Management (Department of the Navy): Everyone's Responsibility	Active	Web	<input type="checkbox"/>	<input type="checkbox"/>		

A blue arrow points to the "Actions" column of the search results table. A "Download Catalog" button is located to the right of the table.

Click on *Launch Course* and complete the online training course.

The screenshot shows a web browser window titled "Enroll in Records Management (Department of the Navy): Everyone's Responsibility". The URL is <https://www.marinenet.usnc.mil/MarineNet/Courses/Enroll.aspx>. The page features a navigation menu on the left with options like "Logout", "Welcome", "My Enrollments", and "Notifications". The main content area displays course details for "Records Management (Department of the Navy): Everyone's Responsibility".

Course Name:	Records Management (Department of the Navy): Everyone's Responsibility	Description:	The goal of Records Management (Department of the Navy): Everyone's Responsibility, also known as RM 101, is to provide Marine Corps personnel (active and reserve components) including civilians and contractors with an overview of their roles and responsibilities in support of Marine Corps' records management requirements. Important: In order to complete this course, you MUST return to your MarineNet transcript to launch the End-of-Course Exam and achieve a minimum score of 70%. Designed For: All Marine Corps personnel (active and reserve components) to include civilians and contractors
Course Code:	M01RM10700	Objectives:	Satisfy an annual training requirement for all Marine Corps personnel (active and reserve components) to include civilians and contractors. See MARADMIN 720/07
Delivery Type:	Web	Eligibility Status:	Cannot enroll or issue an enrollment, waiver, or equivalency request for this course
ACE ID:		Enrollment Status:	Your enrollment status is Enrolled. You are currently enrolled in Records Management (Department of the Navy): Everyone's Responsibility, course code M01RM10700.
Max Time Allowed:	364	Accredited:	False
Service School:		Equivalency Information (blank if not applicable):	
Reserve:	0	Courses in Curriculum:	No courses in curriculum
Credit:			
Target MOS:			
Study Hours:	1		

At the bottom right of the course details, there are three buttons: "Launch Course" (highlighted with a yellow box), "Launch Test", and "Cancel".

The screenshot shows a web browser window titled "Launch Course: Records Management (Department of the Navy): Everyone's Responsibility". The URL is <https://www.marinenet.usnc.mil/MarineNet/Transcripts/Launch.aspx>. The page features a navigation menu on the left with options like "Logout", "Welcome", "My Enrollments", and "Notifications". The main content area displays course details for "Records Management (Department of the Navy): Everyone's Responsibility".

Launch Course: Records Management (Department of the Navy): Everyone's Responsibility

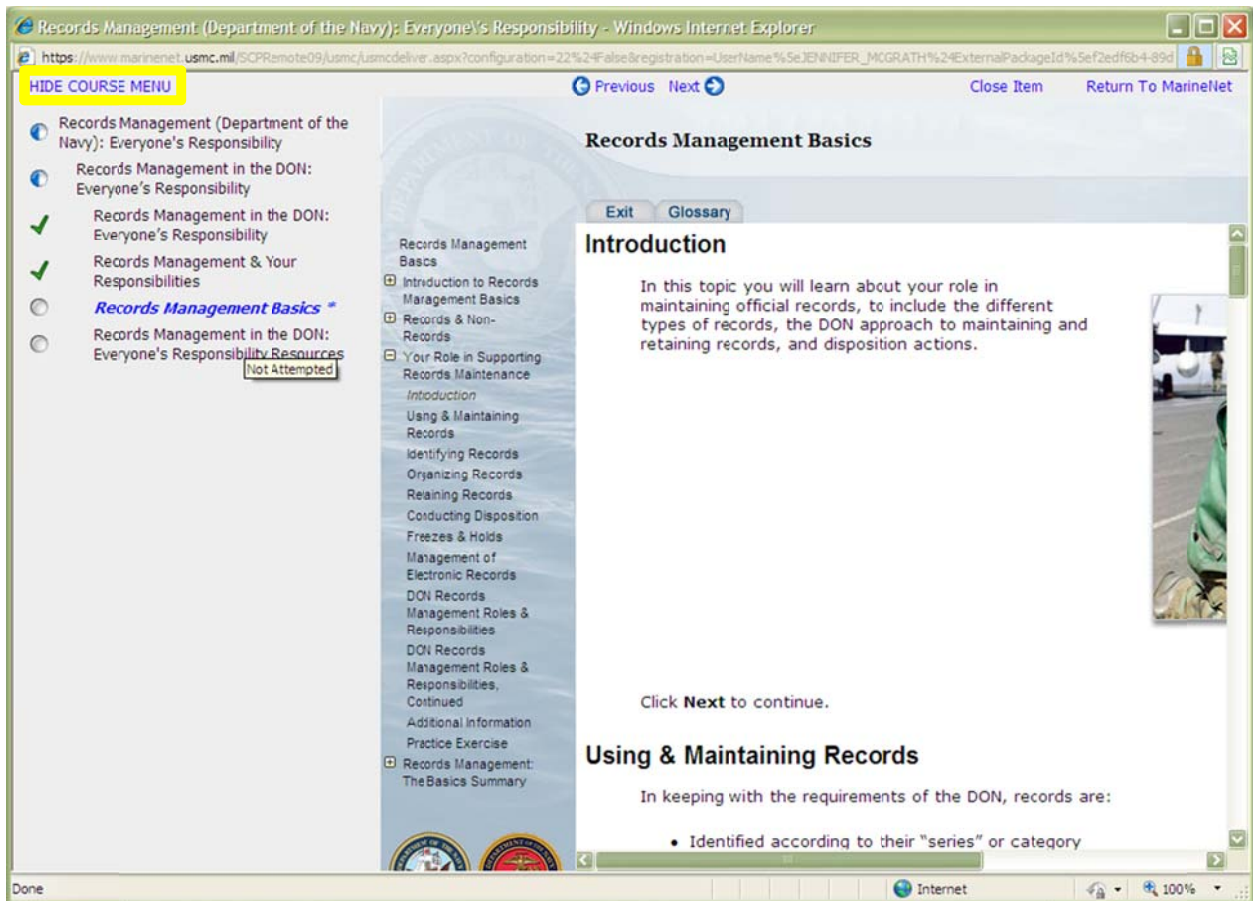
Course Name: Records Management (Department of the Navy): Everyone's Responsibility
Content Type: Course

At the bottom of the course details, there are two buttons: "Launch Course" (highlighted with a yellow box) and "Return to previous page".

IMPORTANT

The course/test/survey will attempt to launch in a new browser window. If you have pop-up blocker software running on your machine, you will need to either disable it or enter an exception for the MarineNet website in order to properly launch the course/test/survey.

Once the course has been launched you will notice that the course menu is displayed on the left hand side of the page. The course menu will show you your progress within the course. To hide the course menu and make the training screen a full page, Select *Hide Course Menu*.



To complete the training, read the instructions on the screen and use the *Back and Next* buttons to progress through the training course information. You can view your progress through the course on the left hand side of the page.

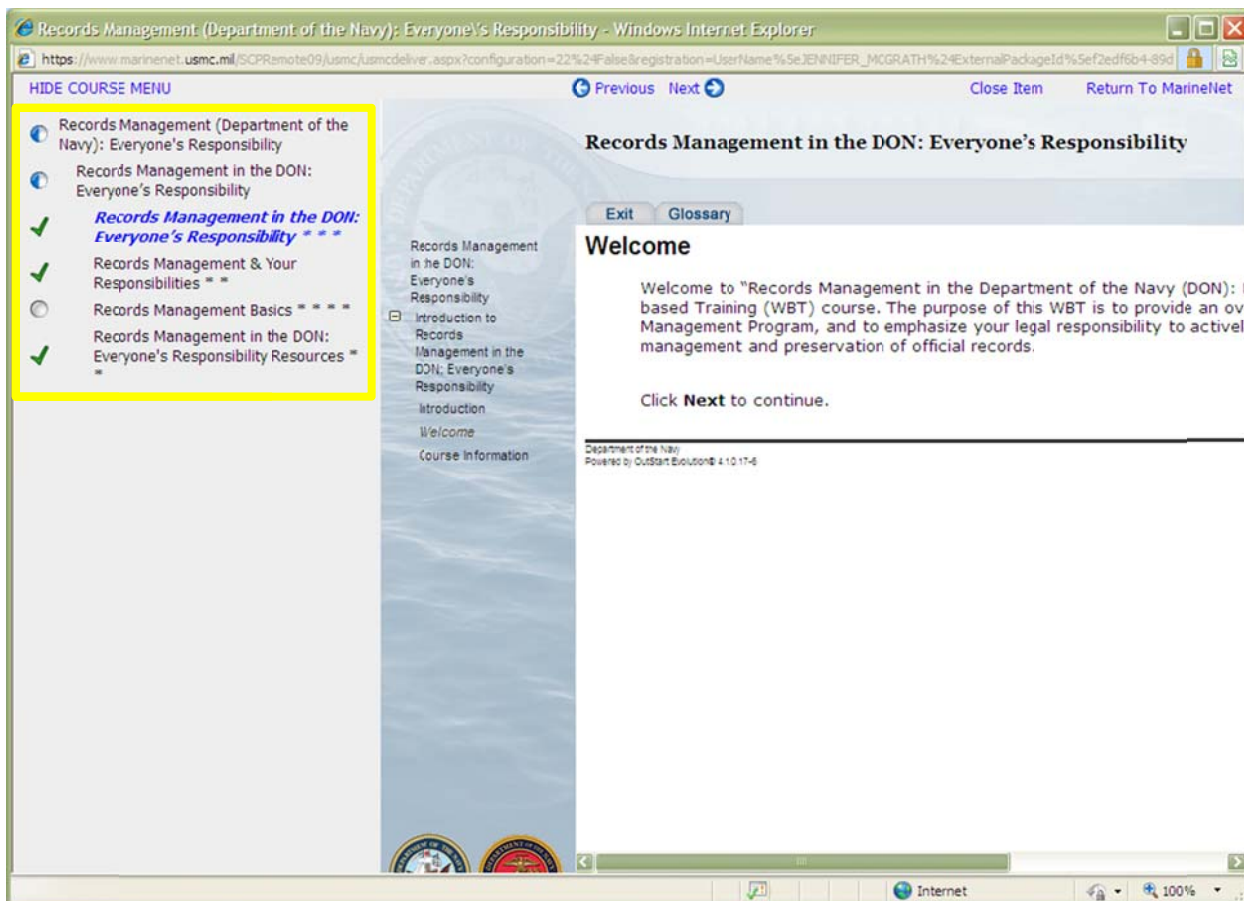
Once you have reviewed all course information you can Click on the *Exit Tab*.

Note: If you would like the Course Menu to display again select *Show Course Menu* link. A *Glossary tab* is also available and will provide descriptions of terminology that is contained within the training course.

The screenshot shows a web browser window titled "Records Management (Department of the Navy): Everyone's Responsibility - Windows Internet Explorer". The address bar shows a URL from "www.marinenet.usmc.mil". The page content includes a navigation bar with "SHOW COURSE MENU", "Previous", "Next", "Close Item", and "Return To MarineNet". The main heading is "Records Management Basics" with a sub-heading "Introduction". A left sidebar lists course topics, with "Introduction to Records Management Basics" selected. The main content area contains an "Introduction" section with text about learning roles in maintaining records, followed by a photograph of a person in a green uniform working with equipment. Below the photo is the instruction "Click Next to continue." and a section titled "Using & Maintaining Records" with a bullet point: "Identified according to their 'series' or category". Navigation buttons "Exit", "Glossary", "Back", and "Next" are highlighted with yellow boxes. The browser status bar at the bottom shows "Internet" and "100%" zoom.

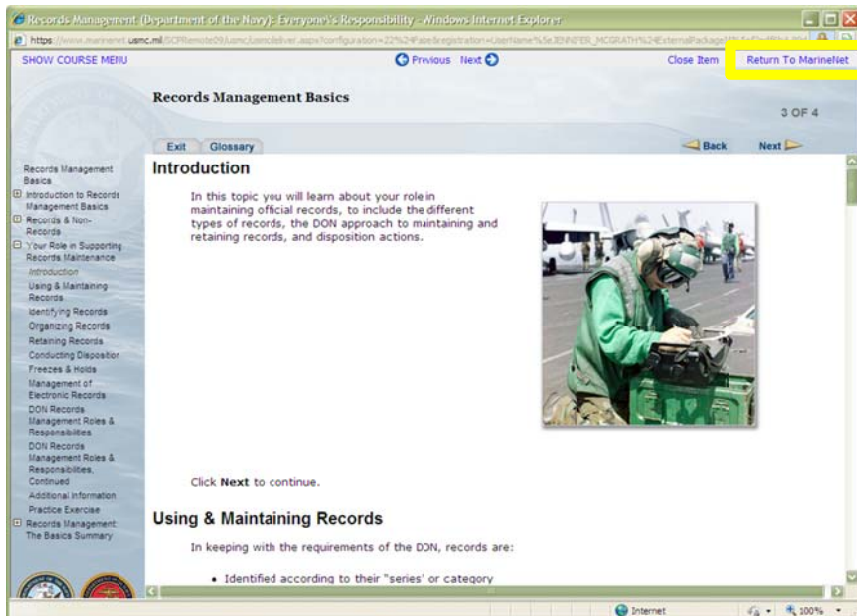
You can check your progress throughout the training course by choosing *Show Course Menu*.

A green check mark will appear next to each section you have completed.



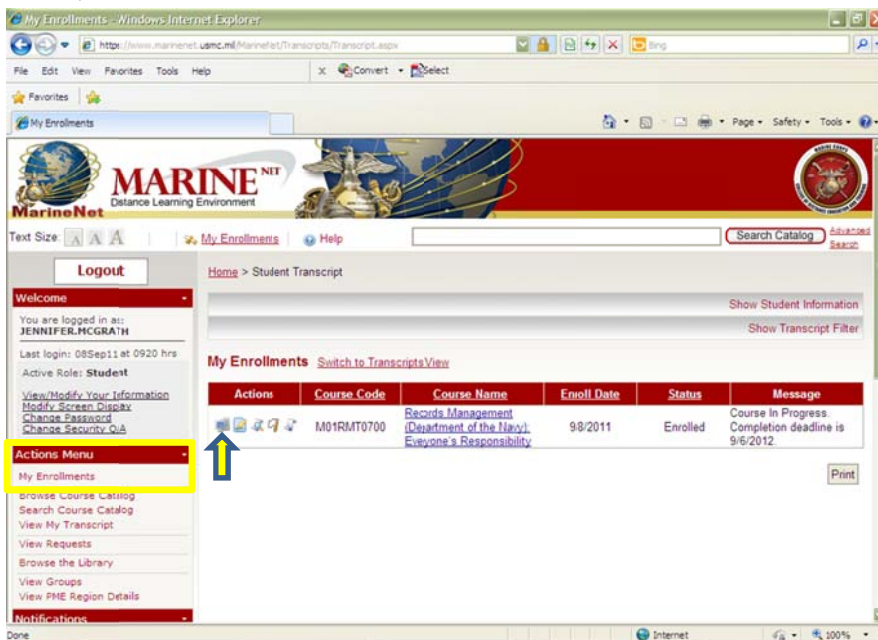
If you need to interrupt your training session you will be able to exit the training course and return to where you left off.

To do this you will need to select *Return to MarineNet* and *Logout* of the system.



Once you are enrolled in a course it will show up under *My Enrollments* under the Actions Menu. To access the course again after exiting MarineNet, you will need to:

- A) Sign back into MarineNet
- B) Select My Enrollments
- C) Select Launch Course from the Actions Column



Once the course is re-launched you can use the left hand side menu to select where you left off and continue the training. Once you select one of the course headings it will be displayed in Italics and the training information for that heading will be displayed on the screen.

The screenshot shows a web browser window titled "Records Management (Department of the Navy): Everyone's Responsibility - Windows Internet Explorer". The address bar shows a URL from "marinenet.usmc.mil". The page content includes a "SHOW COURSE MENU" button, navigation links for "Previous" and "Next", and "Close Item" and "Return To MarineNet" buttons. The main heading is "Records Management Basics" with a sub-heading "2 OF 4". Below this are "Exit" and "Glossary" buttons, and "Back" and "Next" navigation arrows. The left sidebar menu lists various topics, with "Non-Records" highlighted in italics and a yellow arrow pointing to it. The main content area features the heading "Non-Records" with a yellow arrow pointing to it, followed by a definition: "Non-records are documentary materials that do not meet the definition of a record. They are usually maintained for reference purposes, and are usually gathered in the process of producing records. Some examples include the following:". A bulleted list provides examples: "Stocks of publications and other reproduced documents maintained for supply purposes", "Material preserved solely for purpose of references or exhibition in libraries or museums", "Duplicate copies", "Correspondence and other records of transitory value; usually received for information and do not require action", "Catalogs and trade journals", and "Charts, diagrams and other graphics prepared for a briefing or training". An image shows a stack of documents, including a "COPY" stamp and a "PROCEEDINGS" cover, with the text "Non-Record" overlaid. Below the list, it states: "Additional information on non-records can be found in SECNAV Manual 5110.1, DON Records Management Program, Records Management Manual, Appendix C." At the bottom, it says "Click Next to continue." and "Department of the Navy Powered by OutStart Evolution® 4.1.0.17-6". The browser status bar shows "Done" and "Internet".

Records Management Basics

Introduction to Records Management Basics

Records & Non-Records

Introduction

Identifying Records

Records

Records, Continued

Non-Records

Working Files

Personal Papers

E-Mail as a Record

E-Mail as a Record, Continued

Practice Exercise

Your Role in Supporting Records Maintenance

Records Management: The Basics Summary

Records Management Basics

2 OF 4

Exit Glossary

Back Next

Non-Records

Non-records are documentary materials that do not meet the definition of a record. They are usually maintained for reference purposes, and are usually gathered in the process of producing records. Some examples include the following:

- Stocks of publications and other reproduced documents maintained for supply purposes
- Material preserved solely for purpose of references or exhibition in libraries or museums
- Duplicate copies
- Correspondence and other records of transitory value; usually received for information and do not require action
- Catalogs and trade journals
- Charts, diagrams and other graphics prepared for a briefing or training

Additional information on non-records can be found in SECNAV Manual 5110.1, *DON Records Management Program, Records Management Manual, Appendix C.*

Click **Next** to continue.

Department of the Navy
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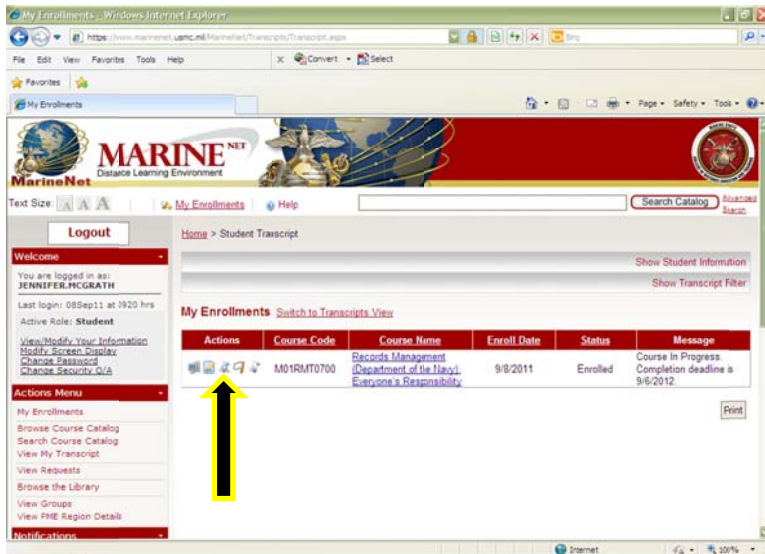
Done Internet 100%

Training Course Completion (Pages 10-11):

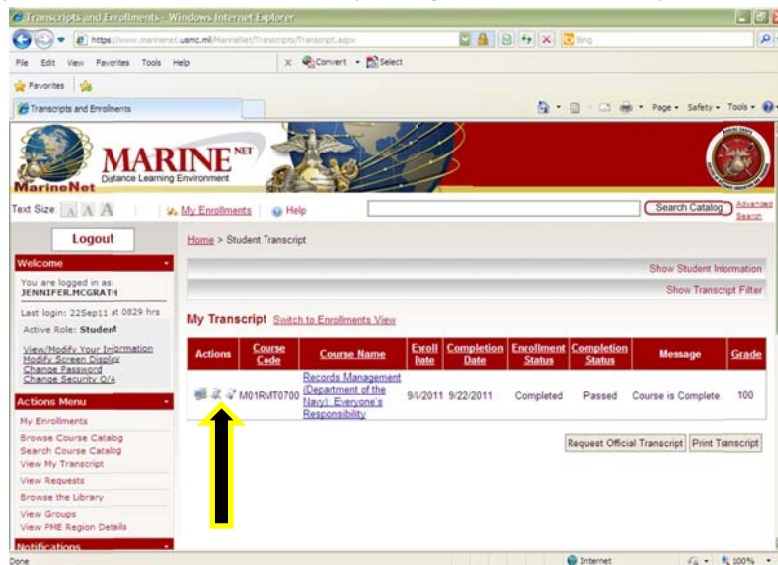
To officially complete the course you must take the post course test, and print a course certificate.

After completing the training course you will go back to the Enrollments screen by selecting [Return To MarineNet](#).

On the Enrollments screen you will select [Launch Test](#) to complete the end of course test. You must receive a grade of 70 to pass the course.

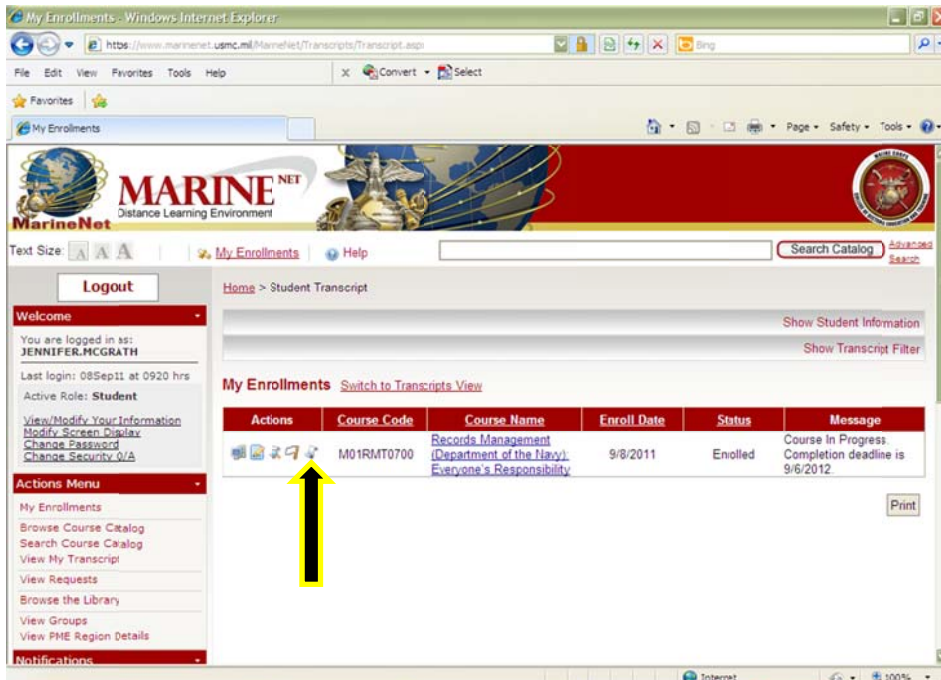


Important Note: If your grade for the course will not display after completing the course, Select the Home button and then Return to Previous Page. This will return you to the My Transcript page. Select View Certificates/Diploma and you will be able to view your grade and print your course certificate.

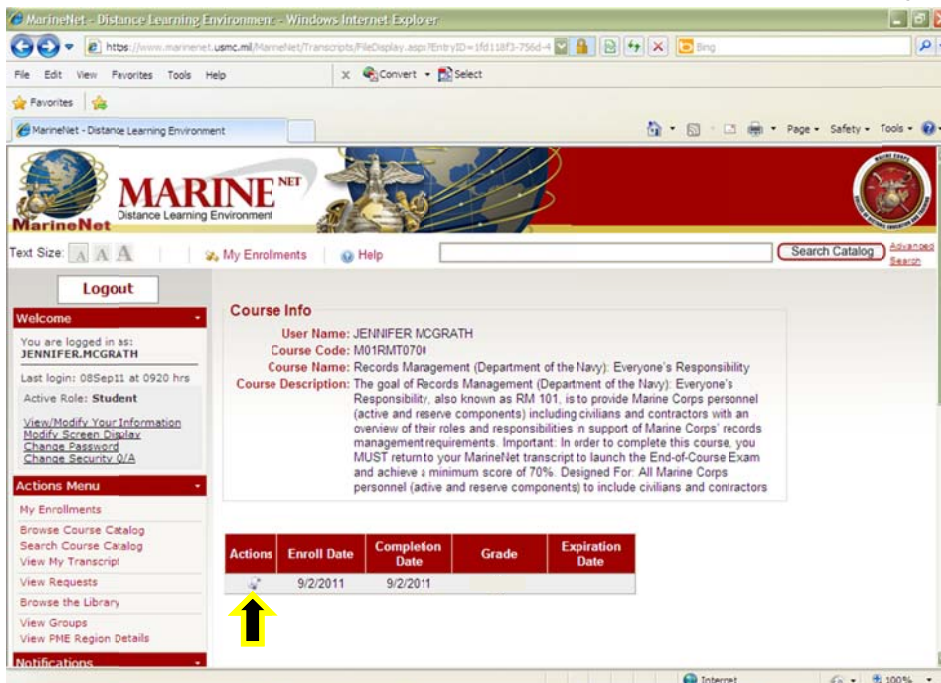


If your grade does display then please follow the instructions on Page 11 to print your certificate.

After you have completed the post course test, you can print out your certificate by selecting *View/Print Certificate*.



Select *View/Print Certificate*. A prefilled Adobe file will display.



****IMPORTANT NOTE:** The HR Training department does not need to receive your certificate. Please notify your training liaison upon completing the training and they will send your information to the Lejeune Training Mailbox. Please keep the certificate for your files and update your IDP to reflect you have completed the training course**