MCTIMS
Unit Training Management (UTM)/Individual Marine Management (IMM)
Requirements and Certifications Quick Start Guide

Navigation
To access requirements and certifications capability, you must navigate to the Individual Training page:
1. Select the My Modules tab in the top left corner of the MCTIMS Homeport.
2. Click UTM to open the unit Home page.
3. From the application header, point to the IMM menu and click Individual Training.

About Individual Training and Certifications
The Individual Training page provides the ability to review all requirements that apply to your unit, create and edit requirements in your area of responsibility, and generate rosters for scoring and waivers.

UTM/IMM Requirements and Resources
The following are required to access UTM/IMM:
- Computer with Internet connection (DSL or faster)
- Internet Explorer (version 7.0 or higher)
- MCTIMS account
- Current Common Access Card (CAC) and CAC reader
- Valid Public Key Infrastructure (PKI)
- UTM/IMM system rights. To gain appropriate access, submit a request through the Security Manager (SCE) module. This process is described in the System Access Guide appendix of the UTM User Manual.

Guide Overview
The following sections detail functions for managing home unit requirements and certifications:
- Create/Edit Requirement
- Create Roster (Score, Waiver or Unwaiver)
- Scoresheets Page
- Complete Scoresheet
- Certify Scoresheet
- Rework Scoresheet

Create/Edit Requirement
To create a requirement from the Individual Training page:
1. Click Create New.
2. Enter the requirement Title and Description.
3. Select the Scoring Type.
4. Select the Sustainment and desired interval.
5. Select or clear the Pay and Promotion Requirement check box.
7. Select one or more Category for the requirement.
8. Select or clear the Unit Assignable Requirement check box.

Create Roster (Score, Waiver or Unwaiver)
To create a roster:
2. Click New Score, New Waiver, or New Unwaiver Roster.
3. Enter the Event Title and Event Date.
4. Select or clear the Waiver Roster check box to toggle the roster type from Score to Waiver (not included for Unwaiver Rosters).
5. Add Marines to a roster:
   - Click Add Marines to search for individual Marines to add to the roster.
   - Click one of the Add Unit options to select an entire unit and add it to the roster.
6. Enter Comments/Justification.
7. Select Continue.

Create/Edit Requirement (Continued)
9. If desired, use the corresponding hyperlinks to add Exemptions by unit, MOS, grade, and billet.
10. Select a desired tab and use the corresponding hyperlink to add References, Collective Events, Individual Events, and MarineNet Courses to the requirement.
11. Click Save to create the requirement.

To edit a requirement, select it from the Individual Training page grid and click View/Edit Selected from the Actions panel. Follow the instructions above to modify desired fields.

NOTE: You can only edit requirements that originate at your home unit.
Scoresheets Page
All rosters created at the unit level will populate on the Unit Scoresheets page. In the application header, point to the IMM menu and click Scoresheets.
Select one of the following tabs to access scoresheets:
- Active: Scoresheets ready to be certified
- Pending Certification: Scoresheets completed and submitted for certification
- Rework: Scoresheets returned to be edited
- Archived: View only scoresheets (for example, Waiver rosters)

Complete Scoresheet
To ready a scoresheet for certification:
1. Double-click a scoresheet on the Active tab to open it.
2. If desired, update the Event Date, Event Title, or in the case of CFTs and PFTs, the Monitor.
3. Click the View Roster or Add Marines hyperlink to expand the roster, as needed.
4. For each Marine on the roster, complete each field on the scoresheet.
   NOTE: Fields will vary by scoresheet type. You will be prompted for the correct format (for example, MM:SS for time).
5. Ensure you entered the correct values for each field; IMM will calculate each score for you.
6. Click Save to save changes to the scoresheet.
   - If no certification is required and all scores have been entered, this completes the scoresheet.
   - If certification is required and you have entered scores for all Marines, click Submit for Certification.

Certify Scoresheet
To initiate the certification process on a scoresheet:
1. Double-click a scoresheet on the Pending Certification tab to open it.
2. Review the scores for each Marine on the roster.
3. To take action on the pending scoresheet, select one of the following buttons:
   - Click Certify to confirm scores and complete the scoresheet
   - Click Reject to return the scoresheet with comments for corrective action
   - Click Close to return to the Pending Certification tab without taking any action

Rework Scoresheet
To perform edits on a previously rejected scoresheet:
1. Click the Rework tab and then double-click the desired scoresheet.
2. Use the Status Comments as a guide to make the necessary changes.
3. Click Submit for Certification to resubmit the scoresheet for approval.
4. The scoresheet will re-populate on the Pending Certification tab.