

# CROSS TRAINING SCHEDULE

## 2nd QTR 2023

This training supports the Marine Corps' Phase I migration to electronic records management. This course is intended to assist records managers with the functionalities of the Command Records Operational Support Site (CROSS), in order to properly create and maintain a records management program.

Date	Time	Location
6-April	0900 - 1100 EST	DOD Teams
13-April	1300 - 1500 EST	DOD Teams
20-April	2000 – 2200 EST (OCONUS Training)	DOD Teams
4-May	0900 - 1100 EST	DOD Teams
11-May	1300 - 1500 EST	DOD Teams
18-May	2000 – 2200 EST (OCONUS Training)	DOD Teams
1-June	0900 - 1100 EST	DOD Teams
8-June	1300 - 1500 EST	DOD Teams
15-June	2000 – 2200 EST (OCONUS Training)	DOD Teams

- All trainings will occur virtually via webinar on a Thursday.
- To register for CROSS training, log into the [Training Registration Portal](#) . *Note: a MCEITS account is required to access this site. See below for more information.*
- For registration assistance, please refer to the TRP User guide on the [HQMC ARDB](#) site.
- DOD Teams invitations will be provided via email within 24 hours prior to the start of the class.
- If you have further questions, please contact: [smb\\_hqmc\\_rmoutreach@usmc.mil](mailto:smb_hqmc_rmoutreach@usmc.mil)

Registration to CROSS prior to training is encouraged. For CROSS registration instructions, reference the **“CROSS End User Registration Guide”** found on the [HQMC ARDB](#) site.

**A minimum of 5 participants is required to conduct each session. Provided the minimum threshold is not met, the session will be cancelled, and the participants will be rescheduled.**