



U.S. Department of Defense

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SOURCE

MilLife
LEARNING

How to Register for the eSAT

Use this quick guide to register for and launch the eSponsorship Application & Training course on MilLife Learning.

New to MilLife Learning

Set up an account by following these steps:

Step 1: Create a new account.

- Select the **Get Started** button.
- On the Department of Defense Notice and Consent page, select "I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this website."
- Select the **Proceed to Login** button.

Step 2: Register a new account.

- When the Welcome page displays, select the **Register Now** button.
- Complete the one-time registration page and then select the **Register** button at the bottom of the page.

Step 3: Check email for confirmation.

- Check your email for a verification email. Select the link to verify your registration.

Step 4: Log in to MilLife Learning.

- From the Welcome page, enter the same email and password you entered during the registration process and select the **Login** button.

Step 5: Create your user profile.

- Complete the User Information section.
- If you like, you can associate your Common Access Card from this page. Go to the CAC Certificate section, choose **Add Certificate and Save**.
- **Important:** Under **Profile Information**, you must choose a role and complete the service branch, installation and unit fields to access the eSAT training.
- Select **Save and Continue**.
- Follow **Step 6** to Locate, enroll and launch the eSAT.

Returning to MilLife Learning?

- Log in to your account.
- If it has been more than a year since you last logged in, visit MilLifeLearning Support and select **Contact Us** to submit a request to reactivate your account. <https://millifelearning.militaryonesource.mil/MOS/mcftp-prod/f?p=332:22:.....>

Step 6: Locate, enroll and launch the eSAT course.

- After logging in, open the **Course Catalog** window, choose eSponsorship and scroll down to **eSponsorship Application & Training (eSAT)**.
- Choose **Enroll**.
- After the screen refreshes, choose **Launch Course**.
- Select the course name link to start the course.

Step 7: View and print Certificate of Completion.

- Upon completing your course, select X in the top right corner of the browser displaying your course.
- Select **My Training** on the menu bar. This page shows you the courses you are enrolled in, as well as those you have completed.
- Select the **Get Certificate** button that is displayed under the course you completed.
- Once the Certificate of Completion is displayed, you can print it or select the **Print Friendly View** link to open the certificate in Adobe Acrobat and save it to your computer.
- Once you print or save your certificate, close the Certificate of Completion windows.

Good to Know

If you need to leave the course before finishing, you can pick up where you left off

Need Help?

Check out the FAQs drop-down section at: <https://milifelearning.militaryonesource.mil/>