



MILITARY  
**ONE**  
SOURCE

MilLife  
**LEARNING**

# Sponsorship Training Tips

Help newcomers settle in successfully by taking the eSponsorship Application & Training course through MilLife Learning.

## New to MilLife Learning

Set up an account by following these steps:

### Create a new account.

- Go to the **NEW USERS** box at lower right on the MilLife Learning homepage, <https://millifelearning.militaryonesource.mil>.
- Select **REGISTER NOW**.
- On the Department of Defense Notice and Consent page, read and check off the message.
- Select **PROCEED TO LOGIN**.

### Register your new account.

- When the User Registration page displays, complete the one-time registration.
- Select **REGISTER**.

### Check your email for confirmation.

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

### Log in to MilLife Learning.

- On the homepage, enter the same email and password you entered during registration.
- Select **LOGIN**.

### Create your user profile.

- **Important:** You must complete the service branch, installation and unit fields to access the eSAT training:
  - **Service or Agency:** Select your service from the drop-down menu. If you're a DOD civilian, select the service you represent.
  - **Installation:** Begin typing the name of your installation. When the menu appears, select your installation. If it does not appear, you can take the training by entering Other Locations. (Army

National Guard or Air National Guard: Select the state where you serve.)

- **Unit:** Select your unit. If it is not listed, you can take the training by selecting **NO UNIT**.
- You can associate your Common Access Card in this step. Go to the CAC Certificate section below the User Information section, choose Add Certificate and Save.
- Select **SAVE AND CONTINUE**.

## Returning to MilLife Learning

- Log in to your account.
  - If it has been more than a year since you last logged in, you will need to submit a ticket to reactivate your account.

## Enroll in the eSAT Course

- After logging in, open the **COURSE CATALOG** window and scroll to **eSPONSORSHIP APPLICATION & TRAINING**.
- Click **ENROLL** in the **ACTION** column.
- After the screen refreshes, click **LAUNCH COURSE** in the **ACTION** column.

## Good to Know

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

After you complete the course, you can download a certificate of completion to print or save to your computer. Go to your My Training, find Completed Courses and click Get Certificate. Your completion information will also go to your unit or command, if specified in your user profile. Otherwise, provide your certificate to your representative.

## Need Help?

Check out the [frequently asked questions page](#), or reach out for [support](#).