

GLOBAL COMBAT SUPPORT SYSTEM - ARMY TRAINING AND CERTIFICATION SMART BOOK



LEARNING MANAGER

- GCSS-Army Overview
- GCSS-Army Basic Navigation
- GCSS-Army Intermediate Navigation
- GCSS-Army Reports
- GCSS-Army Supply Overview
- GCSS-Army Material and Execution Management Overview
- GCSS-Army Access a Material Through GCSS-Army Overview
- GCSS-Army Organizational Supply Overview
- GCSS-Army Maintenance Overview
- GCSS-Army

- 1 Army Logistics Automation
 - 2 Why GCSS-Army?
 - 3 GCSS-Army Mission
 - 4 GCSS-Army Deliverables
- Conclusion



GCSS-Army

GLOBAL COMBAT SUPPORT SYSTEM - ARMY



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Overview



OVERVIEW

The purpose of this Smart Book is to explain the process of taking GCSS-Army Web-Based Training (WBT) and New Equipment Training (NET) through the GCSS-Army Training and Certification system (GTRAC).

The objective of GTRAC is to be the source for the most current GCSS-Army WBT and Wave 2 NET. WBT familiarizes the user with the GCSS-Army system in preparation of follow-on familiarization sessions that occur during the D-180 sequence leading up to NET and conversion.

GTRAC allows the student/trainee to self-register, complete training material online, and receive a completion certificate after successfully passing the corresponding test.

The student can progress at his own pace and it is recommended that he review the WBT material several times before attending/accessing NET. We also recommend that each student move deliberately through the training to ensure full comprehension.

The overall goal goes beyond passing the exams. The goal is a full understanding of the system. The better a student understands GCSS-Army prior to attending/accessing NET, the better he will absorb the detailed NET materials.

This will result in a smooth transition to post conversion activities.

Accessing GTRAC



ACCESSING GTRAC

Access GTRAC via the direct link below or through the training tab on the GCSS-Army website.



<http://gcss.army.mil/GTRAC>



<http://gcss.army.mil/Training/>

Registration



REGISTRATION

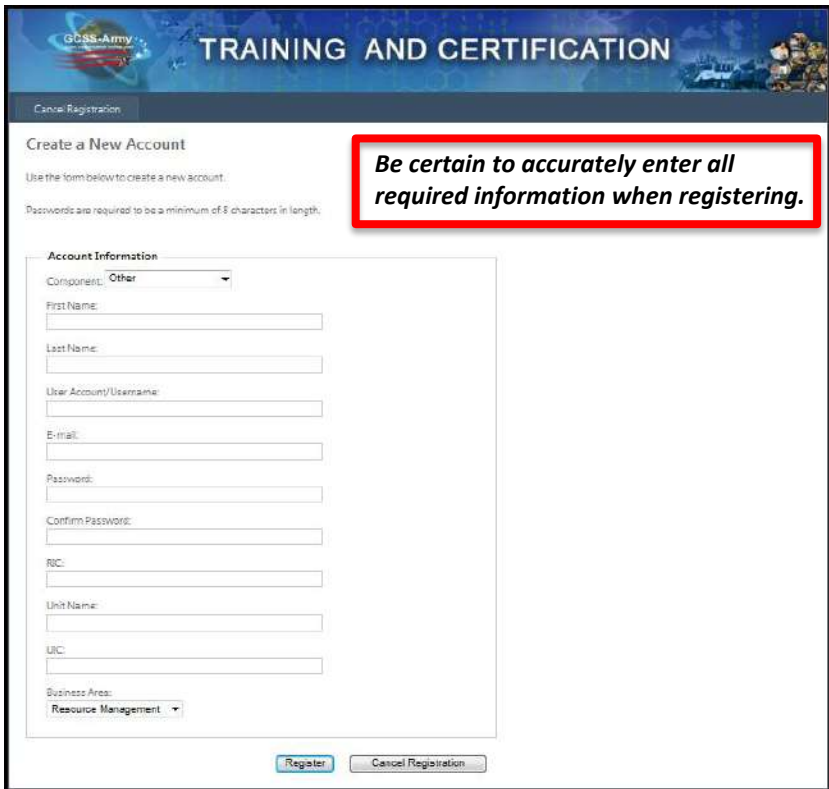
Begin by registering to create a GTRAC account.

Register Here if you don't have an account.' Below this is an 'Account Information' form with fields for 'User Account/Username:' and 'Password:'. A 'Log In' button is located below the password field. At the bottom left, there is a link: 'Forgot Username or Password Please: [Click Here](#)'. Two red arrows point from the 'Registration' link and the 'Register Here' link to a red-bordered box at the bottom of the page." data-bbox="15 206 980 626"/>

Enter registration by clicking one of the buttons above

REGISTRATION

Complete the form below to create a new account.



GCSS-Army TRAINING AND CERTIFICATION

Cancel Registration

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Be certain to accurately enter all required information when registering.

Account Information

Component: Other

First Name:

Last Name:

User Account/Username:

E-mail:

Password:

Confirm Password:

RIC:

Unit Name:

UIC:

Business Area: Resource Management

Once complete, click *Register* to create the new account.

NOTE: Registration information can be updated at any time after logging in via the *Profile* tab.

REGISTRATION

Once successfully logged in, select either Web-Based Training or Wave 2 New Equipment Training



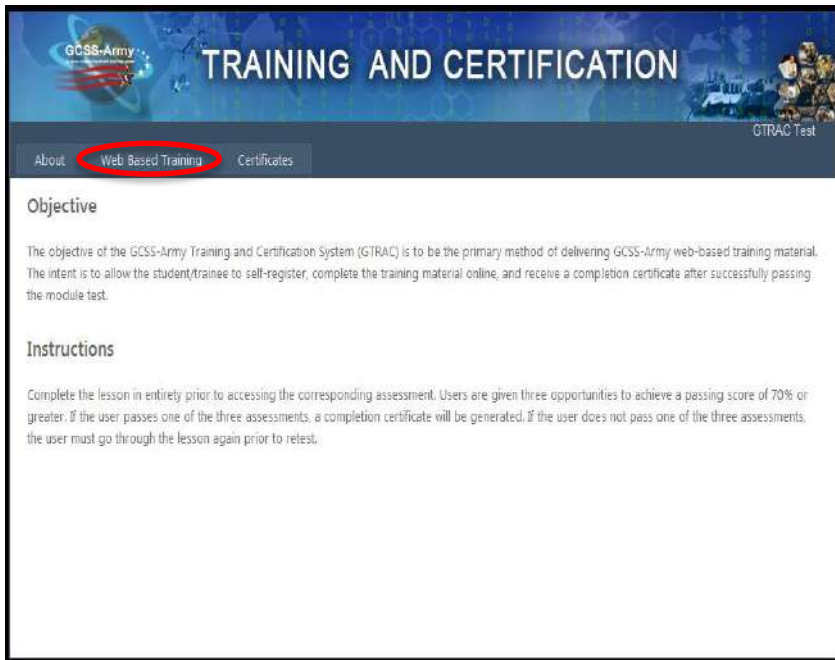
The screenshot shows the GTRAC Training and Certification web application. At the top, there is a blue header with the GCSS-Army logo on the left and the text "TRAINING AND CERTIFICATION" in the center. On the right side of the header, there is a "GTRAC Test" link. Below the header is a dark navigation bar with "Home", "Profile", and "Help" links. A white banner below the navigation bar contains the text "Welcome to GTRAC. Select a section below to proceed." Below this banner are two large, rounded rectangular buttons. The left button is blue and labeled "Web-Based Training". The right button is olive green and labeled "Wave 2 New Equipment Training".

Web-Based Training



WEB-BASED TRAINING

Become familiar with the *Objective and Instructions* listed in the About tab.



TRAINING AND CERTIFICATION

GTRAC Test

About **Web Based Training** Certificates

Objective

The objective of the GCSS-Army Training and Certification System (GTRAC) is to be the primary method of delivering GCSS-Army web-based training material. The intent is to allow the student/trainee to self-register, complete the training material online, and receive a completion certificate after successfully passing the module test.

Instructions

Complete the lesson in entirety prior to accessing the corresponding assessment. Users are given three opportunities to achieve a passing score of 70% or greater. If the user passes one of the three assessments, a completion certificate will be generated. If the user does not pass one of the three assessments, the user must go through the lesson again prior to retest.

Next, click on the *Web Based Training* tab to access the WBT.

WEB-BASED TRAINING

The below guide recommends courses to take based off of a user's level of management and business area.

Level	Business Area	GCSS-Army Overview	Basic Navigation	Interim Navigation	Use GCSS-Army Reports	Retail Supply	MM/MM Overview	Process a Material	Organizational Supply	Maintenance	Plant Maintenance	Introduction to Finance	Spending Chain Overview for Finance	Access Administrator Training (DUA) Part 1	Access Administrator Training (DUA) Part 2	End User Manual Plus
Execution	SSA	X	X	X	X	X	X	X								X
	Plant Maint	X	X	X	X			X	X	X						X
	Unit Supply	X	X	X	X			X								X
	Property Mgt	X	X	X	X			X								X
Execution Mgt	Finance	X	X	X	X	X		X			X	X				X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 1	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Technical Spt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 2	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MM Level 3	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ACOM	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	SSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Army	Property Mgt	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Finance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plant Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Unit Supply	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

➤ **New students should begin by taking the first four courses (GCSS-Army Overview, Basic Navigation, Intermediate Navigation, and Use GCSS-Army Reports), followed by other courses in their functional area.**

➤ **End User Manual Plus WBT can be found on the GCSS-Army Website Training Tab**

WEB-BASED TRAINING

The most current GCSS-Army WBT is hosted here. Enter a course by clicking on the course name.



TRAINING AND CERTIFICATION SYSTEM - Student Module	
Training	Assessment
1. GCSS-Army Overview	Take Assessment
2. GCSS-Army Basic Navigation	Take Assessment
3. GCSS-Army Intermediate Navigation	Take Assessment
4. Use GCSS-Army Reports	Take Assessment
5. Retail Supply Overview	Take Assessment
6. Materiel and Execution Management Overview	Take Assessment
7. Process a Materiel Through GCSS-Army Overview	Take Assessment
8. Organizational Supply Overview	Take Assessment
9. GCSS-Army Maintenance Overview	Take Assessment
10. GCSS-Army Plant Maintenance Overview	Get Certificate
11. Introduction To Finance in GCSS-Army	Take Assessment
12. Spending Chain Overview for Finance	Take Assessment
Administrative Functions Training	
1. Access Administrator Training (Part 1)	Take Assessment
2. Access Administrator Training (Part 2)	Take Assessment

WEB-BASED TRAINING

The lesson menu displays the student's progress through the course.



GCSS-Army

GCSS-Army Overview Menu

Lesson Introduction

- 1 Army Logistics Automation Today ▶
- 2 Why GCSS-Army? ▶
- 3 GCSS-Army Mission and Scope ▶
- 4 GCSS-Army Delivered ▶

Conclusion

Begin by clicking **Lesson Introduction**. Complete each topic in order. Revisit any of these topics by clicking the **Lesson Menu** button.

Click the **forward** button to continue.

The color of the circle around each topic number denotes the completion status.



Not yet started



Partially complete



Complete

WEB-BASED TRAINING

All topics must be completed prior to accessing the assessment.



GCSS-Army Overview Menu

Lesson Introduction

- 1 Army Logistics Automation Today
- 2 Why GCSS-Army?
- 3 GCSS-Army Mission and Scope
- 4 GCSS-Army Delivered

Conclusion

Begin by clicking Lesson Introduction. Complete each topic in order. Revisit any of these topics by clicking the Lesson Menu button.

Click the Forward button to continue.

The user is brought to the final lesson screen once the course is complete.

Congratulations!

You have successfully completed the content for this lesson.

If you need a Certificate of Completion, take and pass the corresponding lesson assessment. Be sure to complete all applicable prerequisite WBT lessons prior to attending classroom training.

Click the **Close Button** below to close this lesson.

Close Lesson

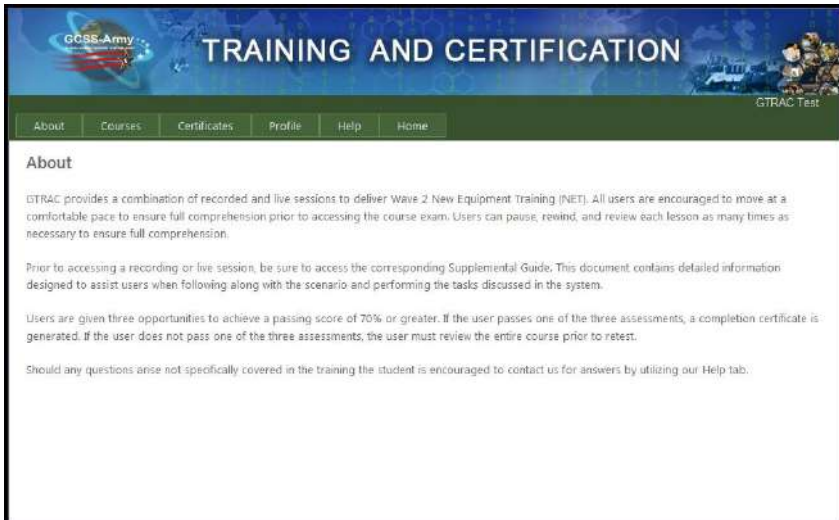
NOTE: You must click "Close Lesson" to unlock the assessment.

Wave 2 New Equipment Training



WAVE 2 NEW EQUIPMENT TRAINING

Become familiar with the information listed in the About tab.



The screenshot shows the GTRAC Training and Certification interface. At the top, there is a blue header with the GCSS-Army logo on the left and the text "TRAINING AND CERTIFICATION" in the center. On the right side of the header, there is a small image of a soldier and the text "GTRAC Test". Below the header is a green navigation bar with five tabs: "About", "Courses", "Certificates", "Profile", and "Home". The "About" tab is currently selected. The main content area below the navigation bar contains the following text:

About

GTRAC provides a combination of recorded and live sessions to deliver Wave 2 New Equipment Training (NET). All users are encouraged to move at a comfortable pace to ensure full comprehension prior to accessing the course exam. Users can pause, rewind, and review each lesson as many times as necessary to ensure full comprehension.

Prior to accessing a recording or live session, be sure to access the corresponding Supplemental Guide. This document contains detailed information designed to assist users when following along with the scenario and performing the tasks discussed in the system.

Users are given three opportunities to achieve a passing score of 70% or greater. If the user passes one of the three assessments, a completion certificate is generated. If the user does not pass one of the three assessments, the user must review the entire course prior to retest.

Should any questions arise not specifically covered in the training the student is encouraged to contact us for answers by utilizing our Help tab.

Next, click on the *Courses* tab to access the NET.

WAVE 2 NEW EQUIPMENT TRAINING


Select the course that matches your position.



The screenshot shows the GTRAC TRAINING AND CERTIFICATION website. At the top, there is a navigation bar with links for About, Courses, Certificates, Profile, Help, and Home. Below the navigation bar, a central banner reads "W2 New Equipment Training - Student Module" and "SELECT A COURSE". Underneath, there are seven course selection buttons: Commander's Course, Master Driver's Course, Maintenance Supervisor Course, Equipment Records Parts Specialist Course, Property Book Course, 54 COURSE, and Unit Supply Course. Below these buttons, a section titled "As Required Training Courses" contains a single button for Decentralized Item Administration.

WAVE 2 NEW EQUIPMENT TRAINING

Read the instructions prior to accessing a lesson.





TRAINING AND CERTIFICATION

About Courses Certificates Profile Help Home

W2 New Equipment Training - Student Module
LESSONS for Commander's Course

The lessons below are designed to be taken in the sequence listed.
A recorded session of each lesson can be accessed at any time by clicking the corresponding play icon.
Live sessions can be accessed at the scheduled times below.
The supplemental guide is designed to assist you during the lesson and when performing the tasks on your own.
Please be patient while downloading the Supplemental Guide as it is a large file and may take up to one minute.
Once you have completed the lesson, be sure to take the exam to earn a Certificate of Completion.

Lesson	Recorded Session	Supplemental Guide	LIVE SESSIONS				
			MON	TUE	WED	THU	FRI
Manage Equipment & Maintenance Activities							
Commander's Workflow & Delegation of Approval Authority							
Commander Reports Part 1							
Commander Reports Part 2							

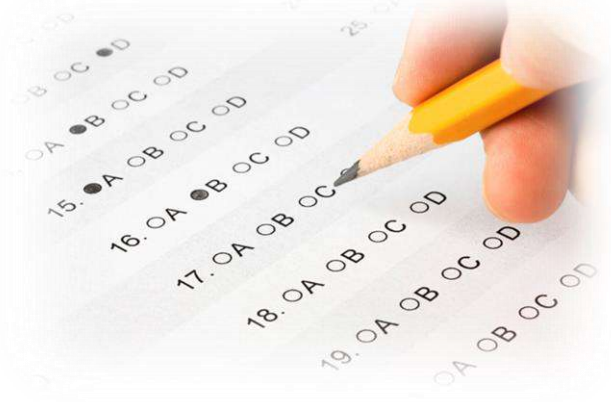
[Take Exam](#)

The recorded sessions are hosted on milTube.

Supplemental Guides are hosted on milBook.

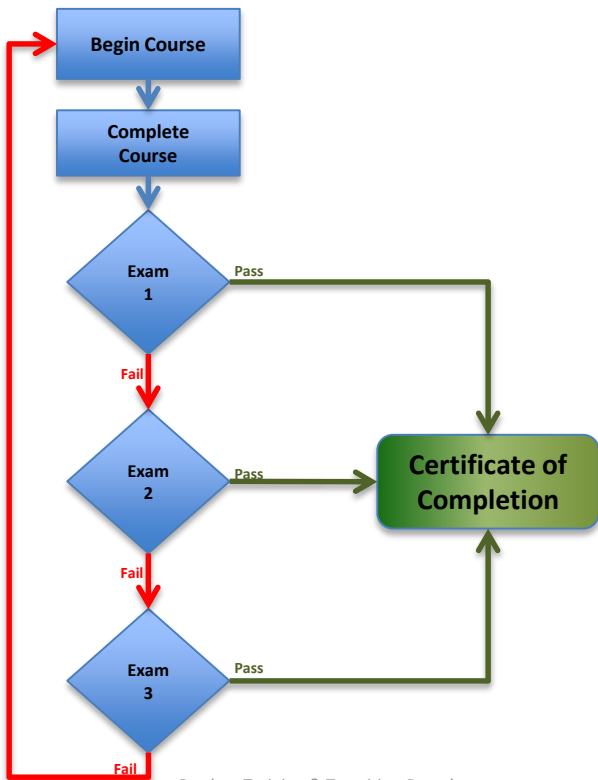
A milSuite account is needed to access milTube and milBook. Create a milSuite account when prompted if you do not already have one.

Assessments



ASSESSMENTS

The *entire* course must be completed prior to accessing the corresponding assessment. Users are given **three opportunities** to achieve a passing score of **70% or greater**. If the user passes one of the three assessments, a certificate of completion will be generated. If the user does not pass one of the three assessments, the user must retake the course prior to retest.



Certificates of Completion

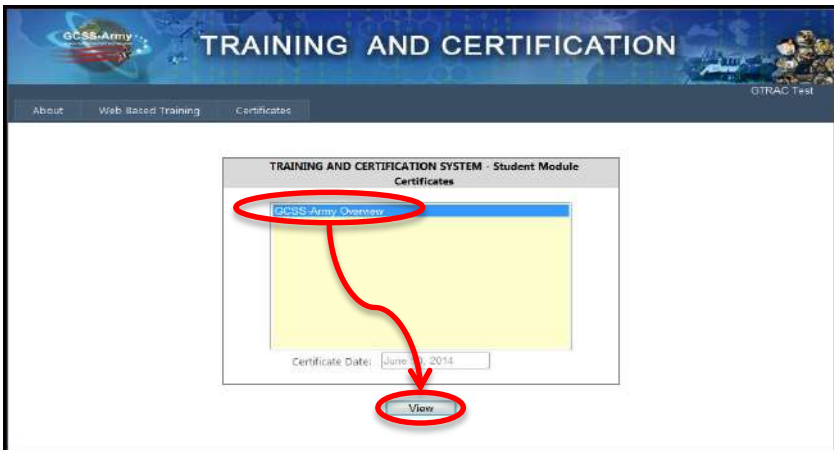


CERTIFICATES OF COMPLETION

Once an assessment is passed, a Certificate of Completion will be issued.



A user can access Certificates of Completion at any time via the Certificates tab.



FAQs



FREQUENTLY ASKED QUESTIONS

Can I receive credit in GTRAC for GCSS-Army WBT completed in ALMS?

The WBT hosted on ALMS is outdated. Retake the training in GTRAC and refresh your knowledge periodically.

What do I enter for RIC, Unit Name, and UIC during registration?

Contact your Lead User or Chief of Installation (COI) if unsure what to enter during registration.

I am getting an error message when I try to log in.

GTRAC is briefly down. It will be back up momentarily.

I completed the course but cannot access the assessment.

Once all topics are complete, the last slide of the course will have a "Close Lesson" button. Clicking the "Close Lesson" button unlocks the assessment.

Use the Help tab if you are still encountering issues accessing the assessment after clicking the "Close Lesson" button.

How many CLPs can I earn for each course in GTRAC?

Official CLPs are not yet tagged to our training.



www.gcss.army.mil