

# 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](#)
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Introduction



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



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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>



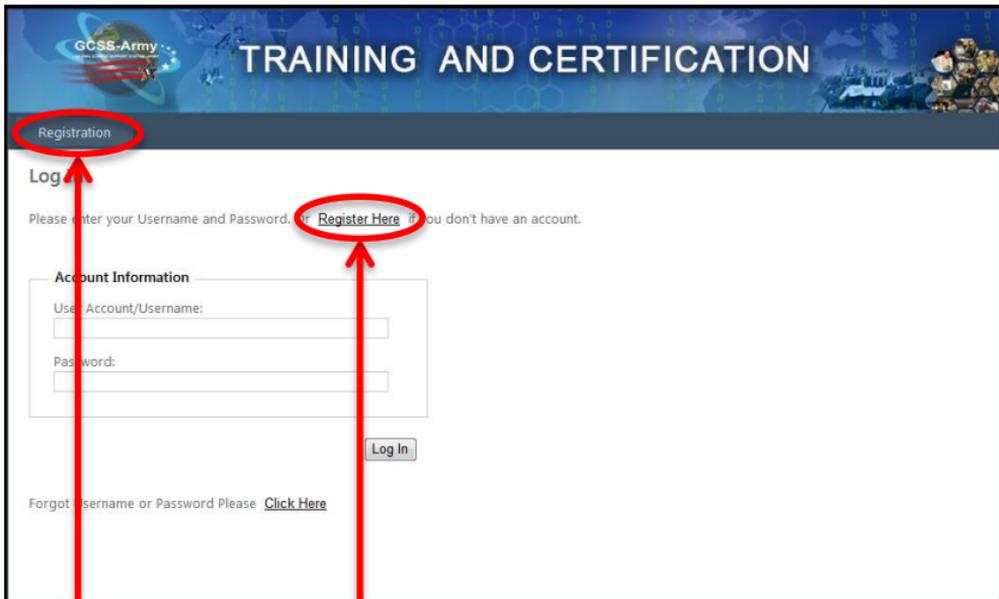
<http://gcss.army.mil/Training/>

# Registration



## REGISTRATION

Begin by registering to create a GTRAC account.



GCSS-Army

## TRAINING AND CERTIFICATION

Registration

Log In

Please enter your Username and Password. If [Register Here](#) if you don't have an account.

Account Information

User Account/Username:

Password:

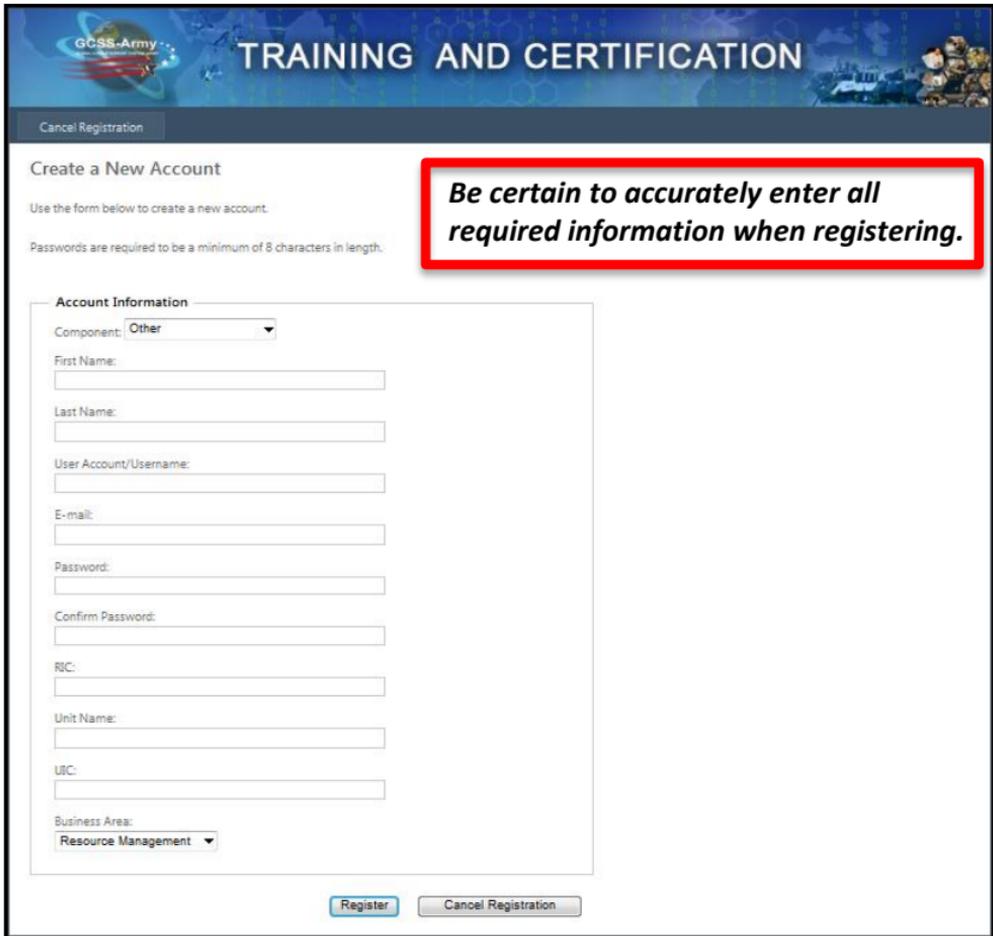
Log In

Forgot Username or Password Please [Click Here](#)

Enter registration by clicking one of the buttons above

## REGISTRATION

Complete the form below to create a new account.



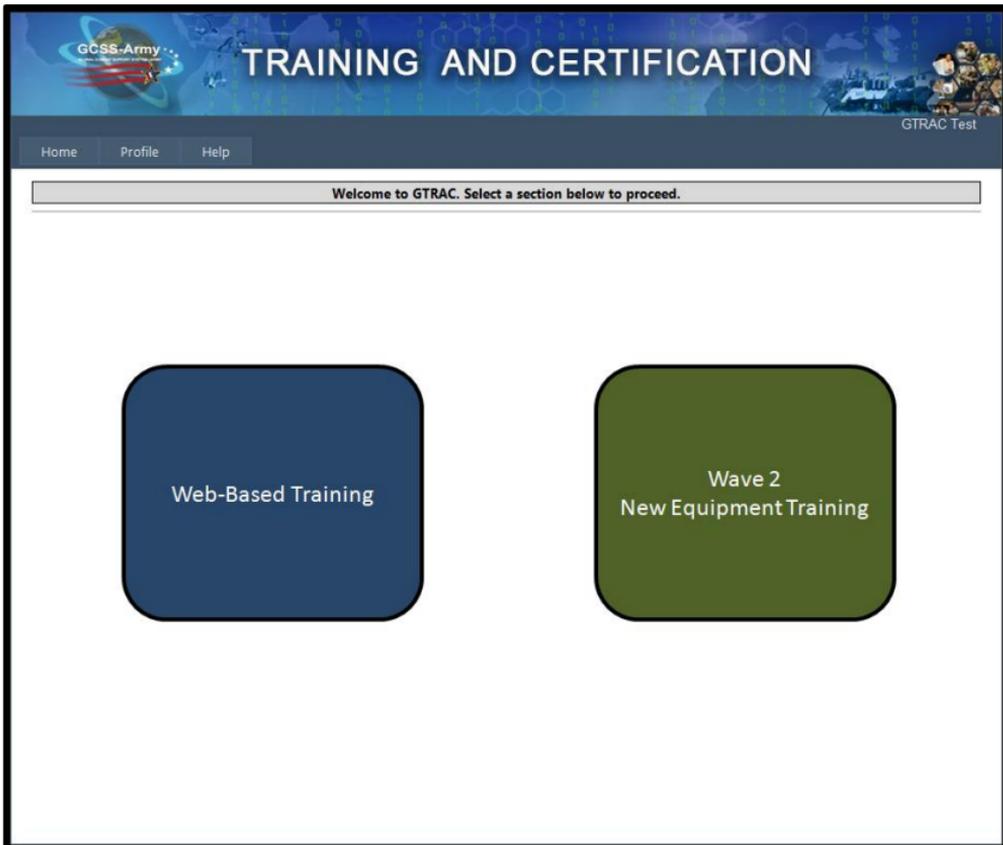
The screenshot shows a web interface for account registration. At the top, there is a header with the GCSS-Army logo and the text "TRAINING AND CERTIFICATION". Below the header is a navigation bar with a "Cancel Registration" link. The main content area is titled "Create a New Account" and includes a sub-instruction: "Use the form below to create a new account." A red-bordered box contains the text: "Be certain to accurately enter all required information when registering." Below this is a "Password" note: "Passwords are required to be a minimum of 8 characters in length." The registration form itself is titled "Account Information" and contains several fields: "Component" (a dropdown menu with "Other" selected), "First Name", "Last Name", "User Account/Username", "E-mail", "Password", "Confirm Password", "RIC", "Unit Name", "UIC", and "Business Area" (a dropdown menu with "Resource Management" selected). At the bottom of the form are two buttons: "Register" and "Cancel Registration".

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



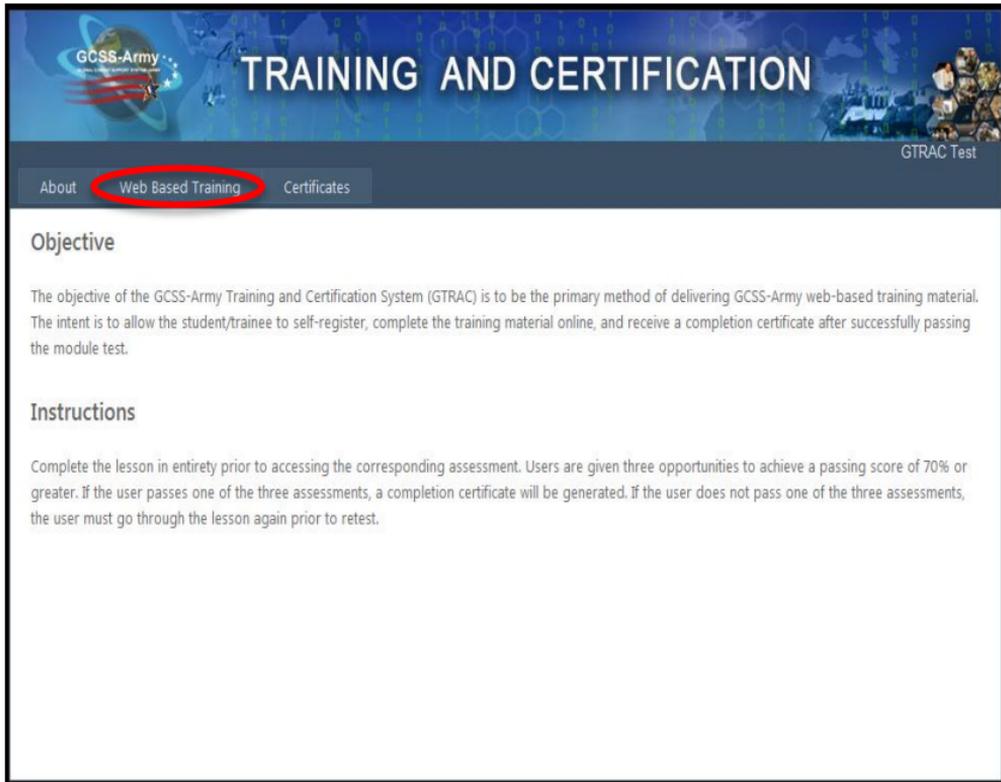
The screenshot shows the GTRAC Training and Certification interface. At the top, there is a blue header with the GCSS-Army logo on the left and the text "TRAINING AND CERTIFICATION" in the center. Below the header is a dark grey navigation bar with "Home", "Profile", and "Help" buttons. On the right side of the navigation bar, it says "GTRAC Test". Below the navigation bar is a light grey box containing the text "Welcome to GTRAC. Select a section below to proceed." In the center of the page, there 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.



**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.

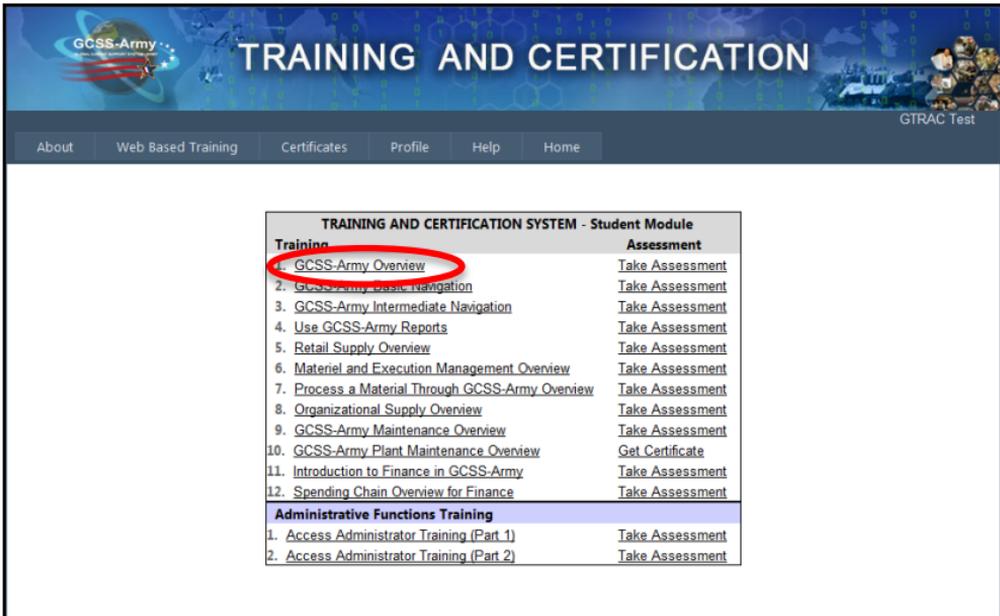
Level	Business Area	GCSS-Army Overview	Basic Navigation	Interim Navigation	Use GCSS-Army Reports	Retail Supply	MM/MM Overview	Process a Material	Organizational Supply	Maintenance	Plant Maintenance	Introduction to Finance	Spending Chain Overview for Finance	Access Administrator Training (DUA) Part 1	Access 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. <a href="#">GCSS-Army Overview</a>	<a href="#">Take Assessment</a>
2. <a href="#">GCSS-Army Basic Navigation</a>	<a href="#">Take Assessment</a>
3. <a href="#">GCSS-Army Intermediate Navigation</a>	<a href="#">Take Assessment</a>
4. <a href="#">Use GCSS-Army Reports</a>	<a href="#">Take Assessment</a>
5. <a href="#">Retail Supply Overview</a>	<a href="#">Take Assessment</a>
6. <a href="#">Material and Execution Management Overview</a>	<a href="#">Take Assessment</a>
7. <a href="#">Process a Material Through GCSS-Army Overview</a>	<a href="#">Take Assessment</a>
8. <a href="#">Organizational Supply Overview</a>	<a href="#">Take Assessment</a>
9. <a href="#">GCSS-Army Maintenance Overview</a>	<a href="#">Take Assessment</a>
10. <a href="#">GCSS-Army Plant Maintenance Overview</a>	<a href="#">Get Certificate</a>
11. <a href="#">Introduction to Finance in GCSS-Army</a>	<a href="#">Take Assessment</a>
12. <a href="#">Spending Chain Overview for Finance</a>	<a href="#">Take Assessment</a>
<b>Administrative Functions Training</b>	
1. <a href="#">Access Administrator Training (Part 1)</a>	<a href="#">Take Assessment</a>
2. <a href="#">Access Administrator Training (Part 2)</a>	<a href="#">Take Assessment</a>

## 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

- Army Logistics Automation Today
- Why GCSS-Army?
- GCSS-Army Mission and Scope
- 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

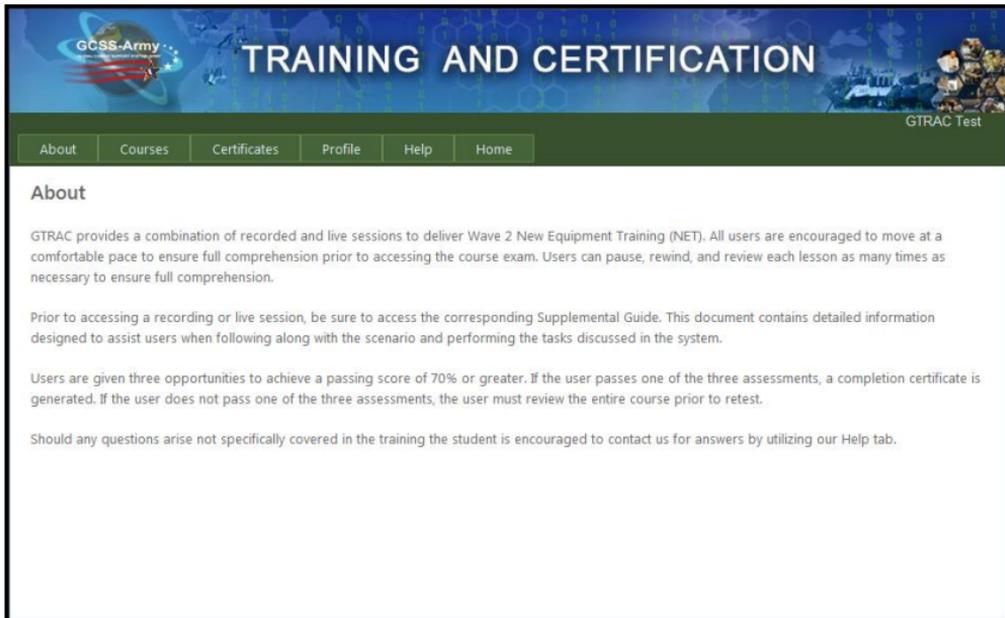
**NOTE: You must click "Close Lesson" to unlock the assessment.**

# Wave 2 New Equipment Training



## WAVE 2 NEW EQUIPMENT TRAINING

Become familiar with the information listed in the About tab.



**TRAINING AND CERTIFICATION**

GCSS-Army

GTRAC Test

About Courses Certificates Profile Help Home

### 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 is a blue header with the GCSS-Army logo and the text "TRAINING AND CERTIFICATION". Below the header is a green navigation bar with links for "About", "Courses", "Certificates", "Profile", "Help", and "Home". The main content area features a central box titled "W2 New Equipment Training - Student Module" with the instruction "SELECT A COURSE". Below this are seven course buttons: "Commander's Course", "Master Driver's Course", "Maintenance Supervisor Course", "Equipment Records Parts Specialist Course", "Property Book Course", "S4 Course", and "Unit Supply Course". Underneath these is a section titled "As Required Training Courses" with a single button for "Decentralized User 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.

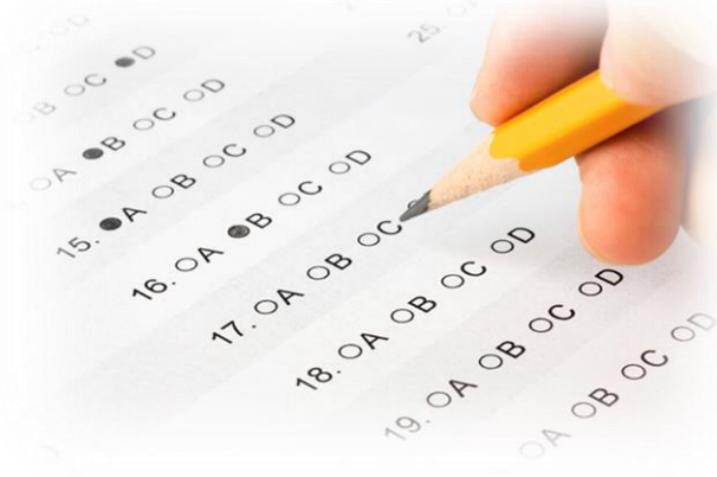
Lesson	Recorded Session	Supplemental Guide	LIVE SESSIONS				
			MON	TUE	WED	THU	FRI
Manage Equipment & Maintenance Activities							
Commander's Workflow & Delegation of Approval Authority							
Commander Reports Part 1							
Commander Reports Part 2							

The recorded sessions are hosted on milTube.

Supplemental Guides are hosted on milBook.

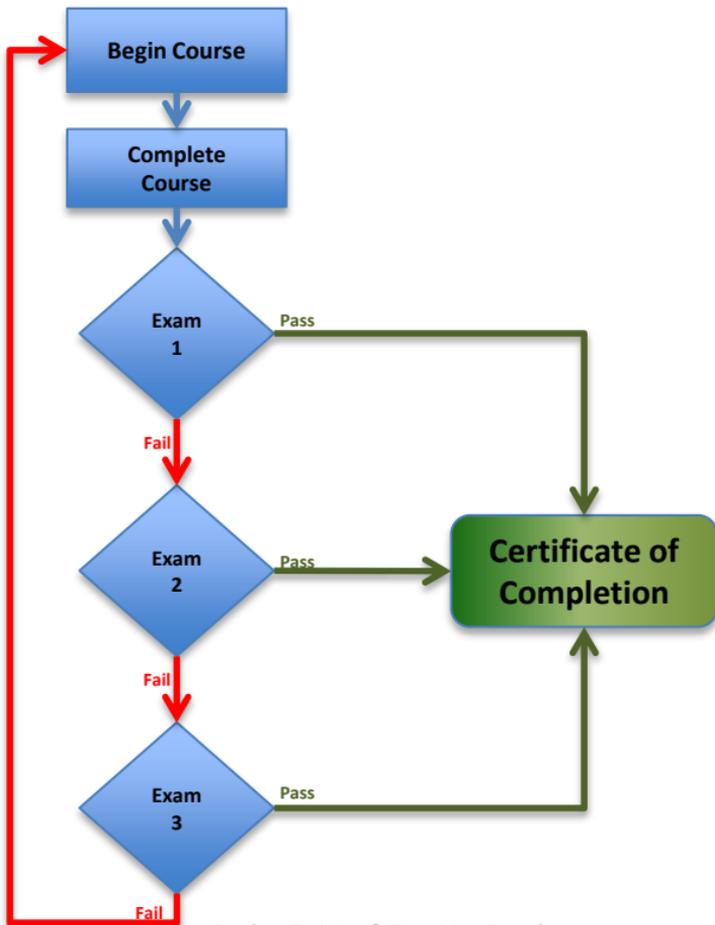
A milSuite account is needed to access milTube and milBook. Create a milSuite account when prompted if you do not already have one.

## 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

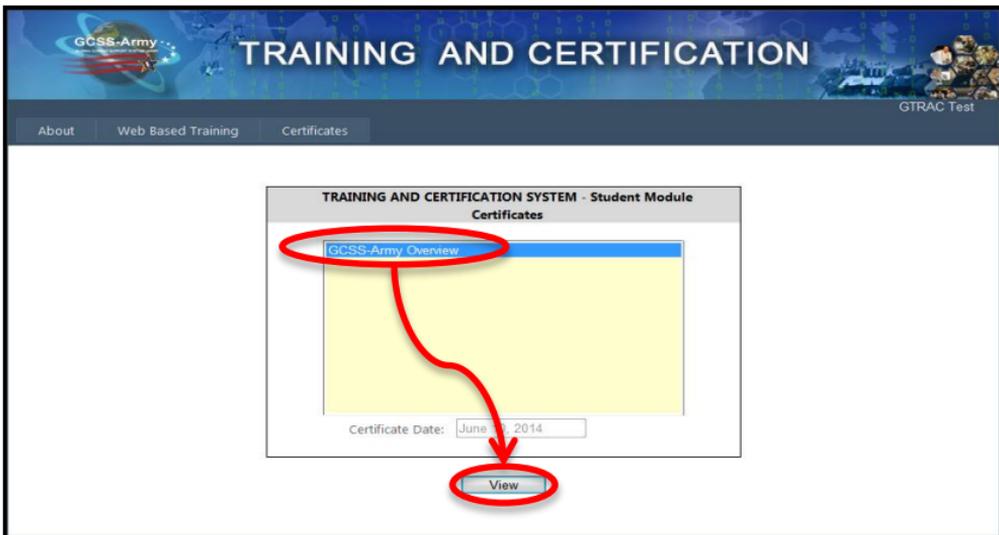


## CERTIFICATES OF COMPLETION

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.gcass.army.mil](http://www.gcass.army.mil)