

## MANDATORY GPC TRAINING INFORMATION

### DAU (Defense Acquisition University) Training

- DAU Website: <https://learn.dau.mil>
- DAU Global Top 5 located in upper left side of page, click:
  - o Continuous Learning
  - o Register for Continuous Learning
  - o Army, Military and Civilian
  
- Student at upper left side of page, click:
  - o Apply for Training
- At middle of page, under "Please Sign in Below"
  - o Click on down arrow
  - o Select: Non-Acquisition Civilian and Military Workforce
  - o Training Category: click in circle to select "Continuous Learning Module"
  
- Go to "Step Two"
  - o Click on down arrow
  - o Click applicable training:
    - DOD Government Purchase Card – CLG 001
    - Government Purchase Card Refresher Training – CLG 004
    - Overview of Acquisition Ethics – CLM 003
    - Purchase Card Online System (PCOLS) - CLG 005
  
- - Go to "Step Three" and click Search button
  
- Complete Training Application
  
- Click red Submit Application button located at right top and bottom
  
- A message will appear that begins with, "You have been approved for..."
  
- You will receive an email from [NoReply@dau.mil](mailto:NoReply@dau.mil) on enrolment notification

### Take training and print completion certificate

- o Submit a copy of certificate to Primary & Alternate A/OPC
  - a. Primary A/OPC: Gordon K. Ross, [Gordon.k.ross.civ@mail.mil](mailto:Gordon.k.ross.civ@mail.mil)
  - b. Alternate A/OPC, Joyce Amador, [joyce.h.amador.civ@mail.mil](mailto:joyce.h.amador.civ@mail.mil)
- o Place a copy of certificate in your GPC Admin file/folder

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### Access Online (AXOL) Web-Based Training (WBT)

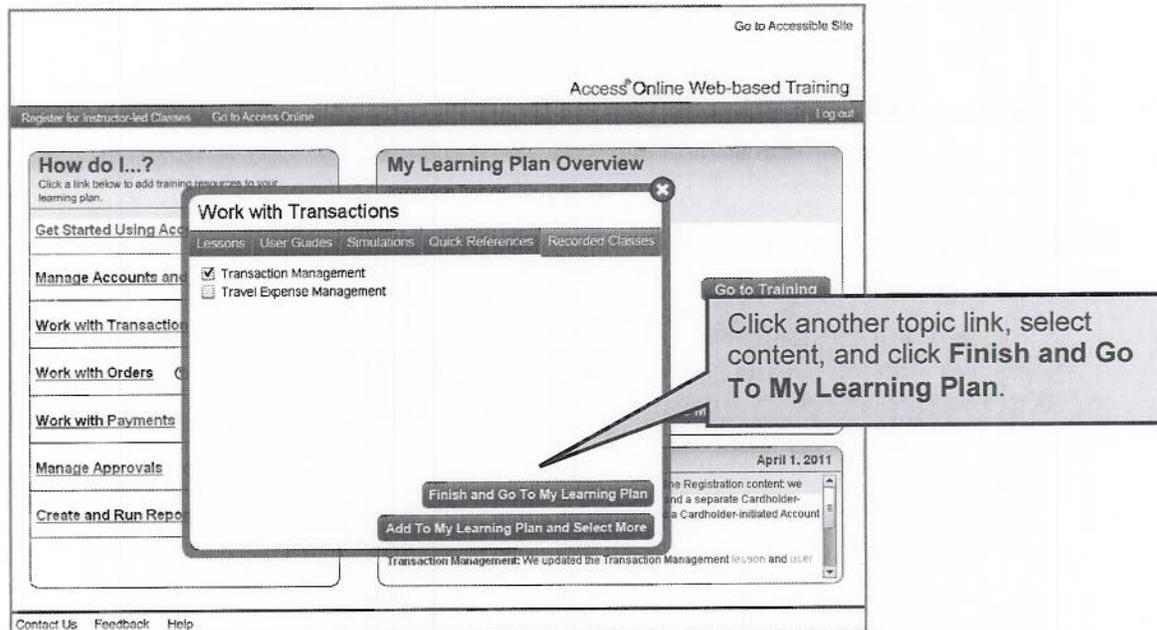
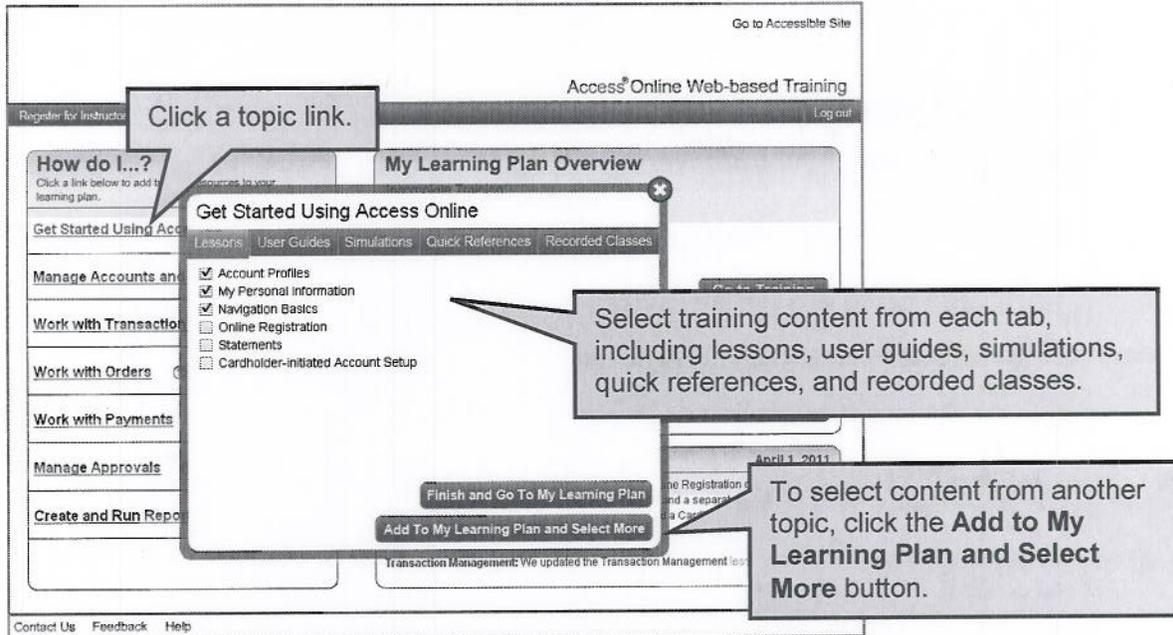
- WBT website: <https://wbt.access.usbank.com>
- Password (changes every 60 days, call A/OPC 242-6581/242-7776):
  - o For Cardholder:
  - o For Billing Official:
- Follow instructions in attachments
  - o WBT Registration and Login Quick Reference
  - o Get Quick Answer Quick Reference
  - o Create a Learning Plan Quick Reference
- Billing Officials: Complete 14 minimum learning modules indicated below.
  - o Get Started Using Access Online, 9: complete all
  - o Manage Accounts and Users, 8: complete Account Profiles, Account Approval Process
  - o Work with Transactions, 9: complete Transaction Management, Transaction Approval Process
  - o Work with Orders, 2: complete all
- Cardholder: Complete 9 minimum learning modules indicated below.
  - o Get Started Using Access Online, 6: complete all
  - o Work with Transactions, 5: complete Transaction Management, Account Approval Process
  - o Work with Orders, 1: complete
- Take training and print completion certificate
  - o Submit a copy of certificate to Primary & Alternate A/OPC
    - a. Primary A/OPC: Gordon K. Ross, [gordon.k.ross.civ@mail.mil](mailto:gordon.k.ross.civ@mail.mil)
    - b. Alternate A/OPC, Joyce Amador, [joyce.h.amador.civ@mail.mil](mailto:joyce.h.amador.civ@mail.mil)
  - o Place a copy of certificate in your GPC Admin file/folder

### GSA SmartPay Training

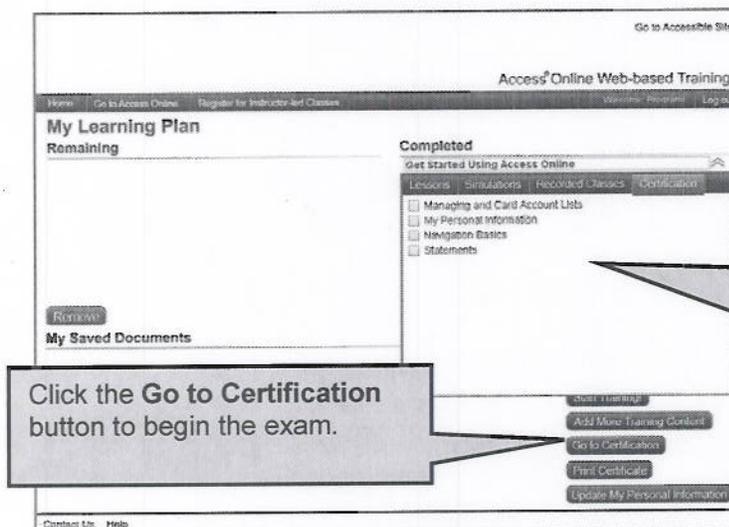
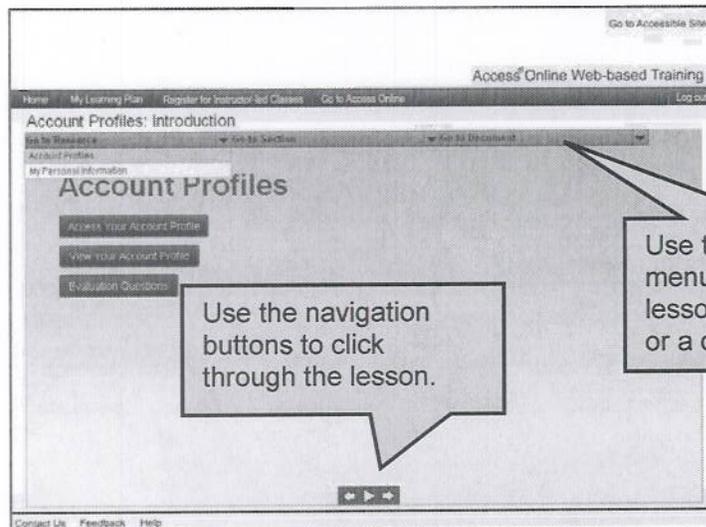
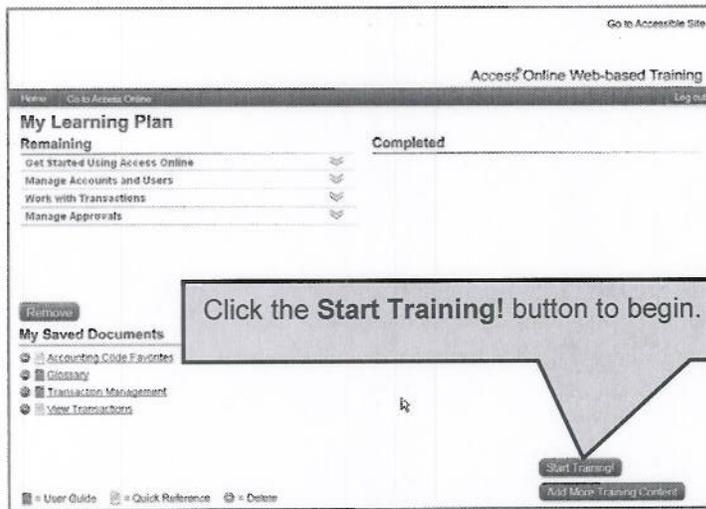
- **GSA website:** <https://training.smartpay.gsa.gov>
- Click on: GSA SmartPay Purchase Card Training for Cardholders
- Select: GSA SmartPay Purchase Card Training (Cardholders)  
**NOTE:** Both Cardholder and Billing Official take same "(Cardholders)" training
- Take the quiz and print the completion certificate
- Submit a copy of certificate to Primary & Alternate A/OPC
  - o Primary A/OPC: Gordon K. Ross, [Gordon.k.ross.civ@mail.mil](mailto:Gordon.k.ross.civ@mail.mil)
  - o Alternate A/OPC, Joyce Amador, [joyce.h.amador.civ@mail.mil](mailto:joyce.h.amador.civ@mail.mil)
  - o Place a copy of certificate in your GPC Admin file/folder

# How do I create a learning plan and become certified?

You must register on the web-based training site and then log in as a registered user to create a learning plan. A learning plan keeps track of all the training content you have selected and completed. A summary of your most recent activity displays in the *My Learning Plan Overview* area as soon as you log in. Your complete plan displays when you click the **Go to My Learning Plan** button.



# Access® Online: Create a Learning Plan Quick Reference



All Users

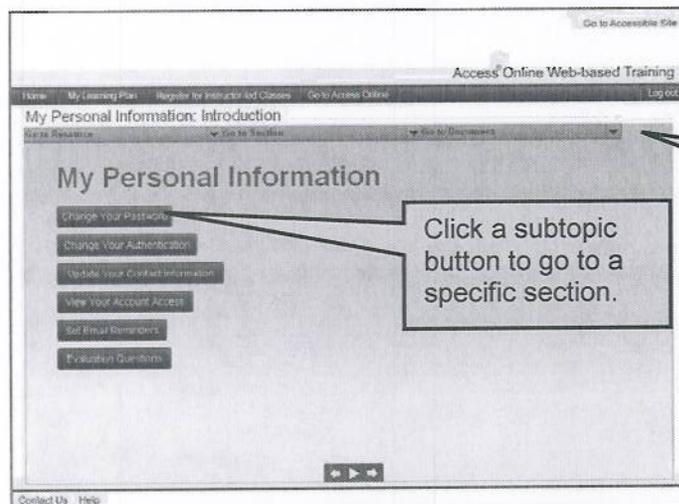
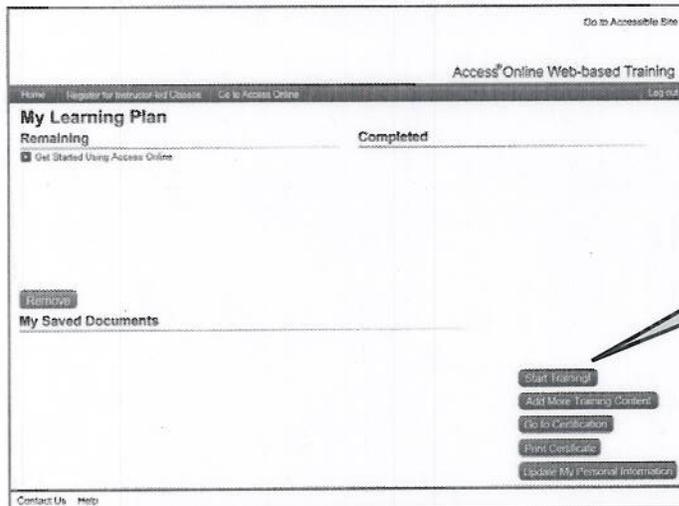
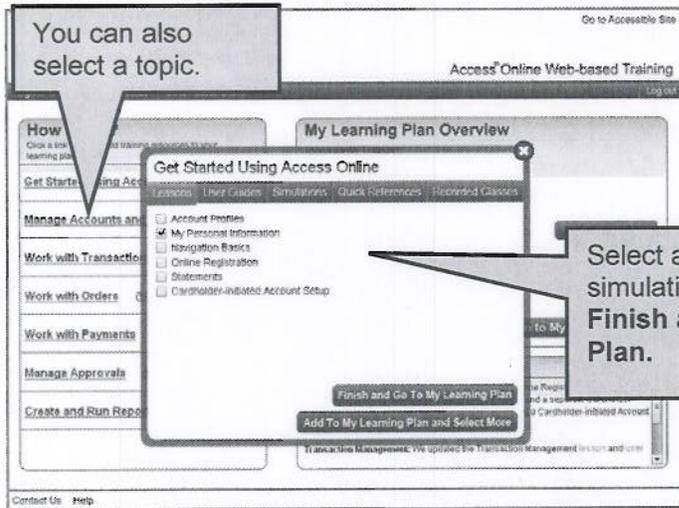
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# How do I get a quick answer?

The screenshot shows the 'Access Online Web-based Training' interface. A callout box points to the 'Get Started Using Access Online' section, stating 'Click a topic link.' Another callout points to the 'User Guides' and 'Quick References' tabs, stating 'Go to the User Guides or Quick References tab and click a document link.' A third callout points to the 'Go to Training' button, stating 'Finish and Go To My Learning Plan' and 'Add To My Learning Plan and Select More'.

The screenshot shows the 'Reset Your Password' quick reference document. A callout box points to the document content, stating 'The document opens in a new window.' The document includes a 'Login' form with fields for 'Organization Short Name', 'User ID', and 'Password'. It also includes a 'Forgot your password?' link and a 'Tip!' section stating 'Passwords must be 8-20 alphanumeric characters, with at least one letter and one number. You cannot reuse a password for 12 months.'

## Access® Online: Get a Quick Answer Quick Reference



All Users

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# How do I register and log in to the WBT?

Click the **Go to Accessible Site** for accessible content.

To access only training content, type the WBT password and click **Go**.

To create a learning plan and access certification, log in as a registered user. Type your email address, personal password, and WBT password. Click **Go**!

To register, click **Register Now!**

To register, specify information in every field. Select user type carefully, since it controls which lessons you have access to. Click **Register** when you are done.

Click a topic link.

Select training resources from each tab to build your learning plan or click a document link to open a user guide or quick reference right away.

Select to finish and go to your learning plan to start training. Or, add more resources from another topic.