

## MANDATORY GPC TRAINING

### 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 (As applicable)
    - Overview of Acquisition Ethics – CLM 003
  
- - 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

14Jun12

### 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

14Jun12

## GSA SmartPay Online 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 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)
    - c. 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