

Part 1 – ALMS Access Via AKO (Army Knowledge Online)

Enrollment Prerequisites

Access to GCSS-Army Web-Based Training (WBT) on the ALMS depends on these two factors:

- The student must possess a valid AKO (Army Knowledge Online) ID and password
- The AKO ID must be recognized by the ALMS (Army Learning Management System) database

Please contact your supervisor or SASMO regarding assignment of an AKO ID. The AKO mailbox must remain open and available for delivery of information. 'Generic' IDs are not permitted.

Access ALMS via Army Knowledge Online (AKO) Home Page

1. Open your browser and navigate to <https://www.us.army.mil>. A screen similar to that below will appear.

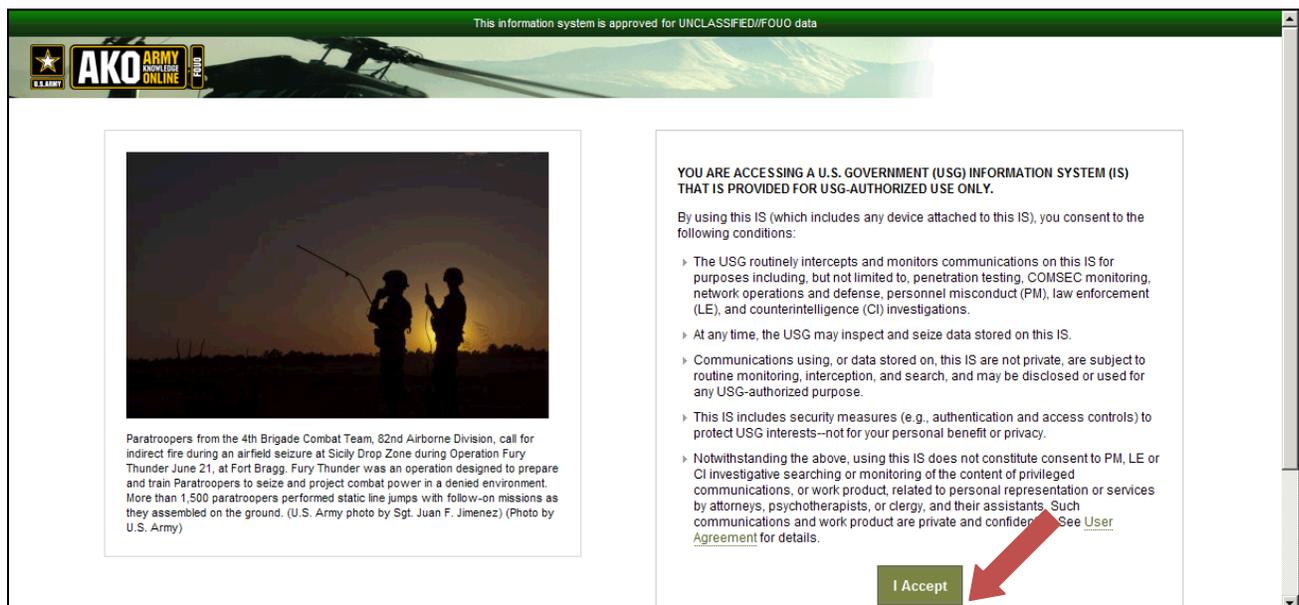


Figure 1. AKO Portal.

2. Click the **I Accept** button to access the **AKO login screen**.

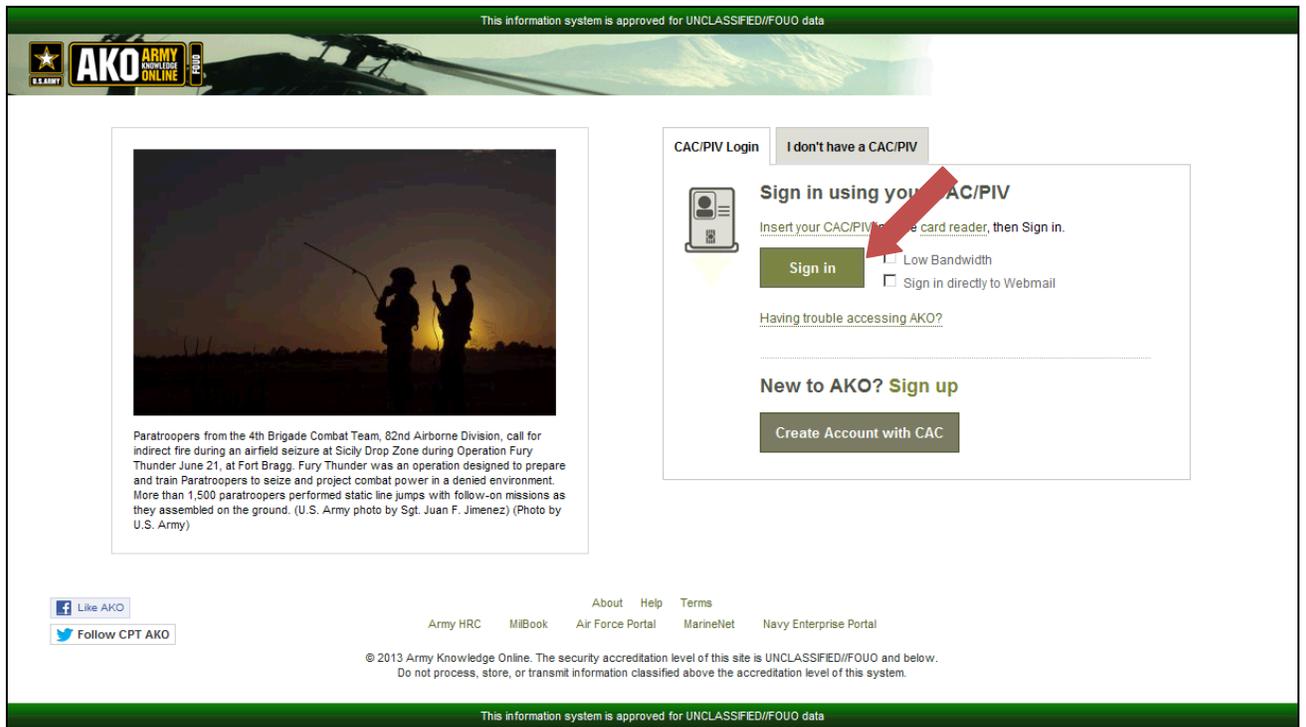


Figure 2. AKO Login Screen.

3. At the login screen, do **one** of the following:
 - a. Make sure your CAC card is inserted properly into the CAC reader and select the **CAC/PIV Login** tab, then click the **Sign In** button. You will need to choose your DOD certificate and enter your CAC PIN to complete the login. CAC certificates must be current & published to Internet Explorer in order to be recognized (Preferred method) –OR–

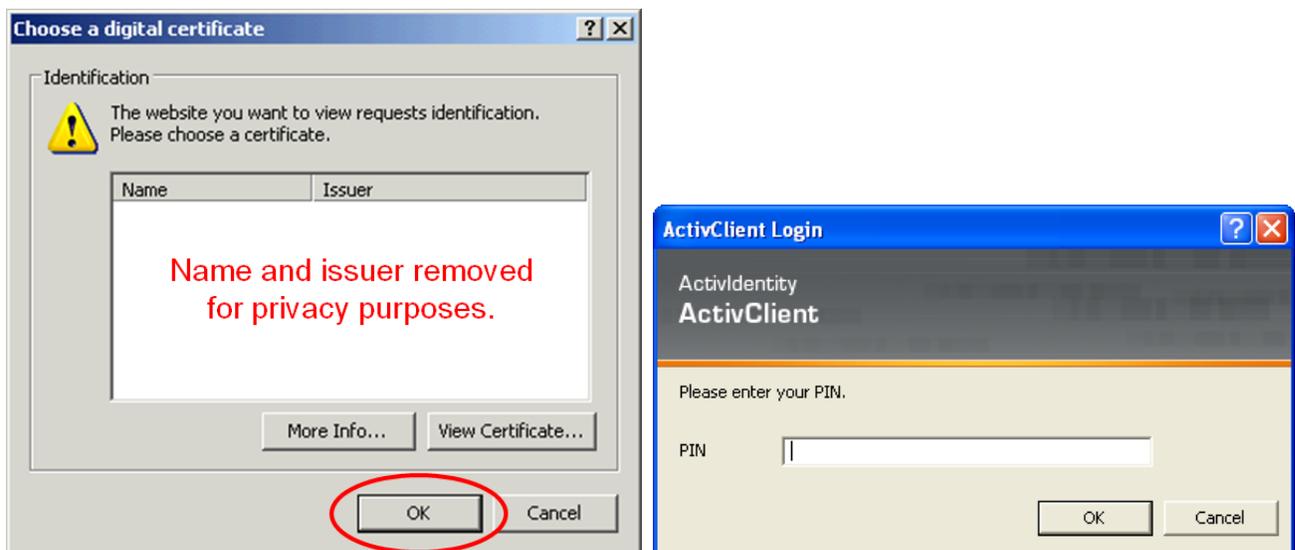


Figure 3. Digital Certificates and CAC PIN.

- b. Click the **I don't have a CAC/PIV** tab to reach the **Non-FOUO Portal**. (Non-preferred method). The screen below appears. Enter your AKO **Username** and **Password** in the fields indicated and click **Sign In**.

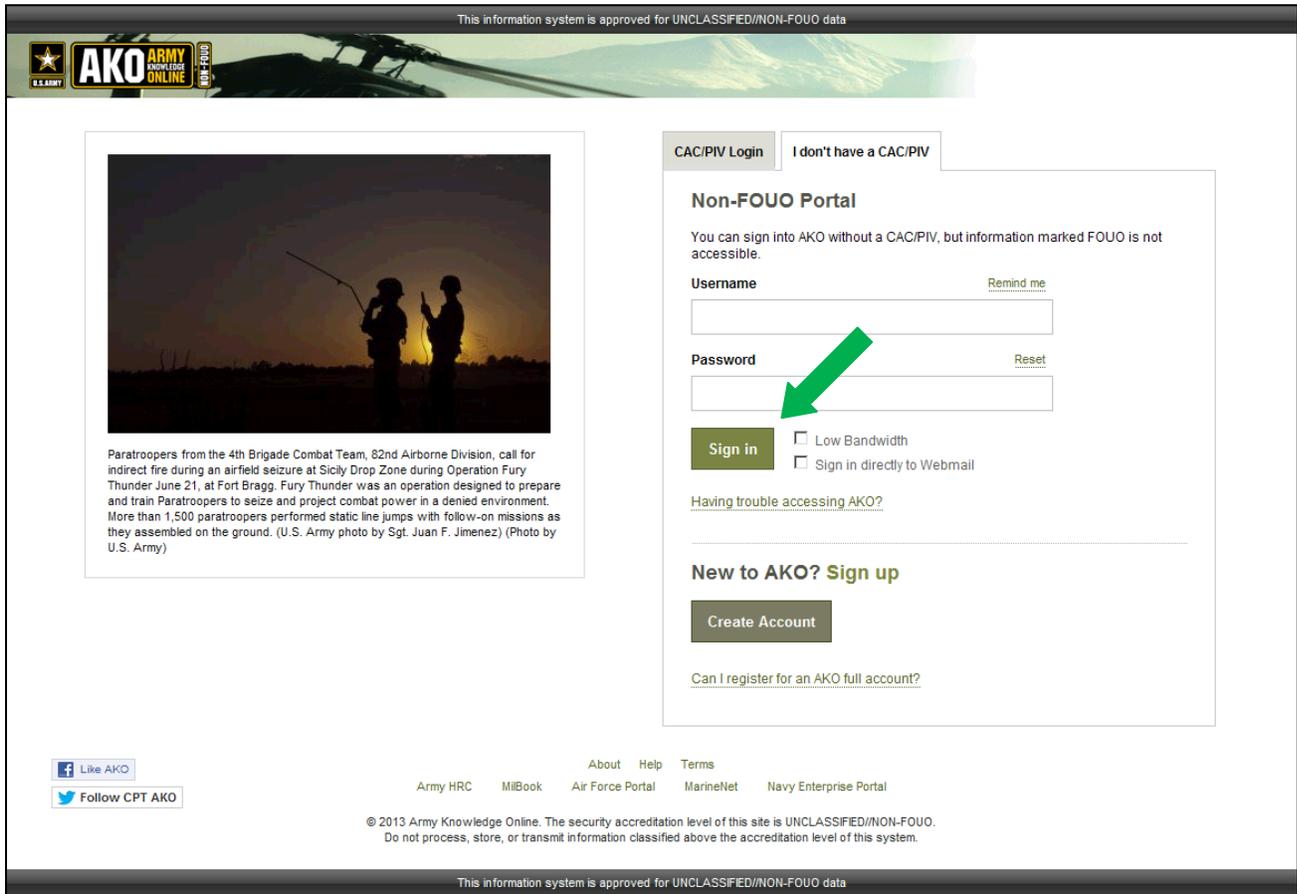


Figure 4. Non-CAC Login.

Note: If you are on a slow speed terminal, click the **Low Bandwidth** box before logging in. This method also requires you to answer KBA (security) questions which have previously been set-up.

4. The **AKO Home Screen** will appear. If the login screen reappears, you have made an error during the login process. Check your username and password, or make sure the CAC is right side up and completely inserted into the CAC reader, then try again. If you still cannot login, call the **AKO Help Desk** (not ALMS or GCSS-Army) at **1-866-335-ARMY (2769)** for assistance.

Access 'My Training'

1. Find the **Self Service** drop-down list at the top of the page.



Figure 5. AKO Home Screen.

From the **Self Service** drop-down list, select **My Training (or My Education)**.

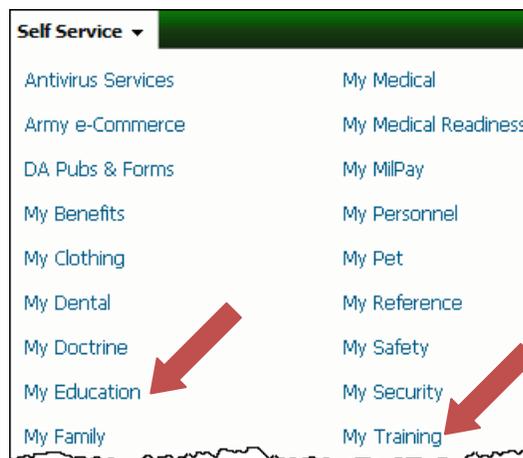


Figure 6. Self-Service Options List.

2. The **My Training** screen will appear showing the **ALMS** (Army Learning Management System) 'gadget' in one of nine smaller windows (see below). [You may wish to use the **Customize View** option to center the ALMS window, or turn off unused 'gadgets' to help the ALMS gadget load faster.]

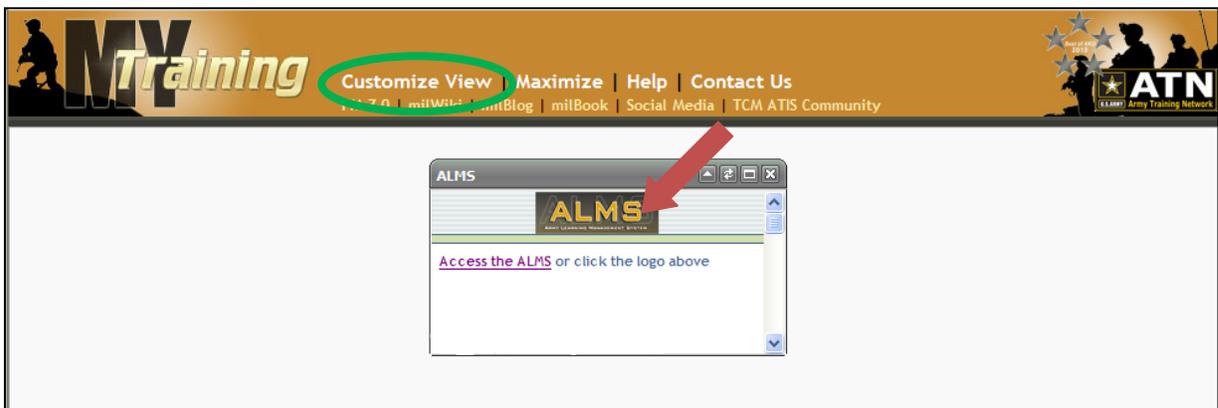


Figure 7. ALMS Option in My Training.

A security warning may appear. Click **OK** to continue.

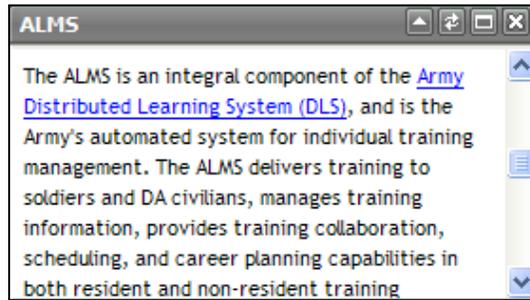


Figure 8. ALMS notice (scrolled down).

Scroll down and read the warning about *pop-up blockers*. Before proceeding into the **ALMS**, do the following;

- With your browser open, select the **Tools** menu, then select **Pop-Up Blocker**, then select **Turn Off Pop-Up Blocker**.
- If the pop-up blocker is off, leave it off, and press **Esc**.
- A second pop-up blocker may also exist for your firewall. Contact your SASMO or SysAdmin if you have difficulty seeing ALMS or GCSS-Army WBT screens.

Note: This check only needs to be done once, unless you have knowingly changed the settings.

Access the ALMS Outer Page



Figure 9. ALMS Outer Page.

The **ALMS Outer Page** contains three (3) options and resembles the screen above.

All students must complete the **Mandatory Training** section the first time they log into the ALMS. Clicking the **Go To Mandatory Training** button starts a 5½ minute video describing the use of the new ALMS. You **MUST** watch this video **COMPLETELY, ONE TIME** before you can access the ALMS Home Page. If you leave the video before completing it, you will have to start over from the beginning. The video does **NOT** require any special software to run, and will start automatically.

The playback and volume controls are shown below. Be sure that your system sound is not muted (internal PC speakers are used by default).

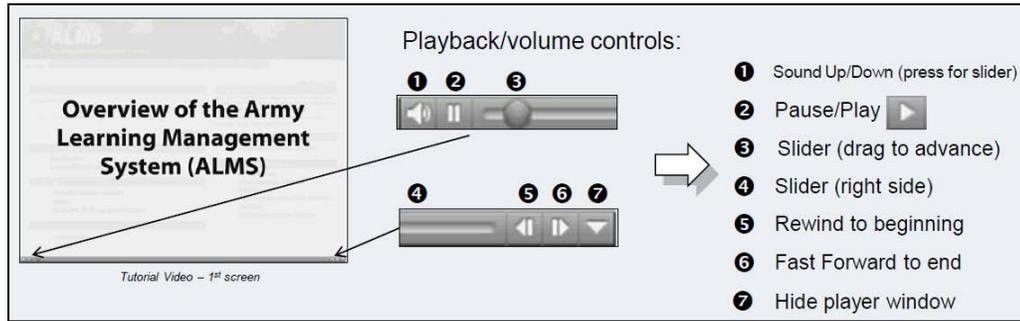


Figure 10. Playback/Volume Controls.

When the video has completed, click the **Finish Video Tutorial** button to go to the **ALMS Home Page**.

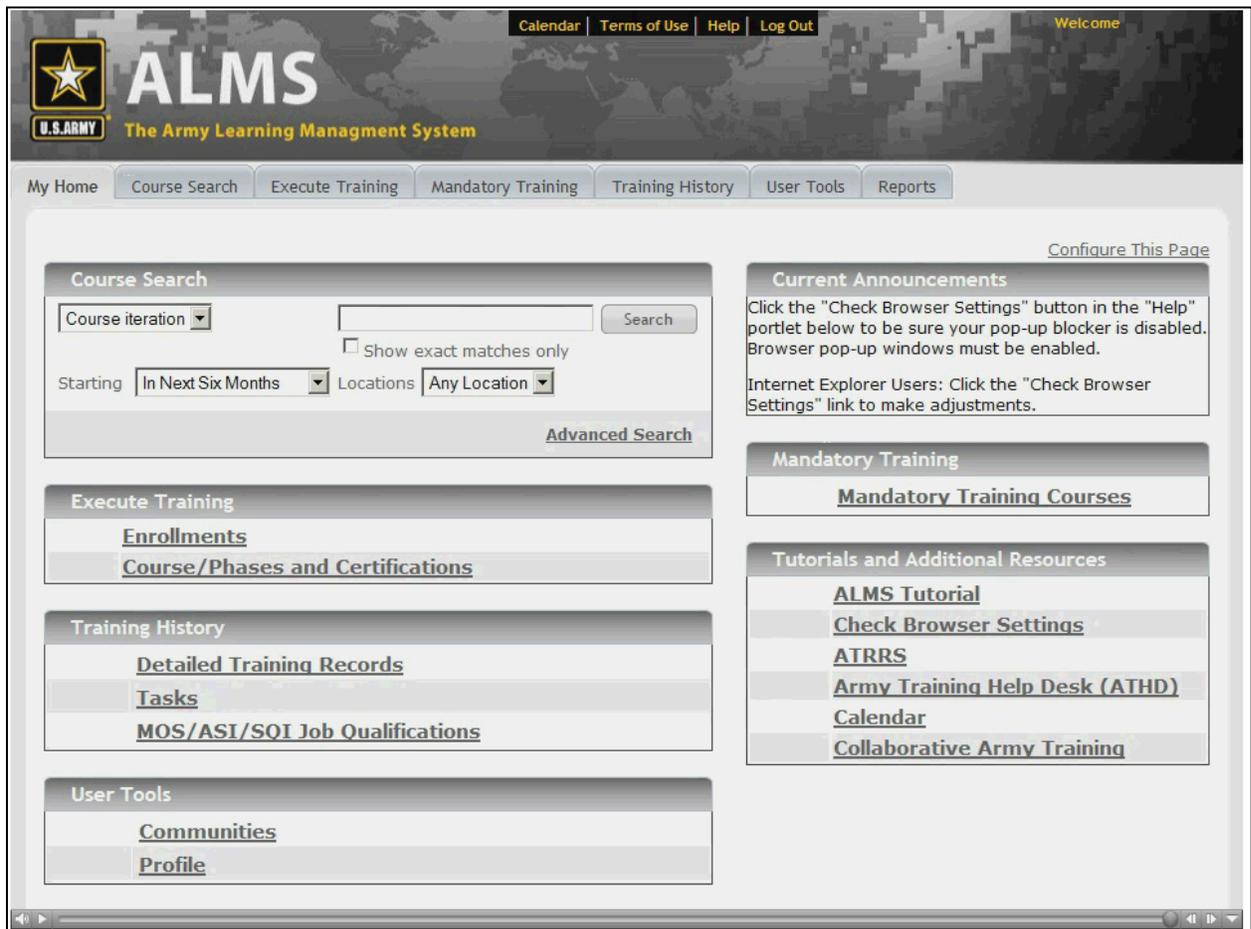


Figure 11. ALMS Home Page.

The information in the **Current Announcements** box will change based on any system announcements currently in effect.



Figure 12. ALMS Mandatory Courses (Not Used for ALMS).

After watching the video, the **Go To Mandatory Training** option shows all mandatory courses for that user. GCSS-Army WBT courses are not found under the Mandatory Training option, but other courses may be listed here. If you access this page by accident, click the **Go To ALMS Homepage** button.

Note: The **Exit** option will take you completely out of the ALMS.

Direct Access to the ALMS

To save time, the student can also access the ALMS system directly by doing the following these steps:

1. Open your browser and navigate to <https://www.lms.army.mil>. The screens below will appear.

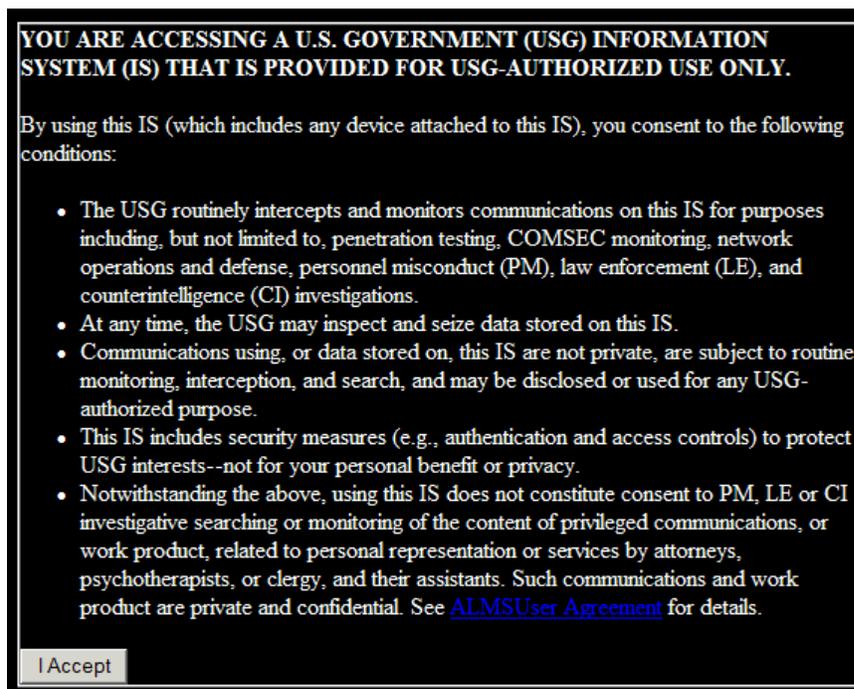


Figure 13. ALMS Direct Access.

2. Click **I Accept**. The **Sign-In Screen** below will appear.



Figure 14. ALMS Sign-In Screen.

3. Click [Sign in with CAC](#). The screen below (left) will appear. Select a digital certificate and click **OK**.

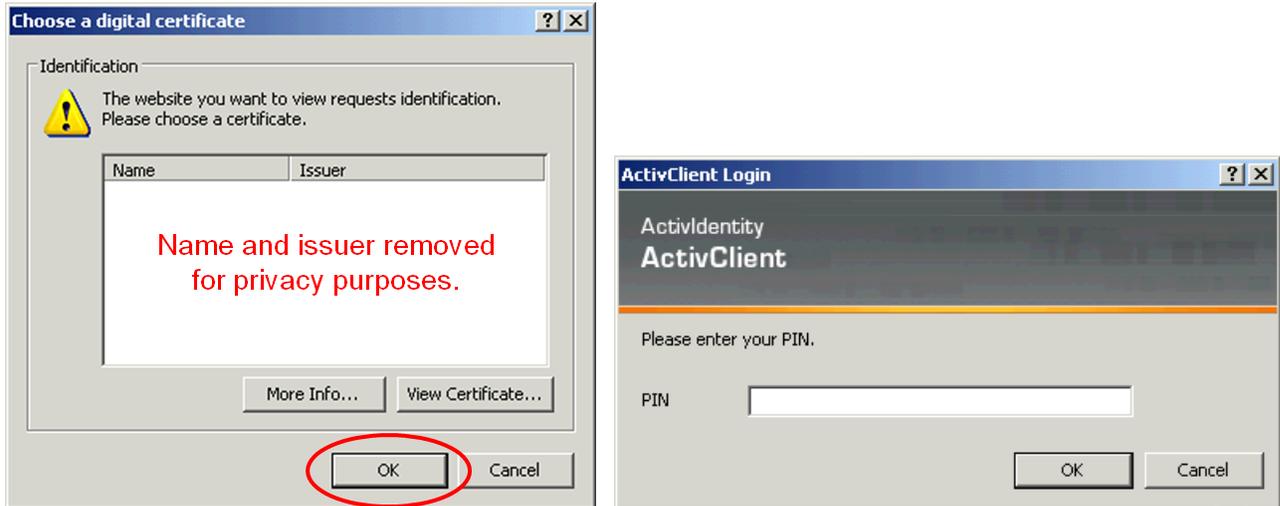


Figure 15. Choose a Digital Certificate screen.

4. When the **ActivClient login** screen appears, enter your PIN and click **OK**.



Figure 16. ALMS Outer Menu.

The ALMS Outer Menu will appear. The **Go To Mandatory Training** option shows all mandatory courses for that user. GCSS-Army WBT courses are not found under the Mandatory Training option, but other courses may be listed here. If you access this page by accident, click the **Go To ALMS Homepage** button.

Note: The **Exit** option will take you completely out of the ALMS.



Figure 17. ALMS Mandatory Courses (Not Used for ALMS).

All students must complete the mandatory video training section the first time they log into the ALMS. Clicking the **Go To Mandatory Training** button starts a 5½ minute video describing the use of the new ALMS. You **MUST** watch this video **COMPLETELY ONE TIME** before you can access the ALMS Home Page. If you leave the video before completing it, you will have to start over from the beginning. The video does NOT require any special software to run, and will start automatically.

The playback and volume controls are shown below. Be sure that your system sound is not muted (internal speakers are used by default).

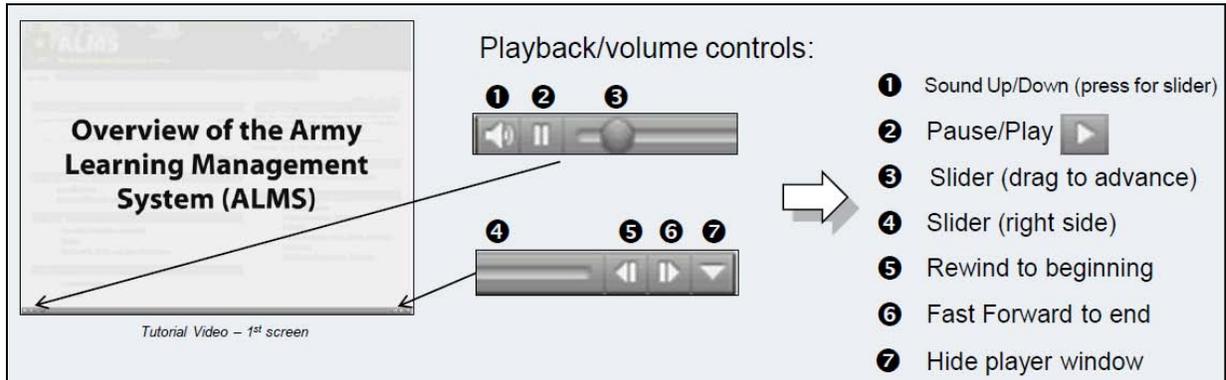


Figure 18. Playback/Volume Controls.

When the video has completed, click the **Finish Video Tutorial** button to go to the **ALMS Home Page**.

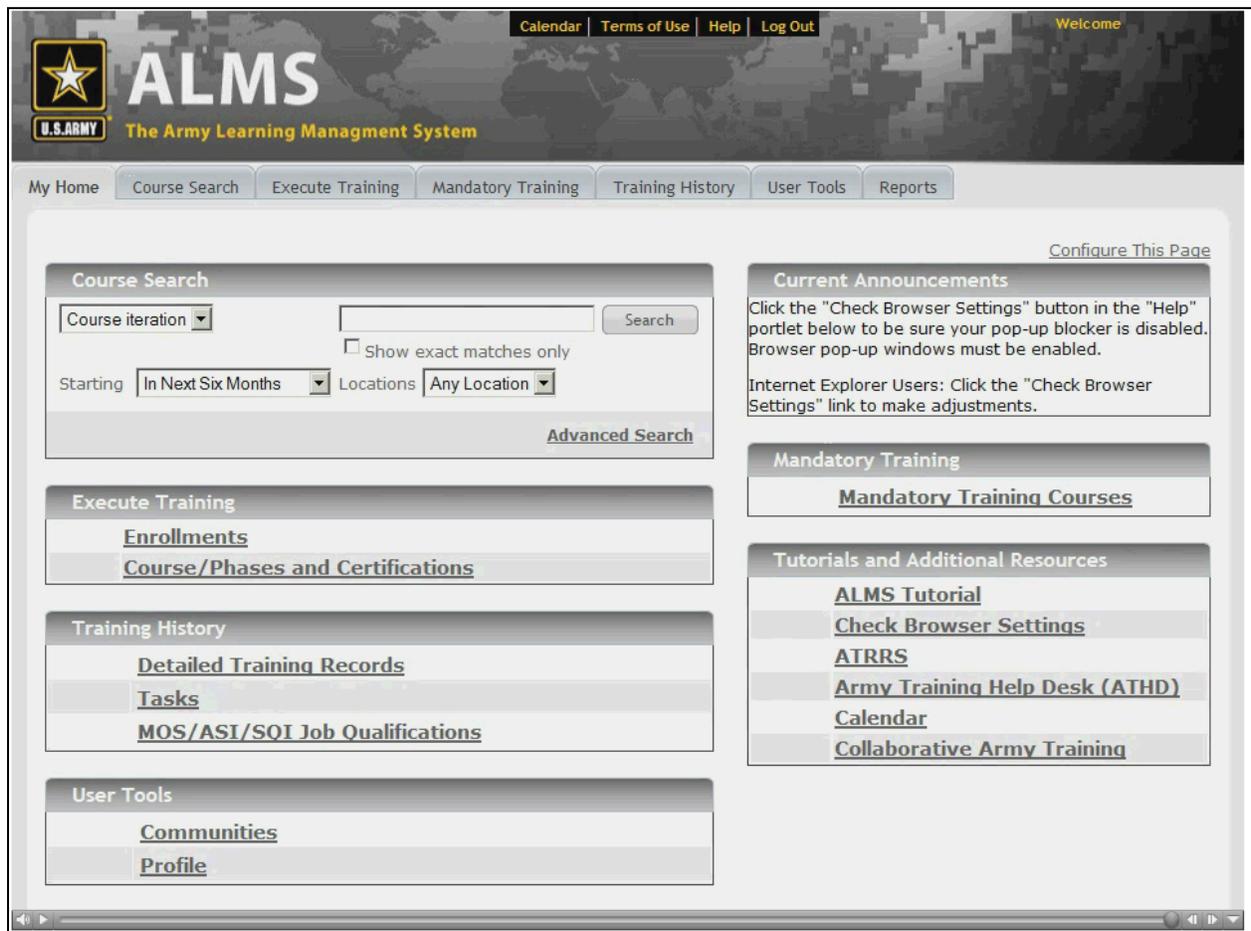


Figure 19. ALMS Home Page.

See the instructions below regarding how to register for GCSS-Army WBT courses.

Course Registration

Registration into the GCSS-Army WBT on the ALMS is the **student's** responsibility, and is not dependent upon a request to the LMS Administrator. Students following the instruction in Part II of this Guide will be able to register for all GCSS-Army WBT courses, take the requisite exams, and print their Certificate of Completion without outside assistance. The LMS Administrator remains available to answer questions, resolve problems, investigate errors, and generate periodic reports on students' progress.

Program of Instruction (POI) - Curriculum

For ease of use, GCSS-Army WBT uses a single POI called 'GCSS-Army ALMS - V2.0' consisting of thirteen lessons, as follows:

1. GCSS-Army Overview
2. GCSS-Army Basic Navigation
3. GCSS-Army Intermediate Navigation
4. Using GCSS-Army EUM+
5. Using GCSS-Army Reports
6. Retail Supply Overview
7. Materiel Management Overview
8. Processing Material Through GCSS-Army
9. Organizational Supply Overview
10. Maintenance Overview
11. Finance Overview
12. Spending Chain Overview
13. GCSS-Army Access Administrator Training, Parts I & II

All GCSS-Army users must complete the POI by completing the following sections:

- **Core Curriculum** – Four lessons relevant to most system users
- **Functional Area (Overview)** – A short introductory lesson to introduce an area of specialization, such as Warehouse or Finance
- **Functional Area (Additional)** - Lessons developed to introduce a particular concept (such as the Spending Chain for Finance). *Not available for every Functional Area.*
- **Exams** – Multiple choice assessment tools to measure how well the student understood the materials. *There is no exam for the GCSS-Army Overview or EUM+ lessons.*
- **Survey** – Feedback form for constant improvement of the WBT materials.

Recommended Lessons

The **Core Curriculum** consists of WBT material relevant to most users of the system. Courses include:

- GCSS-Army Overview – A history and high level explanation of the GCSS-Army program.
- Basic Navigation – The absolute necessities of entry and exit (logon / logoff), moving to and through menus and tables, how to create and use favorites, how to get help, etc. Simulations (guided learning) are also introduced.

- Intermediate Navigation – Tips on sorting, filtering, finding; variants, layout, fields, and data manipulation.
- Using GCSS-Army EUM+ - A brief introduction to the End User Manual Plus reference system.
- Using GCSS-Army Reports – An introduction to the look and feel of GCSS-Army reports; how to read, generate, 'drill down', manipulate variants, format, print, transfer, and store report information.

The **Core Curriculum** is recommended for all GCSS-Army users

- For students in the *Retail Supply* Functional Area, including:
 - Warehouse - SSA Receiving, storing, and issuing goods
 - Warehouse Managers - Stock control, inventory, and reporting
 - Take the Core Curriculum, plus Retail Supply Overview (Mods 000 and 001).
- For students in the *Materiel Management* Functional Area, including:
 - Supply Management I - Below SSA, Plant 2000
 - Supply Management II - SSA & Above, Plant 2001
 - Take the Core Curriculum, plus Materiel Management Overview and Processing Material Through GCSS-Army (Mods 000 and 002).
- For students in the *Organizational Supply* Functional Area, including:
 - Property Book - Displaying, authorizing, transferring, requesting, and receipting of equipment
 - Asset Visibility - Displaying organizational data as it relates to materiel, viewing a materiel BOM, verify assigned NIIN/LINs
 - Unit Supply - Displaying, transferring, managing, inventorying, requesting and receipting of supplies and equipment
 - S4 - Displaying organizational data as it relates to materiel. Conduct due diligence, view a hand receipt, manage reservations from units
 - Take the Core Curriculum, plus Organizational Supply Overview (Mods 000 and 003/004).
- For students in the *Maintenance* Functional Area, including:
 - Parts Record Clerk - Weapon/equipment systems configuration and equipment readiness reporting, dispatch process, maintenance notification, and work order processing
 - Ground Maintenance Managers - Reporting tools used for planning resources for maintenance activities and analysis for equipment readiness
 - Master Drivers - Processes to record and maintain operator qualification profiles. Print Operator Permits and generate Qualified Operator reports
 - Take the Core Curriculum, plus Maintenance Overview (Mods 000 and 005)
- For students in the *Finance* Functional Area, including:
 - Resource Management - Daily/Weekly Activities, Budgeting, Cost Management, P/E, Y/E Close
 - DFAS I - Process Journal Vouchers, P/E Close, Y/E Close
 - DFAS II - Cash Balancing (UMC), Cash Balancing (UMD)
 - DFAS III – Navigating Financial Reports (optional elective)
 - Take the Core Curriculum, plus Finance Overview and Spending Chain Overview (Mods 000 and 006)

- For GCSS-Army *Access Administrators*
 - Take the Core Curriculum
 - Take the GCSS-Army Access Administrator I & II lessons
- For GCSS-Army *Leadership* (including Commanders and Senior Staff)
 - Take the Core Curriculum, or at least the GCSS-Army Overview lesson
- For NET *Instructors* and new GCSS-Army personnel
 - All GCSS-Army WBT courses (All Mods)

All Soldiers (and certain civilians) who will be working in GCSS-Army **must** complete the WBT. Failing to do so may result in a delay in taking Instructor Led Training (ILT) or receiving a userID/password for the production system.