

GCSS-Army Self Registering Guide

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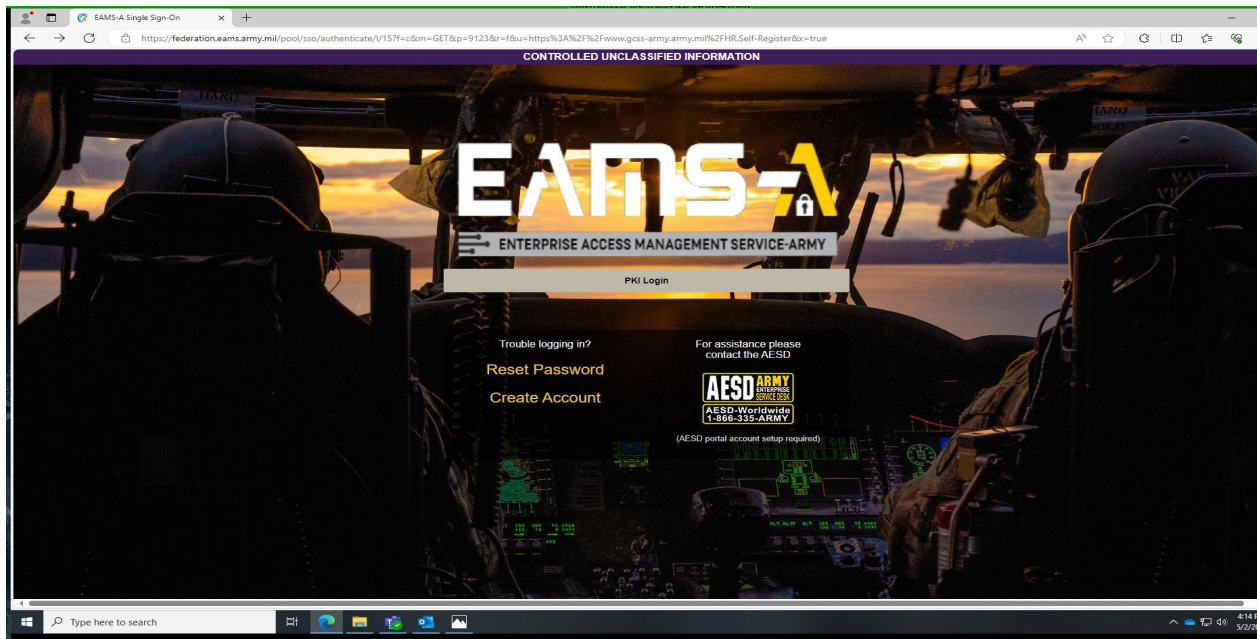
****This guide is for the employees of Fort Polk, Louisiana only. If you do not work on Fort Polk, DO NOT USE THE UIC LISTED IN THIS GUIDE!****

Please follow the slides step-by-step to complete the Self- Registration process for GCSS-Army. This ensures you can dispatch your vehicle/equipment from GCSS-Army.

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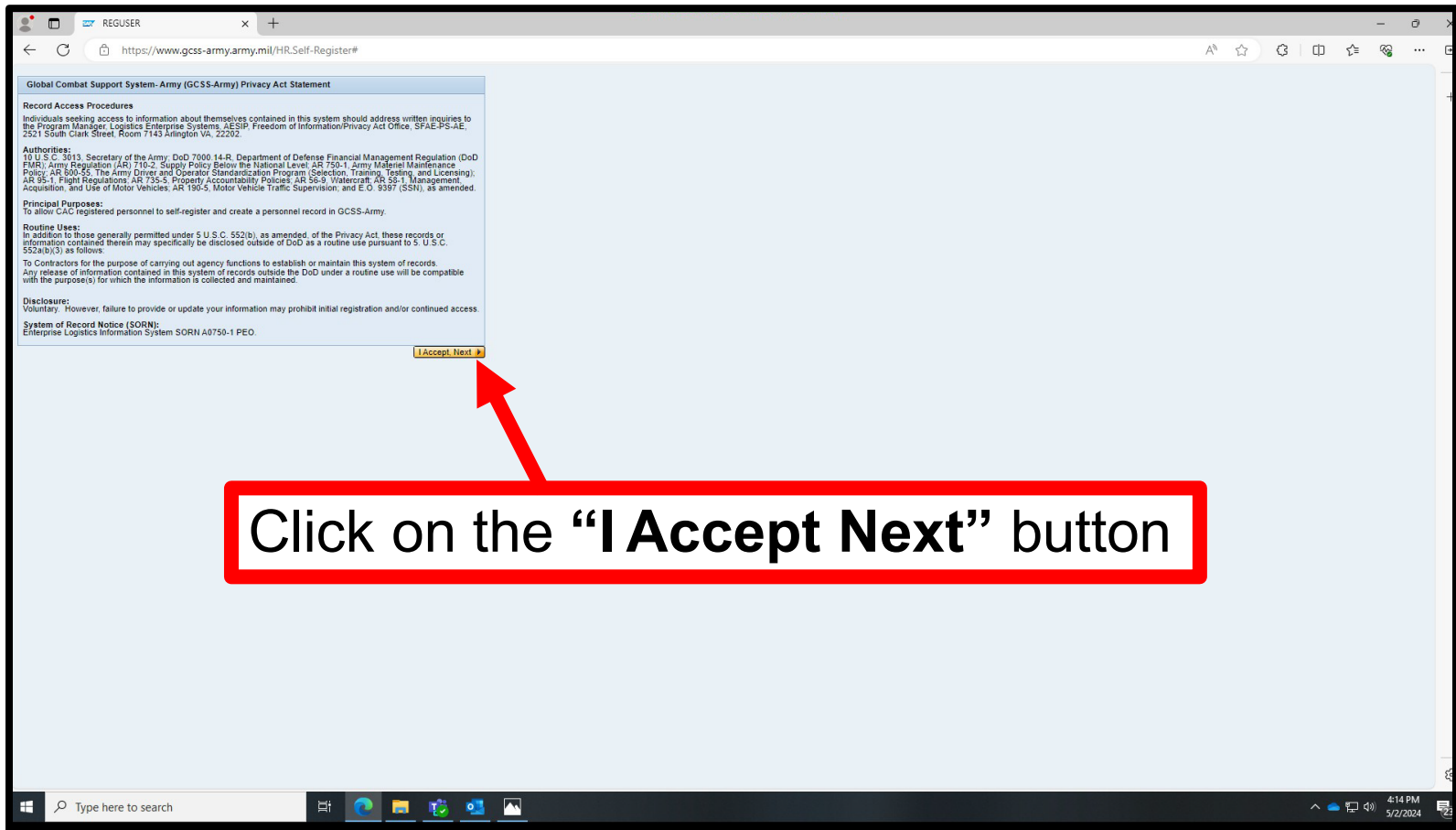
GCSS-Army works best in Microsoft Edge or Google Chrome, **DO NOT USE FIREFOX Mozilla**. The program tends to have a lot of issues if you use Firefox web browser.

1. Insert your Common Access Card (CAC).
2. Navigate to the Self-Registration website using the following URL, which will be provided by your Access Administrator prior to fielding: <https://www.gcss-army.army.mil/HR.Self-Register>.
3. On the **EAMS-A Single Sign-On** screen, click the **CAC Login** button.



4. Select your certificate from the *Windows Security* pop-up box and enter your Personal Identification Number (PIN).

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The screenshot shows a web browser window with the address bar displaying <https://www.gcass-army.army.mil/HR.Self-Register#>. The page content is titled "Global Combat Support System- Army (GCSS-Army) Privacy Act Statement". It includes sections for "Record Access Procedures", "Authorities", "Principal Purposes", "Routine Uses", "Disclosure", and "System of Record Notice (SORN)". A red arrow points from a large red-bordered box containing the text "Click on the 'I Accept Next' button" to a yellow button labeled "I Accept Next" at the bottom of the privacy statement section.

Global Combat Support System- Army (GCSS-Army) Privacy Act Statement

Record Access Procedures
Individuals seeking access to information about themselves contained in this system should address written inquiries to the Program Manager, Logistics Enterprise Systems, A&SIP, Freedom of Information/Privacy Act Office, SFAE-PS-AE, 2521 South Clark Street, Room 7143 Arlington VA, 22202.

Authorities:
10 U.S.C. 5013, Secretary of the Army, DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Army Regulation (AR) 710-2, Supply Policy Below the National Level, AR 750-1, Army Materiel Maintenance Policy, AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), AR 600-1, Flight Regulations, AR 135-5, Property Accountability Policies, AR 56-9, Watercraft, AR 55-1, Management, Acquisition, and Use of Motor Vehicles, AR 190-5, Motor Vehicle Traffic Supervision, and E.O. 9397 (SSN), as amended.

Principal Purposes:
To allow G/CAC registered personnel to self-register and create a personnel record in GCSS-Army.

Routine Uses:
In addition to those generally permitted under 5 U.S.C. 552(b), as amended, of the Privacy Act, these records or information contained therein may specifically be disclosed outside of DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
To Contractors for the purpose of carrying out agency functions to establish or maintain this system of records.
Any release of information contained in this system of records outside the DoD under a routine use will be compatible with the purpose(s) for which the information is collected and maintained.

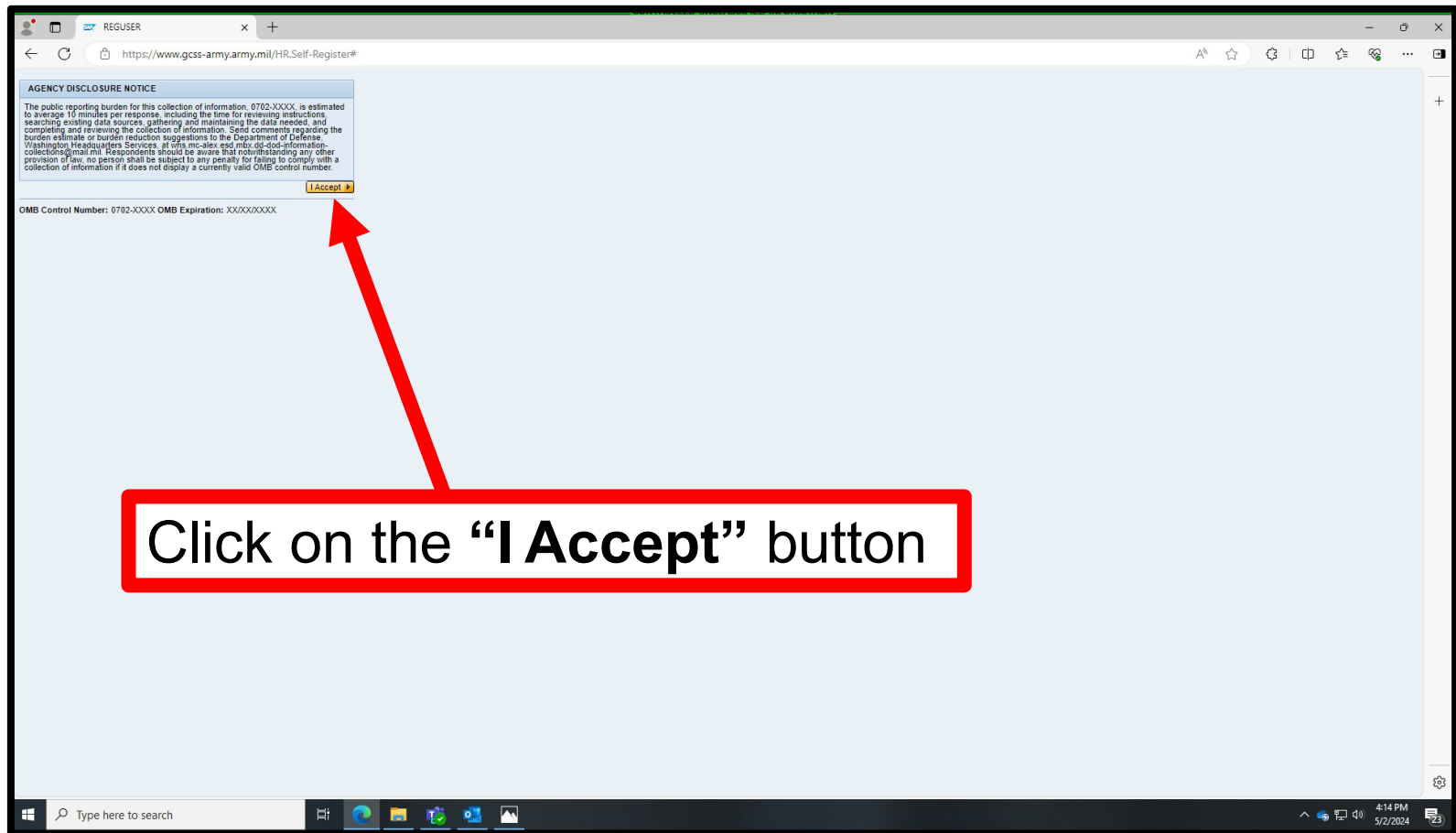
Disclosure:
Voluntary. However, failure to provide or update your information may prohibit initial registration and/or continued access.

System of Record Notice (SORN):
Enterprise Logistics Information System SORN A0750-1 PEO.

I Accept Next

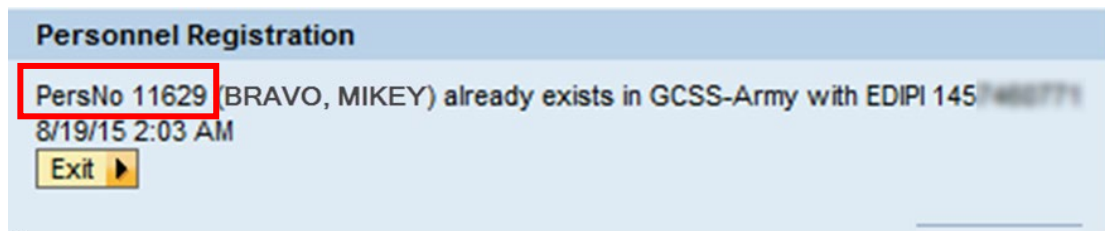
Click on the "I Accept Next" button

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Note: If you are already in the GCSS-Army system, a validation message will appear stating *PerNo XXXXX (Last Name, First Name) already exist in GCSS-Army with EDIPI, XXXXXXXXXX*. Record the personnel number and give it to your Access Administrator.



Action: Take a screenshot of this message and email it to albert.j.slider.civ@army.mil along with a photocopy of your driver license (both front and back).

The AA will use that number to locate your record in GCSS-Army and perform any other required action, such as a Rehire or Transfer.

If you do not get the message above, then you are not yet registered in GCSS-Army and should proceed to Step 5.

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General Registration – Sections 1&2

The screenshot shows the 'GCSS-Army Personnel Registration' form. At the top, a blue header bar contains the text 'GCSS-Army Personnel Registration - EDIPI 1234567890', where 'EDIPI 1234567890' is highlighted with a red box. Below this, a yellow warning box states: 'DO NOT fill out registration form if the UIC is not known! Contact your supervisor to attain your UIC.' The form is divided into sections. Section 1, 'Fill in user information', includes fields for 'First Name' (JOHN), 'Middle Name' (WILLIAM), 'Last Name' (DOE2), 'Suffix' (-Select-), 'SSN/FIN' (three empty boxes), 'SSN/FIN Confirm' (three empty boxes), 'Date of Birth' (three empty boxes with dropdown arrows), 'Gender' (radio buttons for Unspecified, Male, Female), 'Work Phone' (two empty boxes labeled 'Ext.:'), and 'Enterprise Email' (an empty box and a '-Select-' dropdown). A red box highlights the 'First Name', 'Middle Name', and 'Last Name' fields. Section 2, 'Select branch of service', has a 'Branch of Service' dropdown menu set to 'Army', which is also highlighted with a red box. Section 3, 'Select personnel type', has a 'Personnel Type' dropdown menu set to '-Select-'. A red circle with the number '5' is positioned to the right of the form, with three red arrows pointing from it to the 'EDIPI 1234567890' text, the 'Last Name' field, and the 'Branch of Service' dropdown. A 'Confirm Input' button is at the bottom left. On the right side, there is a 'Help Documentat' section with 'Download' buttons and a 'Ro' button.

5. Using CAC Authentication against Army Knowledge Online (AKO), your **DoD ID Number** (formerly EDIPI), **First Name**, **Middle Initial**, **Last Name**, and **Branch of Service** populate the form.

Caution: If the message *EDIPI null* appears, do NOT complete the form. Exit and restart the transaction.

6. Verify that the information obtained from your CAC is correct and make any necessary changes.

Critical: If the **Last Name** ends in a number, delete the number.

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GCSS- Army Self-Registration – UIC

This is the number zero not the letter “O”

GCSS-Army Personnel Registration - EDIPI 1456354196

DO NOT fill out registration form if the UIC is not known!
Contact your supervisor to attain your UIC.

UIC * **7** **8**

The image shows a screenshot of a web form. At the top, it says 'GCSS-Army Personnel Registration - EDIPI 1456354196'. Below that is a yellow warning box: 'DO NOT fill out registration form if the UIC is not known! Contact your supervisor to attain your UIC.' The UIC field is labeled 'UIC *' and contains the text 'W0VFAA'. To the right of the UIC field is a button labeled 'UIC Check'. Red arrows point from the numbers 7 and 8 in red circles to the UIC field and the 'UIC Check' button respectively. A red box at the top contains the text 'This is the number zero not the letter “O”' with an arrow pointing to the '0' in 'W0VFAA'.

7. In the UIC field, type your unit's **six-character** UIC. Fill out all the open boxes. (**The UIC will be “W0VFAA” for Fort Polk, Louisiana only**).

Note: Unless you are Primary Hand Receipt (PHR) Manager at a TDA unit, the UIC must be at the Company or Brigade level. PHR Managers must type the abbreviation for the PHR force element that they are assigned to manage, such as **W0VFAA001** or **W0VFAA004**. Ask your Property Book office for assistance in identifying the correct force element.

8. Click the **UIC Check** button.

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GCSS- Army Self-Registration – Personal Information

SSN/FIN *

SSN/FIN Confirm *

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9. Type your Social Security Number (SSN) or Foreign Identification Number (FIN) in both the **SSN/FIN** and **SSN/FIN Confirm** fields. **Note:** Type carefully. The values entered in these fields must be identical.

Date of Birth * 10 → Nov 15 1983

Gender * ☐ Unspecified ☒ Male ☐ Female 11

Work Phone: 12 → 5551231234 Ext.: 1234
Numeric Values Only

Enterprise Email * 13 → john.w.doe2.mil @army.mil 14
Email ID Ex. John.Doe.ctr Select domain

15. Select branch of service

10. Select your birth date from the **Date of Birth** drop-downs.

11. Select your **Gender**.

12. Type your phone number in the **Work Phone** and **Ext.** fields.

Note: Use *Numeric Values Only*. Parentheses and hyphens (-) are not allowed.

13. In the **Enterprise Email** field, type your Email ID.

Important: If you have a @mail.mil domain, make sure you have entered a two- or three-letter "persona extension" that corresponds with your status:

‘.mil’ for a service member -or- ‘.civ’ for a civilian employee –or- ‘.ctr’ for a contractor

For example, the email of a civilian employee would look like this: **John.J.Doe.civ@army.mil**.

14. Select the appropriate email domain from the drop-down. (For example, **@army.mil**)

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Personnel Types – Section 3

3. Select personnel type.

Personnel Type *

Confirm Input ►

version 1.003

15

-Select-

-Select-

Active

Contractor

DA Civilian

Local National

MilTech-ARNG

MilTech-USAR

DoD Civilian

State/Local Civilian

TPU-USAR

AGR-ARNG

MDay-ARNG

AGR-USAR

NAF Civilian

15. Select your personnel type from the Personnel Type drop-down.

Note: Additional fields will appear that correspond with the personnel type you have chosen.

16. Complete the additional fields for your personnel type.

If...	Then select...
You are a United States Army active duty Soldier,	Active (01)
You are an Army National Guard (AGR) Soldier who provides full time support,	AGR-ARNG (11)
You are a traditional AGR Soldier who typically attends drill one weekend a month and two weeks per year,	MDay-ARNG (12)
You are a United States Army Reserve (USAR) Soldier who provides full time support,	AGR-USAR (13)
You are a traditional USAR Soldier who typically attends drill one weekend a month and two weeks per year,	TPU-USAR (14)
You participate in an AGR Military Technician program as a civilian during the week and a Soldier on the weekends,	MilTech-ARNG (07)
You participate in a United States Army Reserve Military Technician program as a civilian during the week and a Soldier on the weekends,	MilTech-USAR (08)
You are a citizen of the United States employed by the Department of the Army (DA),	DA Civilian (05)
You are a citizen of the United States employed by the Department of Defense (DoD),	DoD Civilian (09)
You are a citizen of the United States employed by a state or local agency,	State/Local Civilian (10)
You are a Civilian employed by the Department of Defense (DoD), serving in a Non-Appropriated Funds position, including Human Resource management, Physical Fitness, Child Development, Trades and Crafts, Food and Beverage Management, Golf and Bowling, Recreation, Hotels and Lodging positions, as well as a variety of clerical and administrative jobs,	NAF Civilian (15)
You are a contractor in support of Army operations,	Contractor (04)
You are an employee or contractor who is <u>not</u> a United States citizen,	Local National (06)

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Personnel Type: **DA Civilians, DoD Civilians, or State/Local Civilians**

3. Select personnel type.

Personnel Type *	DA Civilian	A
Pay Plan *	WG-Wage Grade	B
Pay Grade *	07	C
Occupational Series Category *	5800 - 5899-Heavy Mobile Equipment Mechanic	D
Occupational Series *	5823-Automotive Mechanic	E

Confirm Input ▶

version 1.002

The following fields are required for DoD Civilians and DA Civilians:

A. Personnel Type

B. Pay Plan

A.GS - General Schedule

B.WG - Wage Grade

C.WL - Wage Leader

D.WS - Wage Supervisor

E.XF - Floating Plant (NS)

F.WB - Other FWS

G.WY - Nav lock/Dam Ops (NS)

H.WU - Electronic/Optical Equip (NS)

I.WR - Electronic/Optical Equip (L)

J.WQ - Electronic/Optical Equip (S)

C. Pay Grade (01-20)

D. Occupational Series Category

E. Occupational Series

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Personnel Type: **NAF Civilians**

3. Select personnel type.

Personnel Type * NAF Civilian ▼

Pay Plan * Blue Collar Worker ▼

Pay Grade 06 ▼

Occupational Series Category 4800 - 4899-General Equipment Maintenance ▼

Occupational Series 4819-Bowling Equipment Repairing ▼

Confirm Input ►

version 1.003

For NAF Civilians, Pay Plan is a required field, while all subsequent fields are optional. Refer to the table below for guidance on the acceptable pay grades and occupational series for each pay plan.

Pay Plan*	Pay Grade	Occ Series Categories
NA - Craft and Trades	01-15	2500 - 9099
NL - Craft and Trades (L)	01-15	2500 - 9099
NS - Craft and Trades (S)	01-19	2500 - 9099
NF - NNSA Pay Band	01-15	0000 - 2299

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Personnel Type: **Contractor**

3. Select personnel type.

Personnel Type *

Contract#:

POC Name:

POC Phone: Ext.:

Numeric Values Only

version 1.002

There are three additional fields for contractors.

A.Contract #

B.POC Name

C.POC Phone and Ext.
(Extension)

Note: These fields are not required to successfully complete registration.

17. Click the “**Confirm Input**” button located at the bottom of the form once you have completed all of the necessary fields.

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Confirmation Screen

18. Confirm that your information is correct.

☒ UIC is valid

CONFIRMATION - GCSS-Army Personnel Registration - EDIPI 1234567890

Please confirm that your information is correct.

UIC
WH53A0

User Information

First Name	Middle Name	Last Name	Suffix
JOHN	WILLIAM	DOE	-

SSN	Date of Birth	Gender
*****2500	11/15/1983	Male

Work Phone	Work Phone Ext.	Enterprise Email
5551231234	1234	john.w.doe2.mil@mail.mil

Branch of Service
Army

Personnel Type
Personnel Type DA Civilian

Pay Plan	Pay Grade	Occupational Series
WG-Wage Grade	08	5823-Automotive Mechanic

1. Push the Edit button to change your information

2. Push the Register button to submit your information.

[◀ Edit](#) [Register ▶](#)

version 1.002

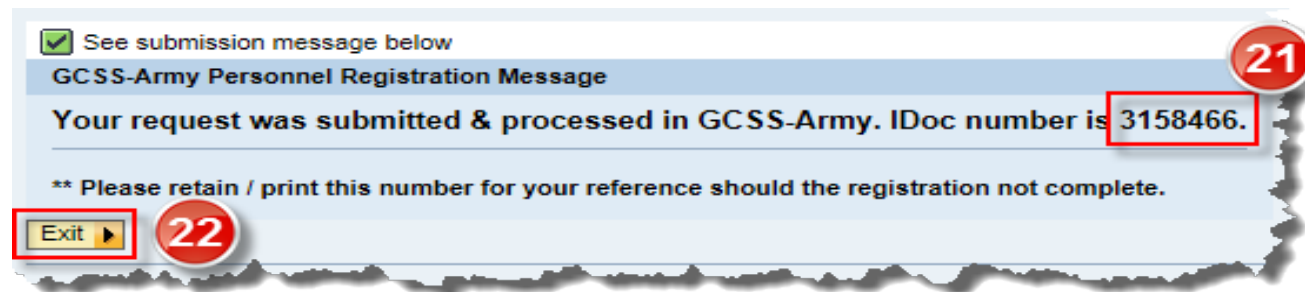
19. If needed, click the **Edit** button to change your information.

20. Click the **Register** button to submit your information.

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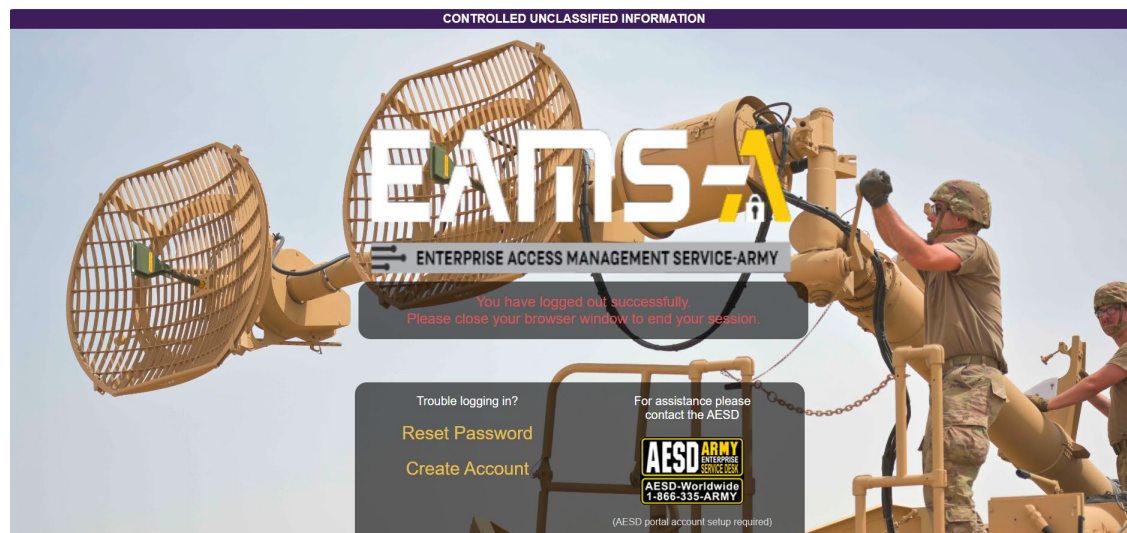
Registration Submission

21. Record and/or print the **IDoc number** and keep it as a reference to confirm your registration.



22. Click the **Exit** button to exit the GCSS- Army Portal.

The **EAMS-A** logout screen appears.



Ask your AA to look at the *Structure/Position Report* to confirm you have been on-boarded in the GCSS-Army system.