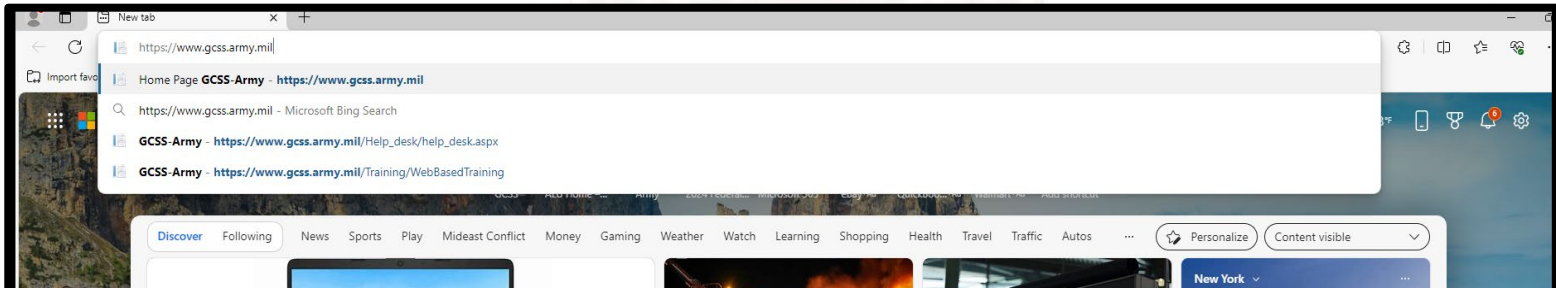


GCSS-Army Self Registering Guide

Mr. Albert Slider
Garrison Master Driver Program Manager
Garrison Safety Office
Fort Johnson, LA.

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.

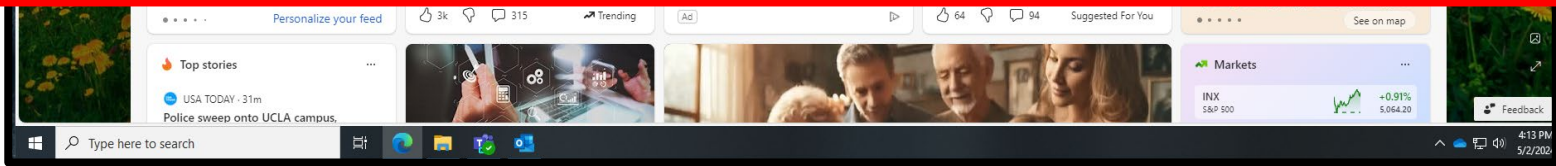
GCSS-Army Self Registering Guide



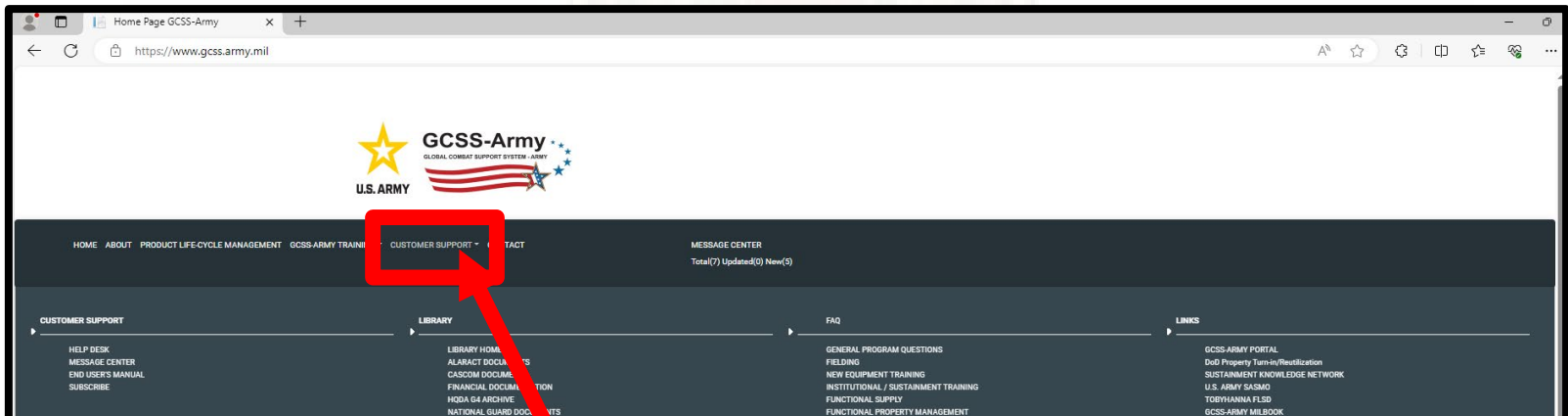
Type this into your web browsers address bar:

<https://www.gcss.army.mil>

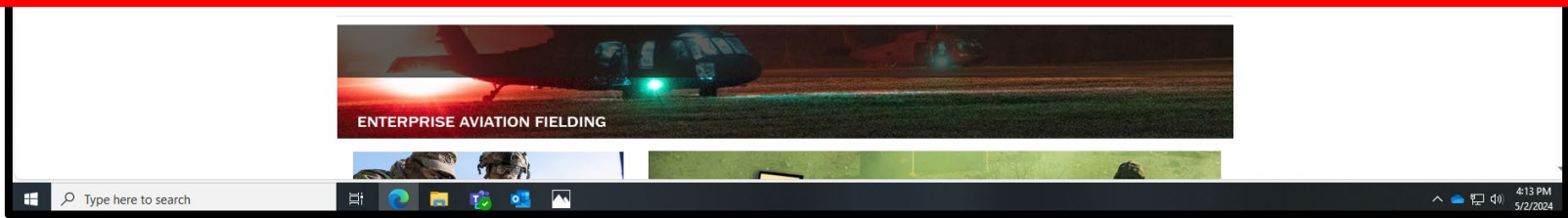
GCSS-Army works best in Microsoft Edge or Google Chrome, **DO NOT USE FIREFOX Mozilla**. The program tends to have a lot of issues if you use Firefox web browser.



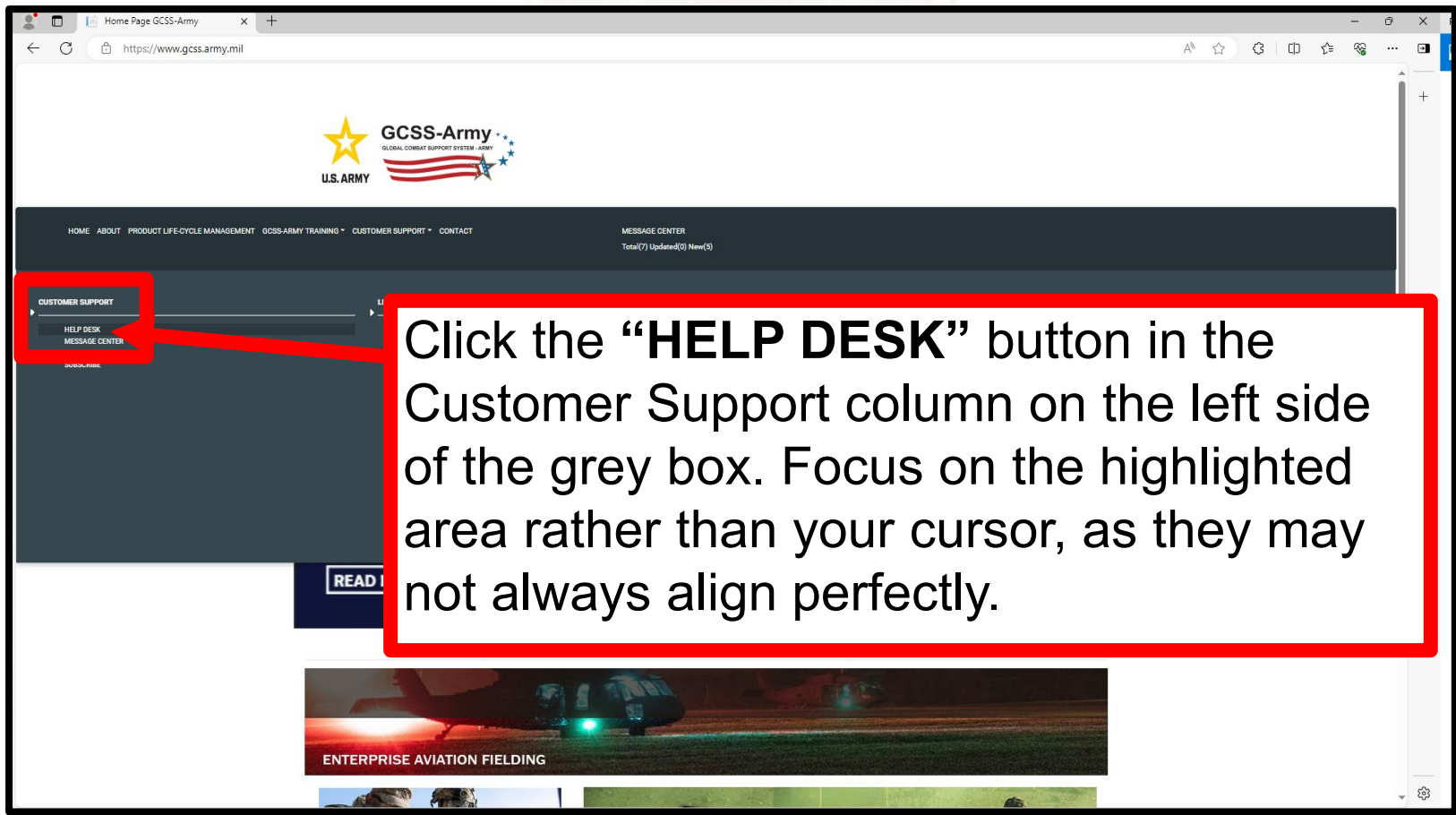
GCSS-Army Self Registering Guide



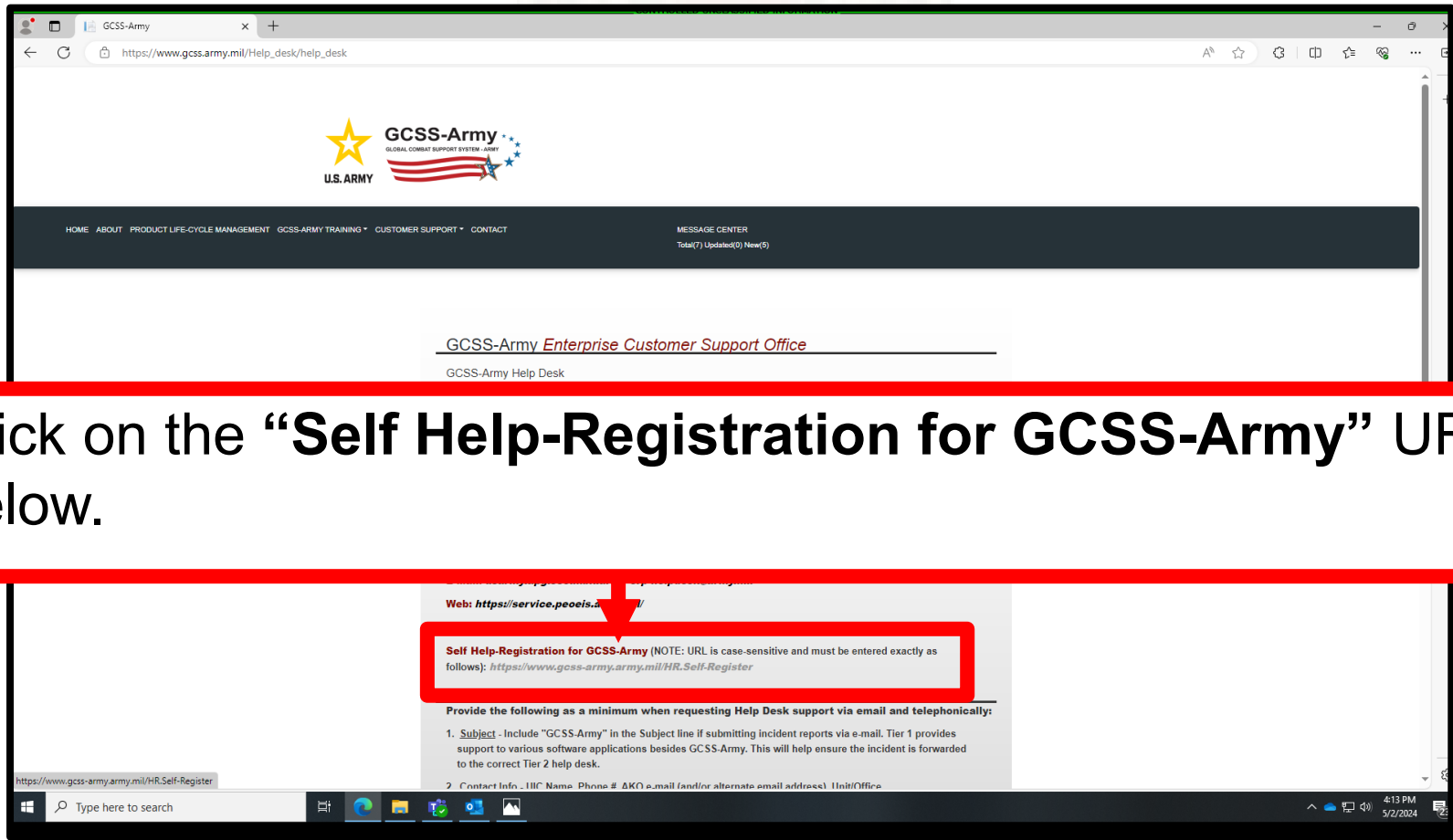
Click on the “**Customer Support**” button listed at the top left inside the dark grey box just under the US Army and GCSS-Army logos.



GCSS-Army Self Registering Guide



GCSS-Army Self Registering Guide



The screenshot shows the GCSS-Army Help Desk website. The browser address bar displays https://www.gcass.army.mil/Help_desk/help_desk. The page header includes the GCSS-Army logo and navigation links: HOME, ABOUT, PRODUCT LIFE-CYCLE MANAGEMENT, GCSS-ARMY TRAINING, CUSTOMER SUPPORT, and CONTACT. A MESSAGE CENTER section shows 'Total(7) Updated(0) New(9)'. The main content area features the text 'GCSS-Army Enterprise Customer Support Office' and 'GCSS-Army Help Desk'. A red box highlights the 'Self Help-Registration for GCSS-Army' link, which is accompanied by a note: '(NOTE: URL is case-sensitive and must be entered exactly as follows): <https://www.gcass-army.army.mil/HR.Self-Register>'. Below this, instructions are provided for requesting help desk support via email and telephonically, including details about subject lines and contact information.

Click on the “**Self Help-Registration for GCSS-Army**” URL below.

Web: <https://service.peoeis.army.mil/>

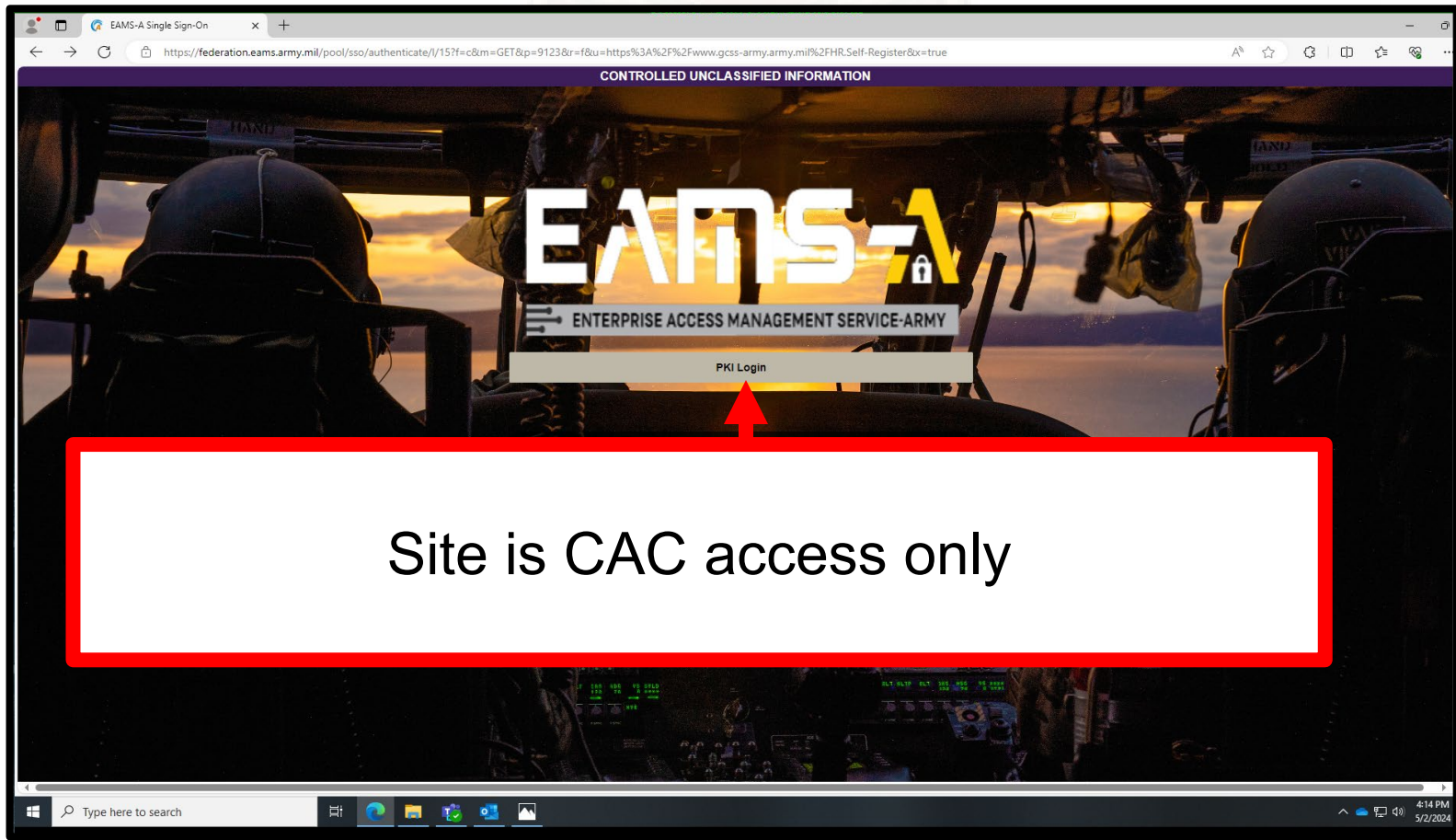
Self Help-Registration for GCSS-Army (NOTE: URL is case-sensitive and must be entered exactly as follows): <https://www.gcass-army.army.mil/HR.Self-Register>

Provide the following as a minimum when requesting Help Desk support via email and telephonically:

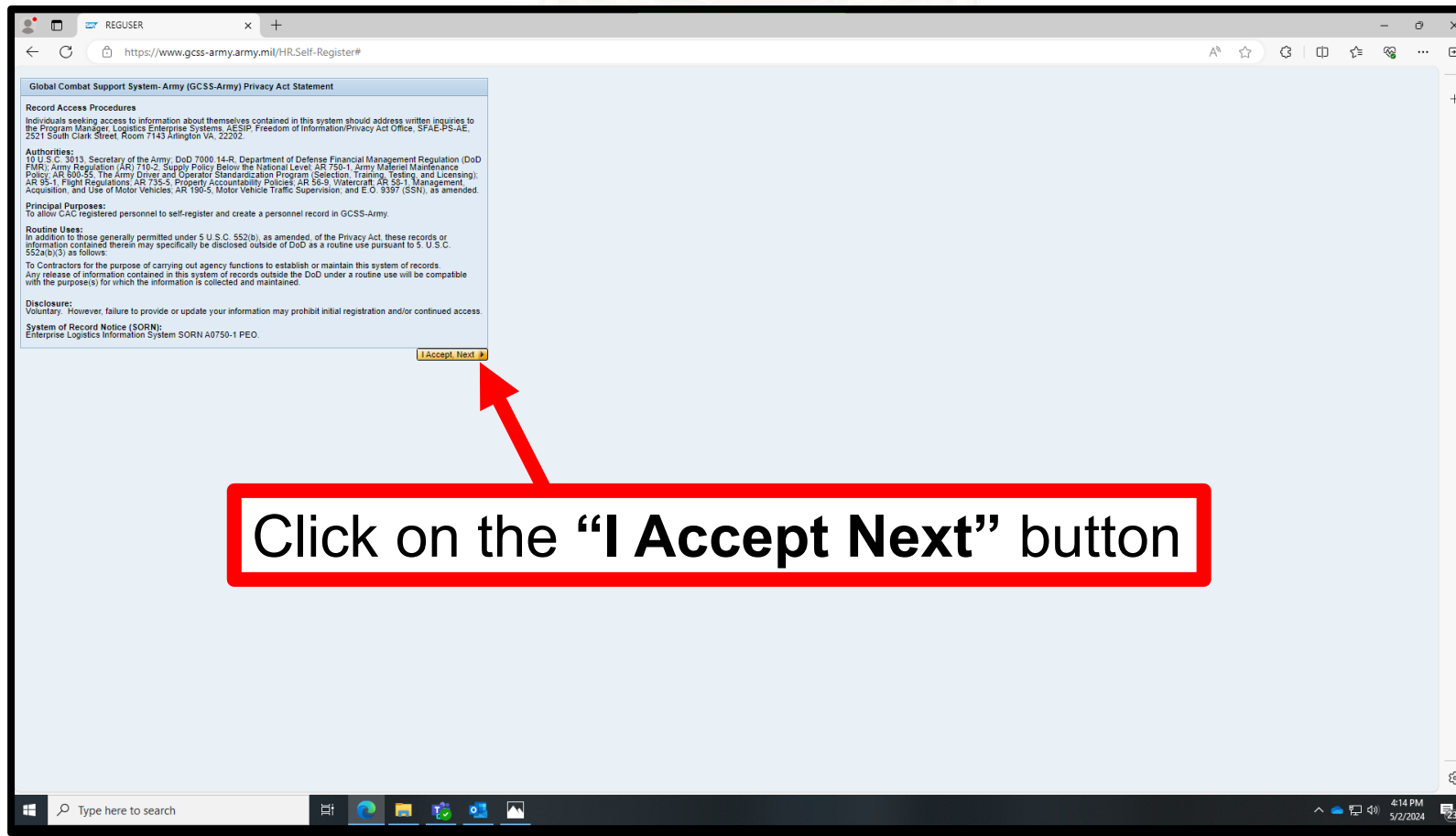
1. **Subject** - Include "GCSS-Army" in the Subject line if submitting incident reports via e-mail. Tier 1 provides support to various software applications besides GCSS-Army. This will help ensure the incident is forwarded to the correct Tier 2 help desk.
2. **Contact Info** - IIC Name, Phone #, DKO e-mail (and/or alternate email address), Unit/Office

<https://www.gcass-army.army.mil/HR.Self-Register>

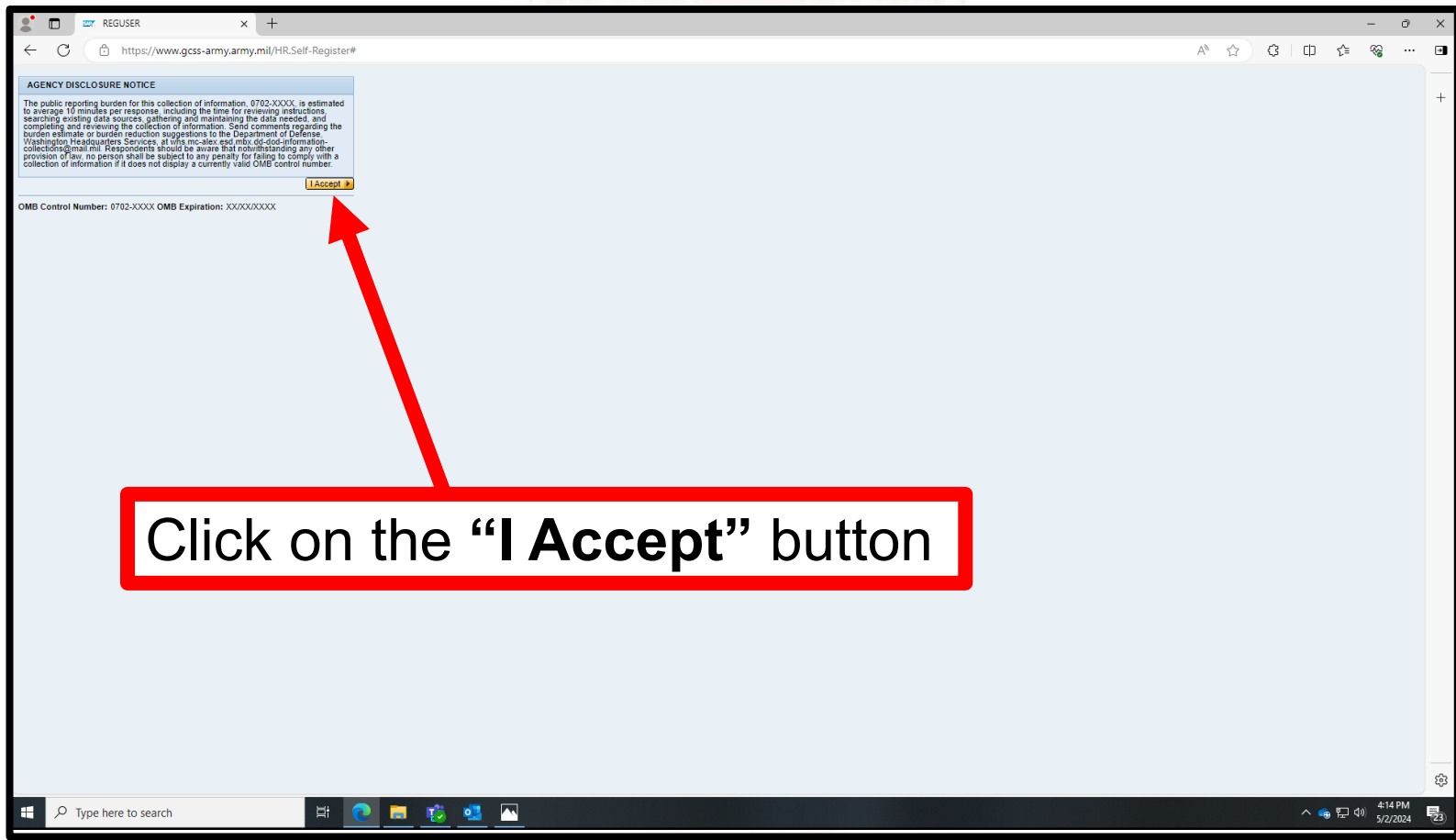
GCSS-Army Self Registering Guide



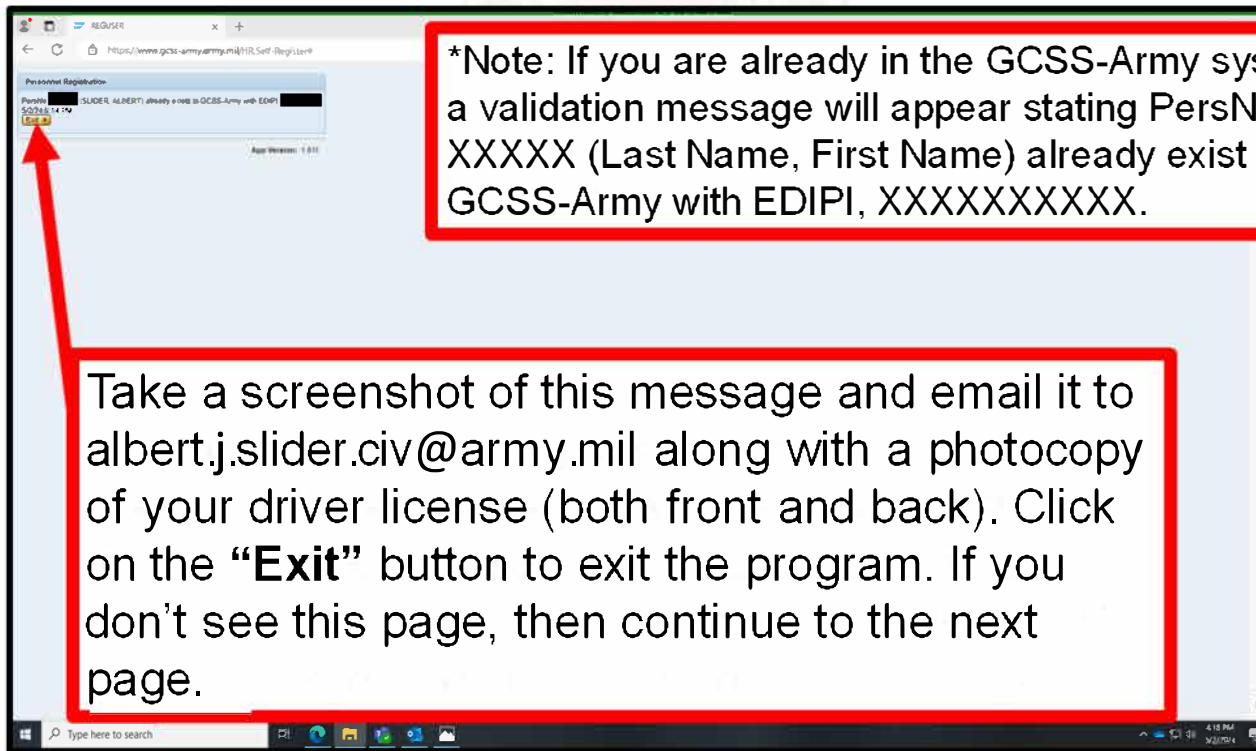
GCSS-Army Self Registering Guide



GCSS-Army Self Registering Guide



GCSS-Army Self Registering Guide



*Note: If you are already in the GCSS-Army system, a validation message will appear stating PersNo. XXXXX (Last Name, First Name) already exist in GCSS-Army with EDIPI, XXXXXXXXXX.

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). Click on the **“Exit”** button to exit the program. If you don't see this page, then continue to the next page.

GCSS-Army Self Registering Guide

The screenshot shows a web form titled "GCSS-Army" with a header "520656". A yellow banner at the top reads: "DO NOT fill out registration form if the UIC is not known to your supervisor to attain your UIC." Below this, the "UIC:*" field contains the text "W0VFAA" and a "UIC Check" button. A red callout box with the text "This is the number zero not the letter 'O'" has an arrow pointing to the '0' in "W0VFAA". Another red callout box with the text "Fill out all the open boxes. The UIC will be 'W0VFAA'. Then click the 'UIC Check' button." has an arrow pointing to the "UIC Check" button. Below the UIC section, the form is titled "1. Fill in user information." and includes fields for "First Name:" (BRIAN), "Middle Name:", "Last Name:" (ELLIOTT), "Suffix:" (-Select-), "SSN/FIN:*" (with three masked input boxes), "SSN/FIN Confirm:*" (with three masked input boxes), "Date of Birth:*" (with a dropdown menu), "Gender:" (with radio buttons for Unspecified, Male, and Female), and "Work Phone:" (with a text input field and an "Ext.:" label). A red callout box with the text "Type your Social Security Number (SSN) or Foreign Identification Number (FIN) in both the SSN/FIN and SSN/FIN Confirm fields." has an arrow pointing to the "SSN/FIN Confirm:*" field. A red callout box with the text "*Note: Type carefully. The values entered in these fields must be identical." is located at the bottom of the form.

GCSS-Army 520656

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

UIC:* W0VFAA UIC Check

1. Fill in user information.

First Name: BRIAN

Middle Name:

Last Name: ELLIOTT

Suffix: -Select-

SSN/FIN:*

SSN/FIN Confirm:*

Date of Birth:*

Gender: ☐ Unspecified ☐ Male ☐ Female

Work Phone: Ext.:

Numeric Values Only

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.

GCSS-Army Self Registering Guide

GCSS-Army Personnel Registration - EDIPI 1015620656

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

UIC:*

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

Last Name:
Suffix:
SSN/FIN:*
SSN/FIN Confirm:*
Date of Birth:*
Gender: ☐ Unspecified ☐ Male ☐ Female
Work Phone: Ext.:
Enterprise Email:*
Email ID Ex. John.Doe.ctr Select domain

Select your Gender.

2. Select branch of service.
Branch of Service:*

3. Select personnel type.
Personnel Type:*

App Version: 1.011

GCSS-Army Self Registering Guide

GCSS-Army Personnel Registration - EDIPI 1015620656

Help Documentation

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

Download Document Description

Work Phone: Type just the numbers no dashes.

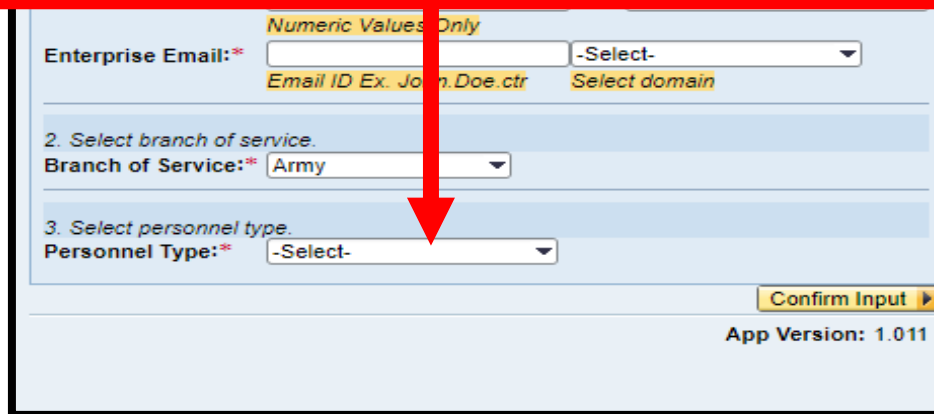
First Name: BRIAN
Middle Name:
Last Name: ELLIOTT
Suffix: -Select-
SSN/FIN:*
SSN/FIN Confirm:*
Date of Birth:*
Gender: ☐ Unspecified ☐ Male ☐ Female
Work Phone: Ext.:
Enterprise Email:*
Numeric Values Only
Email ID Ex. John.Doe.ctr
Select domain
2. Select branch of service.
Branch of Service:* Army
3. Select personnel type.
Personnel Type:* -Select-
Confirm Input
App Version: 1.011

Email: first box is your Enterprise email name.
The second box: use the dropdown box and select @army.mil.

GCSS-Army Self Registering Guide

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

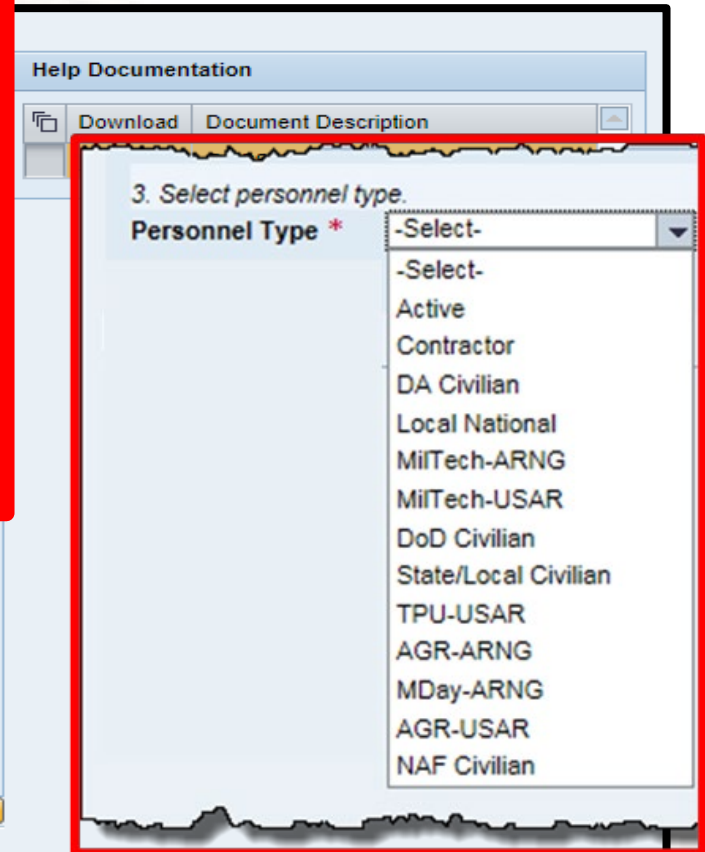
*Note: Additional fields will appear that correspond with the personnel type you have chosen. Complete the additional fields for your personnel type.



The screenshot shows a web form with the following fields:

- Enterprise Email:** A text input field with a dropdown menu set to "-Select-". Below it, a label "Email ID Ex. John.Doe.ctr" and a link "Select domain".
- 2. Select branch of service.** A dropdown menu set to "Army".
- 3. Select personnel type.** A dropdown menu set to "-Select-".

A red arrow points from the text in the red box to the "Personnel Type" dropdown menu. At the bottom right of the form is a "Confirm Input" button. Below the form, it says "App Version: 1.011".



The close-up shows the dropdown menu for "Personnel Type". The menu is open, displaying the following options:

- 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

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 ►

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

A. Personnel Type

B. Pay Plan

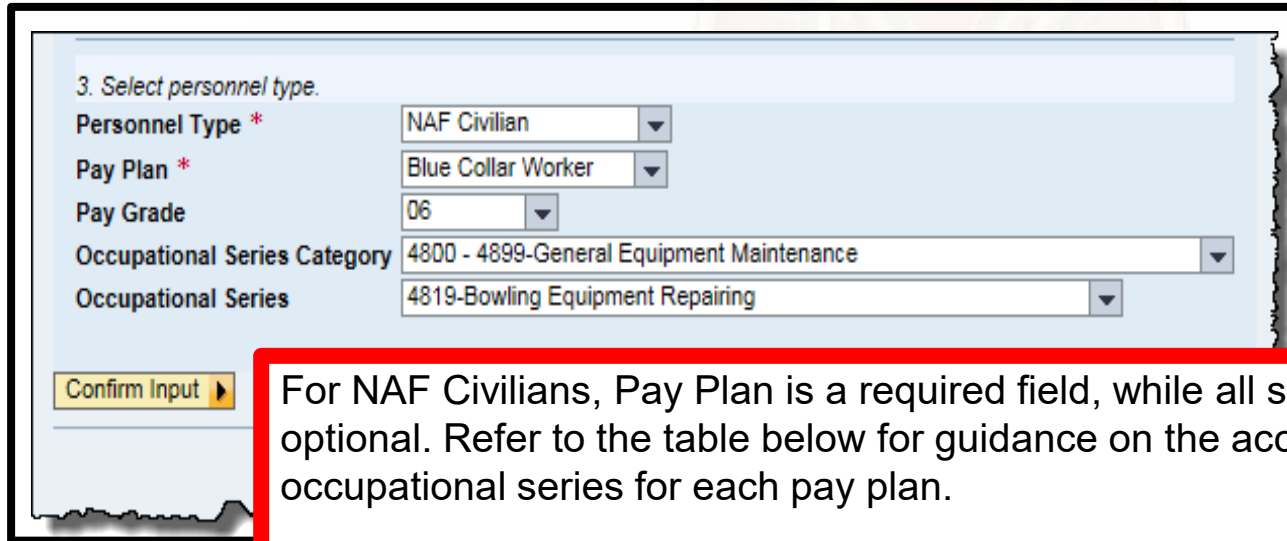
- GS - General Schedule
- WG - Wage Grade
- WL - Wage Leader
- WS - Wage Supervisor
- XF - Floating Plant (NS)
- WB - Other FWS
- WY - Nav lock/Dam Ops (NS)
- WU - Electronic/Optical Equip (NS)
- WR - Electronic/Optical Equip (L)
- WQ - Electronic/Optical Equip (S)

C. Pay Grade (01-20)

D. Occupational Series Category

E. Occupational Series

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

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

Personnel Type: Contractor

3. Select personnel type.

Personnel Type *

Contract#: **A**

POC Name: **B**

POC Phone: Ext.: **C**

Numeric Values Only

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.

GCSS-Army Self Registering Guide

The screenshot shows the 'GCSS-Army Personnel Registration - EDIPI 1015620656' application. A yellow banner at the top states: 'DO NOT fill out registration form if the UIC is not known! Contact your supervisor to attain your UIC.' Below this, the 'UIC:*' field contains 'W0VFAA' and a 'UIC Check' button. The form is divided into three sections: '1. Fill in user information', '2. Select branch of service', and '3. Select personnel type'. In the first section, 'First Name' is 'BRIAN'. In the second section, 'Branch of Service' is 'Army'. In the third section, 'Personnel Type' is '-Select-'. A red callout box with a thick border contains the text: 'When you have completed filling out all the information then click the **“Confirm Input”** button.' A red arrow points from this box to the 'Confirm Input' button at the bottom right of the form. The button is yellow with a right-pointing arrow. At the very bottom, it says 'App Version: 1.011'. On the right side of the screen, there is a 'Help Documentation' section with two links: 'Download Document Description' and 'Download GCSS-Army Self Registration Job Aid'.

Confirmation Screen

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

✓ UIC is valid

CONFIRMATION - GCSS-Army Personnel Registration - EDIPI 1015620656

Please confirm that your information is correct.

UIC:
W0VFAA

User Information

First Name:	Middle Name:	Last Name:	Suffix:
JOHN		DOE	
Date of Birth:	Gender:	SSN:	
1/1/1900	Non-Binary	*****1111	

Work Phone:	Work Phone Ext.:	Enterprise Email:
337531XXXX		john.doe.civ@mail.mil

Branch of Service:
Army

Personnel Type:
Personnel Type DA Civilian

Pay Plan:	Pay Grade:	Occupational Series:
GS - General Schedule XX		0000-Occupational Series

1. Push the Edit button to change your information
2. Push the Register button to submit your information.

[← Edit](#) [Register →](#)

App Version: 1.011

Click the **“Register”** button to submit your information.

GCSS-Army Self Registering Guide

☒ See submission message below

GCSS-Army Personnel Registration Message

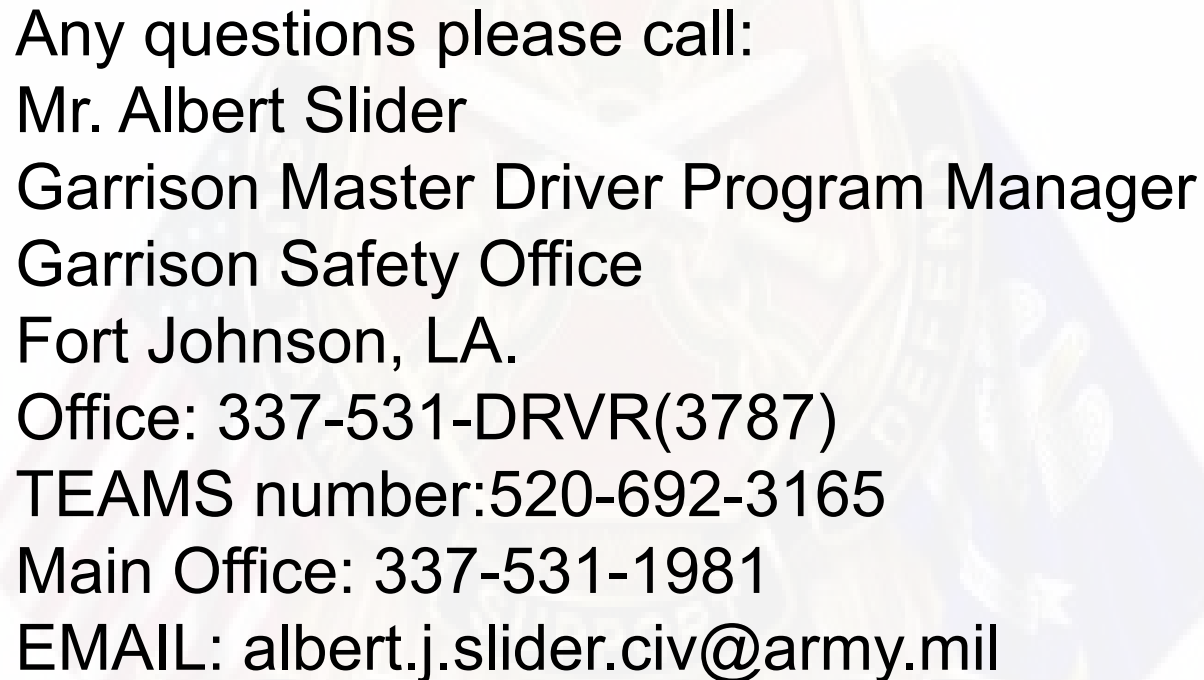
YOUR REQUEST WAS SUBMITTED & PROCESSED IN GCSS-ARMY. IDOC NUMBER IS 990255138.

** Please retain / print this number for your reference should the registration not complete.

Exit

App Version: 1.011

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). Then click the “**Exit**” button to exit the GCSS- Army Portal.



Any questions please call:
Mr. Albert Slider
Garrison Master Driver Program Manager
Garrison Safety Office
Fort Johnson, LA.
Office: 337-531-DRVR(3787)
TEAMS number:520-692-3165
Main Office: 337-531-1981
EMAIL: albert.j.slider.civ@army.mil