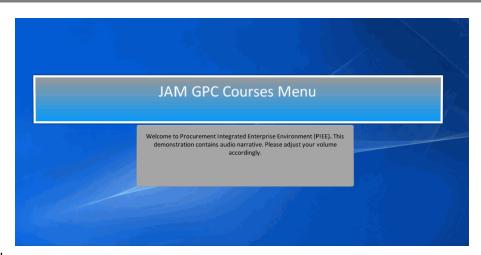
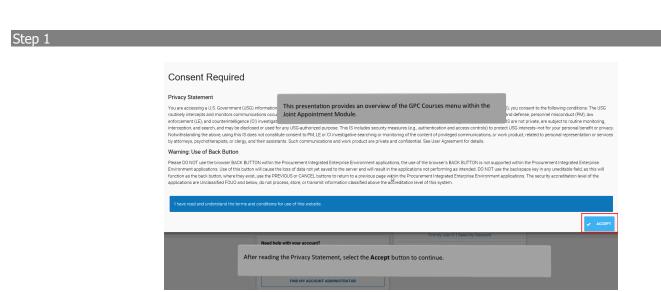
Intro



JAM GPC Courses Menu

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation provides an overview of the GPC Courses menu within the Joint Appointment Module. After reading the Privacy Statement, select the Accept button to continue.

Step 2

	An official website of th	e United States government.	
PIEE Provense I logator Description Environment			VIEW SYSTEM MES
	The GPC Courses menu is availa the JAM application.	ble to GPC PMO users within	
	Log in to your account with a Common Access Card (CAC), Personal Identity Verification (PIV) certificate or User I	D.
	Log in with Certificate	Log in with User ID	
	DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.	User ID	
	LOG IN WITH CAC / PIV	Password	
	Get help with CAC / PIV Login	LOG IN	
	Need help with your account? Your Account Administrator can help you view or edit profile	Find My User ID Reset My Password	
	Your Account Administrator can help you view or eait prohe information, reset a password or certificate, activate or deactivate users, manage group structures, administer location codes, or look up group names.	New to PIEE? Start the registration process. New Federal Customer? See how to get started.	
	FIND MY ACCOUNT.	nortal	

The GPC Courses menu is available to GPC PMO users within the JAM application. Log in to the PIEE portal.

Step 3



Select the JAM application icon.

JAM GPC Course Menu

Step 4

Addref Addref Seale Appenditures Seale Seale<	
CONTROL ON A	er : Kyle Tum
COTI tor Use Galax Select GPC Courses from the Administration dropdown menu.	
Aprila Marage	
5	
Please start by selecting an option from the menu above.	
0 Hite	

Select GPC Courses from the Administration dropdown menu.

Step 5

C Courses									Fib	Hr.	
tem	Course Order	IT T	Course Type	jr.	Course Component		Course Code	Course Description	Course Frequency	Status	Action
Filter	Filter		Filter	*	Filter	~	Filter	Filter	Filter v	Filter v	
1	2	(DoD		DEPT OF DEFENSE (DoD)		CLG0010	DoD 1 (CLG 0010)	2 Years	Active	Edt
l.	3	_							Initial	Inactive	Edit
i .	.4				es page displays the list of all the My Training page and allow				1 Year	Active	Edit
i .	6	GPC	users c	on u	le iviy Training page and allo	ws the GP	C PINO to manage	these courses.	Initial	Active	Edit
	7	1	DoD		DEPT OF DEFENSE (DoD)		DOD-4	DoD 4	Initial	Active	Edit
i.	8	0	DoD		DEPT OF DEFENSE (DoD)		DOD-5	DoD 6	Unknown	Active	Edt
	9		DoD		DEPT OF DEFENSE (DoD)		888888	888888 Course Description	6 Months	Active	Edit
0	10	(DoD		DEPT OF DEFENSE (DoD)		889AAA	889AAA Description DoD	Initial	Active	Edit
12	12	0	DoD		DEPT OF DEFENSE (DoD)		DOD-A	DoD A	2 Years	Active	Edit
13	13	1	DoD		DEPT			DoD B	1 Year	Active	Edit
lowing 1 to 10 of 43 items					For more information,	select the	Help button.		Previous 1	2 3 4	5 N

The GPC Courses page displays the list of all GPC courses that may be made available to GPC users on the My Training page and allows the GPC PMO to manage these courses. For more information, select the Help button.

Step 6

C Courses								
splay 10 🗸 item	15					Fith	er,	
em	Course Order	Course	Course Component	Course Code	11 Course Description 11	Course Frequency 11	Status	Action
ilter	Filter	Filter v	Filter	Filter	Filter	Filter v	Filter v	
	2	DoD	DEPT OF DEFENSE (DoD)	CLG0010	DoD 1 (CLG 0010)	2 Years	Active	Edt
	3	DoD	DEPT OF DEFENSE (DoD)	CLG001	CLG 001	Initial	Inactive	Edt
	4	DoD	DEPT OF DEFENSE (DoD)	CLG006	DoD 2 (CLG 006)	1 Year	Active	Edt
	6	DoD	DEPT OF DEFENSE (DoD)	DOD-3	DoD 3	Initial	Active	Edit
	7					tial	Active	Edit
	8 Column d	lata may be t	oggled in ascending or descending orde	er by selecting the	e applicable column header.	nknown	Active	Edt
	9	000	DEPT OF DEPENSE (000)	808500	eccese Course Description	o Months	Active	Edit
1	10	040	DEPLOE DEFENSE (DoD)	REGADA	889AAA Description DoD	Initial	Active	Edit
	Data within the GP	C Courses ta	ble may be filtered using the Filter field	is and drondown	manus hanaath aach colum	n hondor	Active	Edt
3	Data within the Gr	e courses ta	ble may be intered using the ritter heit	is and dropdown	menus perieatri each colum	in neauer.	Active	Edit
wing 1 to 10 of 43 ite	ms					Previous 1	2 3 4	5 No

Column data may be toggled in ascending or descending order by selecting the applicable column header. Data within the GPC Courses table may be filtered using the Filter fields and dropdown menus beneath each column header.

Step 7

splay 10 🗸 items	Þ					Filter		
tem	Course Order	Course Type IF	Course Component II	Course Code	Course Description	Course Frequency 11	Status	Actio
Filter	Fitter	Filter v	Filter v	Filter	Filter	Filter v	Filter v	
1	2	DoD	DEPT OF DEFENSE (DoD)	CLG0010	DeD 1 (CLG 0010)	2 Years	Active	Ed
l.	3	DoD	DEPT OF DEFENSE (DoD)	CLG001	CLG 001	Initial	inactive	Ed
í.	4	DoD	DEPT OF DEFENSE (DoD)	CLG006	DeD 2 (CLG 006)	1 Year	Active	Ed
i .	6	DoD	DEPT OF DEFENSE (DoD)	DOD-3	DoD 3	Initial	Active	Ed
	7	DoD	DEPT		DoD 4	Initial	Active	Ed
l.	8	DoD	DEPT To edit a course record, select t	he Edit button.	DoD 5	Unknown	Active	Ed
	9	DoD	DEPT OF DEFENSE (000)	000000	888888 Course Description	6 Months	Active	Ed
0	10	DoD	DEPT OF DEFENSE (DoD)	889AAA	889AAA Description DoD	Initial	Active	Ed
2	12	DoD	DEPT OF DEFENSE (DoD)	DOD-A	DoD A	2 Years	Active	Ed
3	13	DoD	DEPT OF DEFENSE (DoD)	DOD-8	DoD B	1 Year	Active	Edi
owing 1 to 10 of 43 items						Previous 1	2 3 4	5 1

To edit a course record, select the Edit button.

JAM GPC Course Menu

Edit GPC Course	The Edit GPC Course page is displayed. The Course Description and Course Frequency may be edited as needed
Insert Break Point	
Course Order *	A GPC course may be activated or inactivated using the Status dropdown menu.
2	
Course Type	
DoD	Select the Update button to save all changes.
Component	
DEPT OF DEFENSE (Do Course Code	0D)
CLG0010	
ourse Description *	
DoD 1 (CLG 0010)	
ourse Frequency *	
TWO_YEARS	
tus *	
ctive	

The Edit GPC Course page is displayed. The Course Description and Course Frequency may be edited as needed. A GPC course may be activated or inactivated using the Status dropdown menu. Select the Update button to save all changes.

Step 9

splay 10 v Rems				To add a new GPC Course,	select th	e Add button.		Fito	HC	
tem	Course Order	Course Type	If	Course Component	,II	Course Code	Course Description	Course Frequency 1	Status	Actio
Filter	Filter	Filter	v	Filter	~	Filter	Filter	Filter v	Filter v	
2	2	DoD		DEPT OF DEFENSE (DoD)		CLG0010	DoD 1 (CLG 0010)	2 Years	Active	Edit
3	3	DoD		DEPT OF DEFENSE (DoD)		CLG001	CLG 001	Initial	Inactive	Edi
4	4	DoD		DEPT OF DEFENSE (DoD)		CLG006	DoD 2 (CLG 006)	1 Year	Active	Ed
5	6	DoD		DEPT OF DEFENSE (DoD)		DOD-3	DoD 3	Initial	Active	Edi
7	7	DoD		DEPT OF DEFENSE (DoD)		DOD-4	DoD 4	Initial	Active	Ed
3	8	DoD		DEPT OF DEFENSE (DoD)		DOD-5	DoD 6	Unknown	Active	Ed
	9	DoD		DEPT OF DEFENSE (DoD)		688888	888888 Course Description	6 Months	Active	Ed
10	10	DoD		DEPT OF DEFENSE (DoD)		AAA888	889AAA Description DoD	Initial	Active	Ed
12	12	DoD		DEPT OF DEFENSE (DoD)		DOD-A	DoD A	2 Years	Active	Edit
3	13	DoD		DEPT OF DEFENSE (DoD)		DOD-B	DoD B	1 Year	Active	Edi
howing 1 to 10 of 43 items								Previous 1	2 3 4	5 1

To add a new GPC Course, select the Add button.

JAM GPC Course Menu

Step 10

Add GPC Course		
	The Add GPC Course page is displayed. Complete all required fields.	
Insert Break Point		
Course Order *		
Course Type *	To add a break point, select the Insert Break Point checkbox.	
- Select -		~
Component *		
- Select -		~
Course Code *		
Course Description *		
Course Frequency *		
- Select -		~
Status *		
- Select -		~
🖸 Add 🧭 Cancel 🚯 Help		
🗹 Add 🖉 Cancel 🚯 Help		

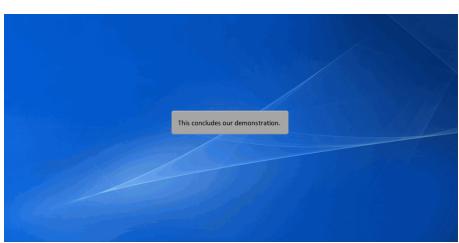
The Add GPC Course page is displayed. Complete all required fields. To add a break point, select the Insert Break Point checkbox.

Step 11

Add GPC Course		_						
Insert Break Point		If adding a break	point to the course r	ecord, the Break I	Point Name field wi	ll be displayed.		
Course Order *	When fini	ished adding GPC c	ourse information, s	elect the Add butt	on to save the reco	rd to the GPC Cour	ses table.	
Course Type *								
- Select -								~
Component *								
- Select -								~
Break Point Name *								
- Select -								~
🕑 Add 🖉 Cane	icel 🚯 Hi	lelp						

If adding a break point to the course record, the Break Point Name field will be displayed. When finished adding GPC course information, select the Add button to save the record to the GPC Courses table.

End



This concludes our demonstration.