

## Instructions for Accessing GSA GWACs Training

The GSA Learning Center in the [Center for Acquisition Excellence](#) contains the link to the online training "Governmentwide Acquisition Contracts (GWACs) Overview." A login ID and password are required for access.

To create an account for a new user:

1. On the Center for Acquisition Excellence login website <https://cae.gsa.gov> click on "Create New Account" -- the second link along the bottom of the login box.
2. On the "Create New Account" screen, create a User ID and Password and enter user information. Fields with an \* are required. In addition to the fields marked with an \*, also enter data into the "State" field.
3. When user information is completed, click "Next" at the bottom of the screen to go to the "Manager" screen.
4. On the "Manager" screen, enter the name of your manager and click "Search." If the name of your manager appears, click the box next to the manager's name and click "Next." If the name of your manager does not appear, click the check box on the screen indicating that you are unable to select a manager's name. (A manager's name is not required.) Click "Next" to go to the "Organization" screen.
5. On the "Organization" screen, select "Dept. of Treasury." Click "Create" to go to the Center for Acquisition Excellence" screen.
6. On the "Center for Acquisition Excellence" screen, click on "Learning Center" – bottom left side of the screen.
7. On the "Learning Center" screen, click on "Course Catalog" – upper left side of the screen.
8. On the "Course Catalog" screen, enter "GWAC" in the "Search Text" field and click on "Search."
9. The Search yields four records. Click on the third item – "Governmentwide Acquisition Contracts (GWACs) Overview" to go to the screen with the four training modules.
10. Click on and complete each module. After completion of the four modules, click on the "Certificate" link to access the completion certificate for the training.

If you already have a Center for Acquisition Excellence account, enter your login ID and password on the login website <https://cae.gsa.gov> and complete steps 6 through 10.