

HAMPTON ROADS NROTC 2008-2009 GMT COMPLETION GUIDANCE

Purpose: The Purpose of this document is to inform and instruct all members of HRNROTC on the proper procedure for completing the required Fall 2008- Spring 2009 GMT.

Instructions: This school year training will be completely conducted using the NKO online web site. Due dates as well as the list of courses is available in the Training section of the web site. The GMT courses and schedule is located in the 2008-2009 GMT course link, it is an excel sheet.

1. Go to the Battalion web site; <https://www.odu.edu/ao/hrnrotc/index.htm>.
2. Click the Training option in the menu on the left, it is under students.
3. Open a new window, and click on the NKO link.
4. In the original window still on the training web site open the Fall 2008-Spring 2009 GMT Courses and Due Dates link.
5. Bring back the window linked to the NKO website and log in, if you do not have a log in follow the instructions and create one.
6. Once you have logged in; look at the right side of the screen and you will see a column entitled Learning, click on the Navy e-learning link under that column.
7. Once the site has opened you will find a menu column on the right hand side entitled Content, under it is a link to Advanced Search, click on the Advanced Search link.
8. Bring up the window, without closing the NKO one, that had the excel sheet with the course numbers on it. Copy the course number and paste it into the advanced search box area for course number.
9. Once the search brings up the course click on the course. Once the course brief opens click on enroll, begin the course.
10. Once the course is completed print the page that pops up showing your certificate of completion.
11. Hand the course completion to your respective company.

Completion: Each company will ensure that all of their members complete the training and hand it in to their respective commanding officer for verification of completion.

Commanding officers will ensure that each member of their companies have completed the work and verify that each GMT has been completed no earlier than August 1st of this fiscal year. The training Officer will provide checklists to all commanding officers to ensure that they can accurately account for each personnel. These checklists will be returned to the training officer at the end of each semester.

Any delays in training or questions about training should be forwarded to the training officer, OC Andrew Spilsbury at aspil003@odu.edu.