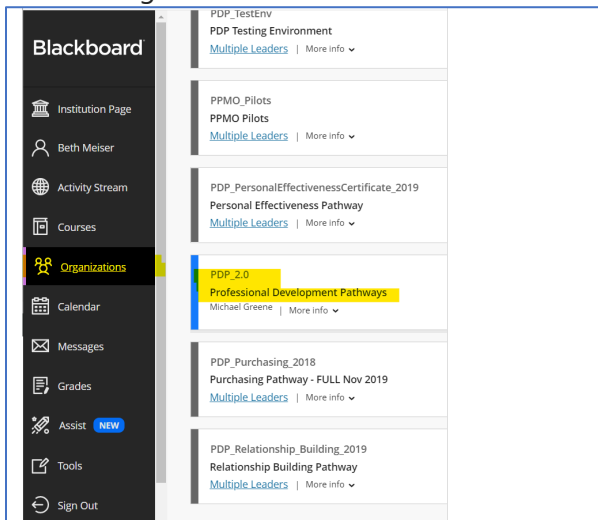


Accessing Payment Card Training

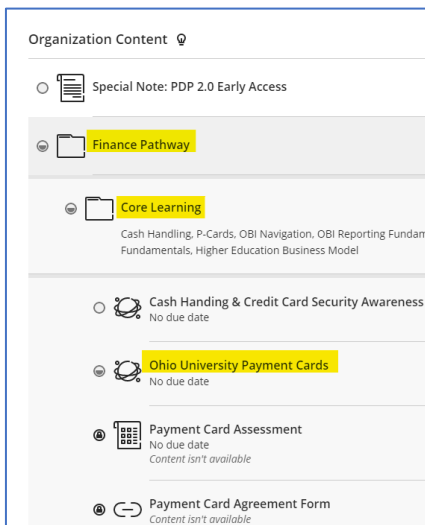
No registration or wait times necessary for this training—all employees are pre-enrolled in this training module and can begin right away.

Simply follow these steps to access the eLearning module:

1. Log into Blackboard (<https://blackboard.ohio.edu/>)
2. Click on Organizations and then select Professional Development Pathways



3. Click on Finance Pathway > Core Learning > Ohio University Payment Cards

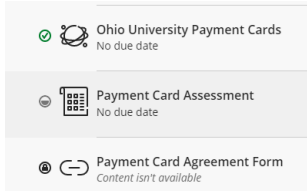


You will notice that when this screen is displayed, you can select Ohio University Payment Cards, but the options for Payment Card Assessment and Payment Card Agreement Form are locked.

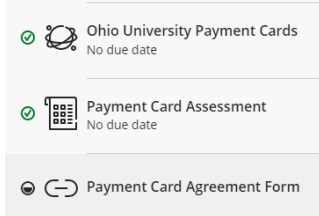
All materials and links referenced in the course, are available on the Payment Card site: www.ohio.edu/finance/pcard

4. Once you've completed the module, you'll have access to the assessment found immediately below.

Accessing Payment Card Training



5. Once you've completed the assessment with a minimum score of 80%, you'll have access to the agreement form found immediately below.



6. You will need to complete the course, the assessment, and the card agreement form, before you can pick up your Pcard.

Referring to the Training

If you want to go back and refer to the training again, you are able to do so. When you select the option for the training after you finished the course, it will display a panel where you can select "Start Attempt X" at the bottom of the screen to restart the course.

The screenshot shows the 'Professional Development Pathways' interface. The main content area displays 'Organization Content' with a list of items: 'Special Note: PDP 2.0 Early Access', 'Finance Pathway', 'Core Learning' (with sub-items: 'Cash Handling, P-Cards, OBI Navigation, OBI Reporting Fundamentals, Higher Education Business Model'), 'Cash Handling & Credit Card Security Awareness' (No due date), 'Ohio University Payment Cards' (No due date), 'Payment Card Assessment' (No due date), and 'Payment Card Agreement Form'. A right-hand panel titled 'Ohio University Payment Cards' shows 'Details & Information' (Assessment due date: No due date; Attempts: Unlimited | 1 submitted) and 'Grading' (Your Grade: Grade is based on the last attempt with a grade. Complete). At the bottom of the panel is a 'Start attempt 2' button.