

# Instructions for Web-Based Training Login

Anyone who wishes to be issued a PCard after March 1, 2005 will need to take the Web-Based PCard Training immediately. All existing cardholders are required to complete the training every two years, in order to meet the state's requirement for biennial training. To begin, you will need to contact the MU PCard Coordinator at x-62212 in order to create an individual login account which will be used to identify you and track your progress through completion of the required training program.

1. **Website link:** <http://www.wvu.edu/~finance/ets/login.cfm>  
(Copy and paste) You should save this website to your favorites list on your first visit.

2. **First Page:** Please contact the MU PCard Coordinator at x-62212 to have your login information created.

3. **Navigation Page:** After successfully logging into the training program, you will arrive at the "Navigation Page". "Windows Media Player 7" or higher is required for the training. This is necessary to view the video portion of the training. Contact technical support if you need help determining your computers capabilities. Review the menu choices on the left of your screen and become familiar with them. To begin your training, select "Training Status".

4. **P-Card Training Courses:** All MU and MCTC cardholders, having selected "**Higher Ed**", will be directed to a course specifically designed for Higher Education. The Cardholder and

Ethics Quizzes must be completed to be eligible to apply for a Purchase Card.

All training units may be reviewed as many times as needed before taking the certification quiz. You must review the "**Ethics**" Training units before taking the quiz. As each unit is completed, you will return to the course menu to make your next selection.

**5. Quiz:** Once the quiz has been taken and submitted for grading, you will see your quiz results. You will see the questions answered correctly, and those answered incorrectly as well. A score of 80% or better is required in order to pass the quiz. (No more than four (4) incorrect answers are allowed.) You may take the quiz two (2) times in order to pass and receive certification. Should you fail to pass the quiz on their second attempt, you will be contacted by the agency coordinator to schedule training.

**6. Certification:** Upon successful completion of the quiz, you will be prompted to print a certificate from the training program. This will certify completion of the training program and a passing grade on the quiz. A copy of this certificate must be included with the application materials sent to Melanie Gallaher to request the issuance of a P-card in your name. If you are taking the training as a refresher course, you will need to submit a copy of the certificate to be placed in your file, as proof of completing the biennial training requirement.

**7. MU Policies and Procedures:** Marshall University Purchasing Policies and Procedures must be followed when using the purchase card, and may result in restrictions beyond those stated on the State Purchasing Card website. All Marshall University policies and procedures can be found on the University Purchasing Office Website at: <http://www.marshall.edu/purchasing>. The state policies can be found at: <http://www.wvsao.gov/pcard/forms/PCardPPManual2006.pdf>.

One of the specific differences is between the travel policy discussed in the online training and the policy at MU. All travel-related expenses may be placed on the PCard with the exception of food and fuel. Prior to travel charges being made, a Travel Authorization/Direct Bill Form will need to be submitted to the Controller's Office. These forms will need to be marked to clearly indicate that charges are being made to the PCard, and on whose PCard the charges are being made. All Marshall University Travel policies apply to the charges made on the PCard. Please refer to the travel policies and procedures for information regarding when comparison rates must be submitted.

Please remember that association dues and membership fees cannot be paid for with the PCard. Due to the need for prior approval, they must be submitted to the Marshall University Controller's Office for approval and payment.

**This will conclude your PCard Training Program!**