ГССТ	-lorida State College	MYFSCJ FLU	ID CHANGES
FSC	Florida State College at Jacksonville	Document	How to Register for Finance and Purchasing Training
		Publish Date	4/1/2021
Overview	This is a quick reference guid	de that demonstra	ates how to enroll for Finance & Purchasing Training.
Target Audience	Staff & Managers		
Office	Finance & Purchasing		
Contact(s)	purchasing@fscj.edu ; pcards	<u>s@fscj.edu</u> ; <u>finan</u>	<u>cesecurity@fscj.edu</u>

How to Register for Finance and Purchasing Training

This course has enabled open enrollment. Staff can self-enroll in the course here.

FSCJ Florida State College at Jacksonville	Enroll in Finance and Pu	urchasing Training	5	
	You are already enrolled in Finance and Pu	rchasing Training.		
Account	First time enrolling, please click on this link, then click on the Finance and Purchasing Training course.	Go to your Dashboard	Go to the Course	
Dashboard		If already enrolled, as this screen- shot show, click on this "Go to the Course"		

1. Click on the course "Finance and Purchasing Training".



2. Chose the module needed and click on the expand arrow.

	Expand All View Progress	+ Mod	ule
" • Information		•	:
^{III} P Card & Purchasing Guidelines Training		•	E
* Purchasing Guidelines and Requisit	ion Training	0	E
[∥] , Budget Manager Training		•	E
" Budget Training		•	:

3. Read all of the modules within the training, then take the test.

E Purchasing Guidelines and Requisition Training Instructions			Ø	÷
! <i>О</i> в	Budget Training.pdf	Read the modules	0	÷
: Ø F	How to Write A Requisition.pdf	then take the test.	0	÷
: Ø N	Nanaging Requisitions.pdf		ø	:
Purchasing Guidelines Powerpoint Nov 2020.pdf		0	÷	

- 4. To be able to gain security access one must receive a score of 90% or higher. Once the passing score has been achieved, email the following place per the type of training taken:
 - a. For access to P-Cards email pcards@fscj.edu
 - b. For access to write a Requisition email purchasing@fscj.edu
 - c. For access to budgets or to write a department voucher email financesecurity@fscj.edu
- 5. Process Completed.