

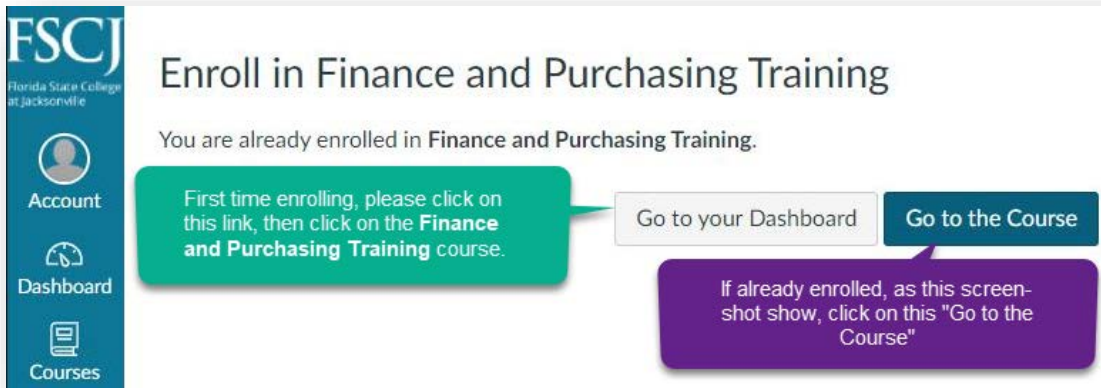
MYFSCJ FLUID CHANGES

Document	How to Register for Finance and Purchasing Training
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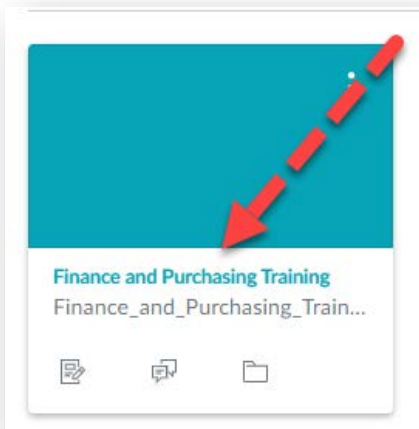
Overview	This is a quick reference guide that demonstrates how to enroll for Finance & Purchasing Training.
Target Audience	Staff & Managers
Office	Finance & Purchasing
Contact(s)	purchasing@fscj.edu ; pcards@fscj.edu ; financesecurity@fscj.edu

How to Register for Finance and Purchasing Training

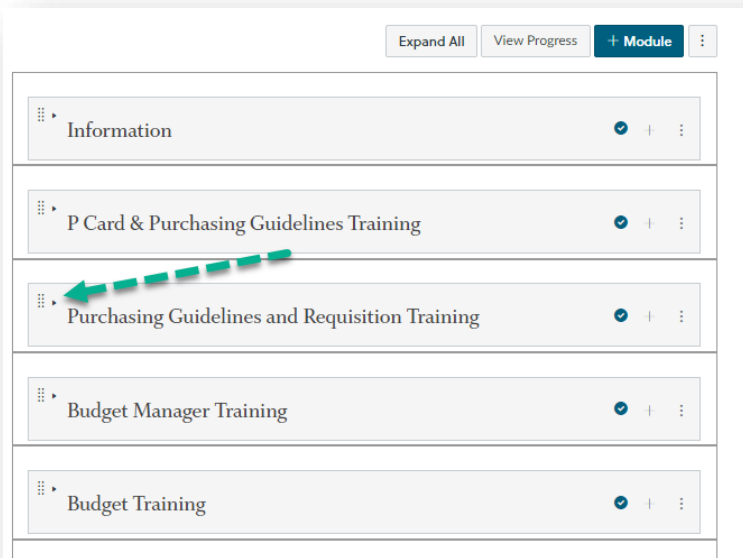
This course has enabled open enrollment. Staff can self-enroll in the course [here](#).



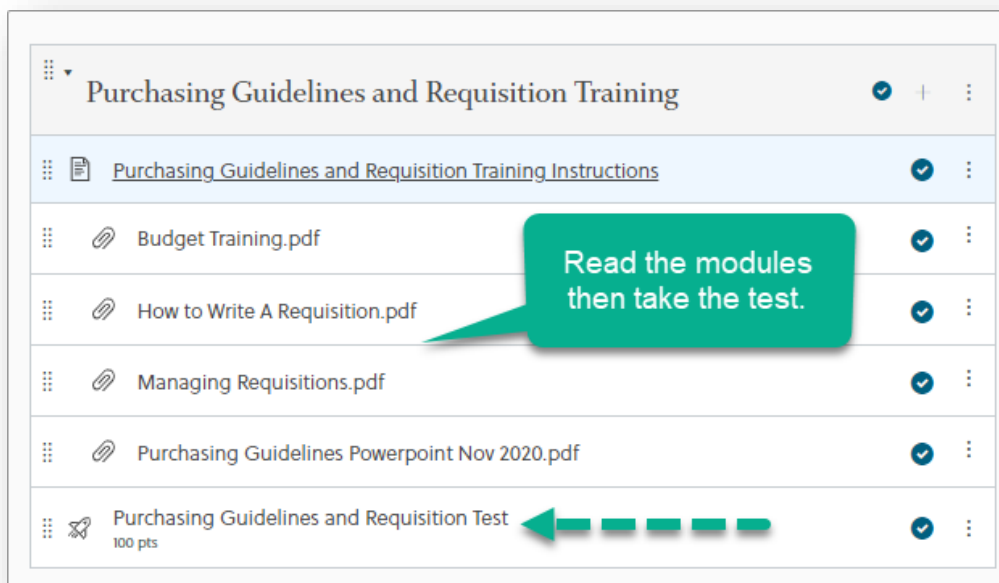
1. Click on the course "Finance and Purchasing Training".



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



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



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.**