

Enrolling in the Purchasing Card Blackboard Site

Overview

1. Enroll in the Purchasing Card Program Organization
2. Navigate the Purchasing Card Blackboard Site

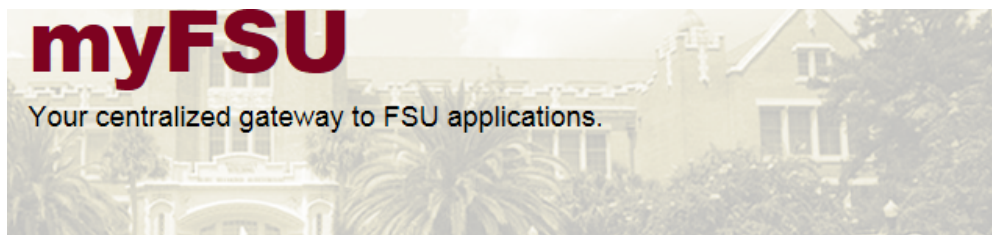
Purpose

To enroll proxies in the Purchasing Card blackboard site to gain access to reconciliation forms and job aids pertaining to proxy duties.

Navigation

Sign in to myFSU:

[myFSU Login Page](#)



Announcements

08/27 - RESOLVED: Interactive Voice Response (IVR)
The Interactive Voice Response (IVR) system has been restored. Information Technology Services (ITS) has resolved the issue, and IVR is now functioning as normal. Thank you for your patience. We apol...

08/31 - INCIDENT: myFSU portal
Information Technology Services (ITS) has received reports of the following service disruption: Service(s): myFSU portal
Details: Users may experience slow response times when accessing the 'Faculty...

08/28 - RESOLVED: myFSU portlets
myFSU portlets have been restored. Information Technology Services (ITS) has resolved the issue, and myFSU is now functioning as normal. Thank you for your

myFSU Login

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Please click the button below to refresh the page and present the login form.

LOGIN

Username (FSUID):

Password: **LOGIN**

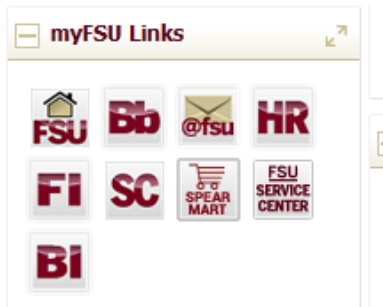
By signing in you accept our [Terms Of Use](#)



Procedure

Step 1 – Click the Bb icon to get into Blackboard

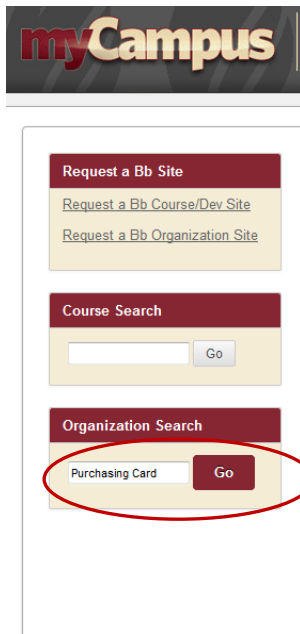
A. Log into Blackboard



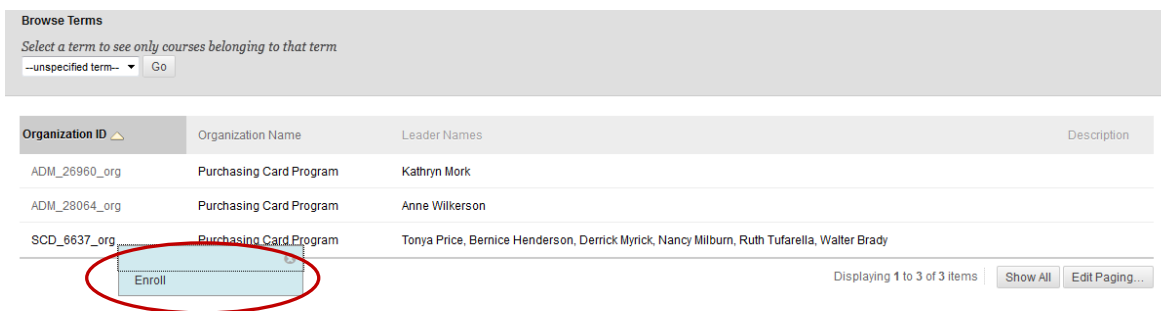
B. Click on the “Organizations” tab



C. Use the Organization Search box on the left side of the screen to search for “Purchasing Card”. Click “Go”.



D. Confirm that the organization “Purchasing Card Program” comes up and click on the drop down next to the organization ID. Click “Enroll”



E. Click on “Submit”

Self Enrollment

Cancel Submit

1. Enroll in Organization: Purchasing Card Program (SCD_6637_org)

Instructor: Tonya Price, Bernice Henderson, Derrick Myrick, Ruth Tutarella, Walter Brady, Nancy Mibum

Description:

Categories: Education/Higher Education

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

F. You will get a page stating “Action Successful”, then click “OK” to confirm Self Enrollment.

Step 2 – Navigate the Purchasing Card Blackboard Site

- A. Notice the “Announcements” section (see item 1). Important messages from the P-Card department will be displayed in this section.
- B. Notice the menu options on the left (see item 2)
- 1) Recon Forms – Archive of reconciliation forms
 - 2) Faxes Pending – Detailed listing of faxes pending to be sent by departments
 - 3) Account Codes – Document used to search for appropriate account codes easily
 - 4) Training Class – Training material from the proxy class

Purchasing Card Information

Announcements

Create Announcement

New announcements appear below this line

Online P-Card Training

Posted on: Tuesday, March 3, 2015 8:21 AM EST

Proxy Training

All new Proxies must take the training and pass a test prior to being assigned the FSU_PO_PCARD_PROXY security role on-line course. OMNI tutorials and test take approximately 1-2 hours to complete and is offered 24/7 through Blackboard. P-proxies taking the training as detailed below, a P-Card Proxy Application (<http://procurement.fsu.edu/Forms>) must be completed and approved by Procurement Services prior to entering an eORR request for the FSU_PO_PCARD_PROXY role and prior to completing training.

To register for the proxy class, first log in to OMNI(omni.fsu.edu) and navigate to: Human Resources 9.0 > Self Service > Learning Development > Request Training Enrollment > Search by Course Number (BTPCD1) > Session 2000.

