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
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”

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