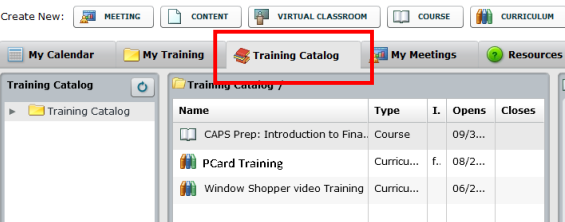
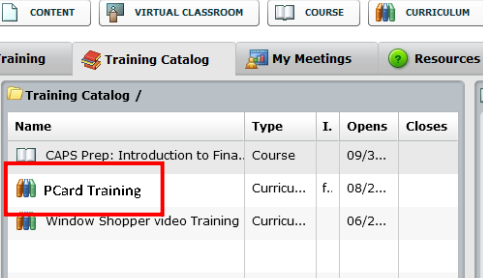
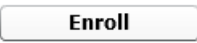
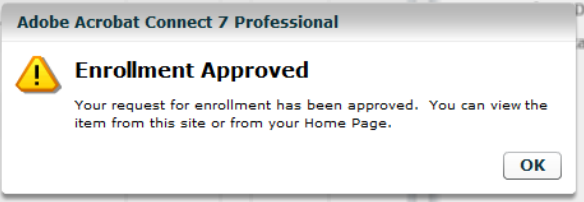

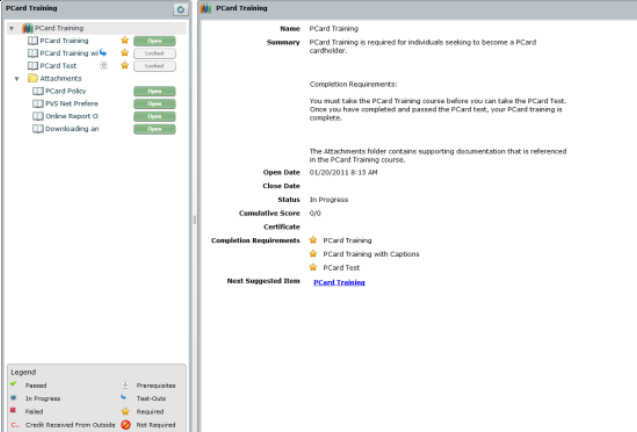
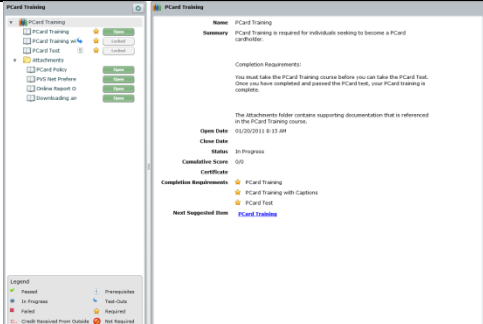
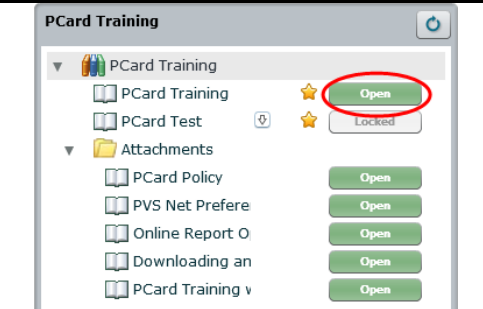
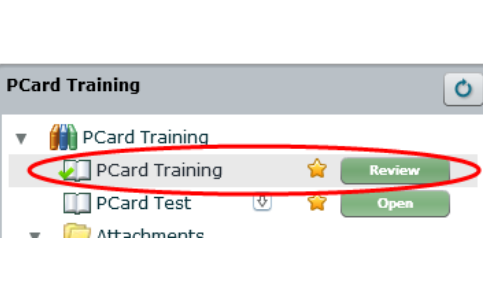


PCard Training

The PCard, or Procurement Card, is administered by Procurement and Distribution Services. One of the requirements for being given a PCard is to complete the online PCard Training class. Use these directions to access PCard Training in Adobe Connect.

1.	Log in to connect.case.edu with your CWRU Network ID and password.	
2.	Click on the <u>Training Catalog</u> tab if it is not already active.	
3.	Click on the <i>PCard Training</i> curriculum.	
4.	Click the Enroll button.	
5.	The “Enrollment Approved” message appears. Click the OK button	
6.	Click the View button to see the <i>PCard Training</i> curriculum.	
7.	A new window appears containing the <i>PCard Training</i> curriculum. The user can now begin taking courses.	

Once you have enrolled in PCard training, use these directions to take the classes.

1.	<p>If you are not already signed in to Adobe Connect, go to connect.case.edu/pcard and sign in with your CWRU Network ID and password.</p>	
2.	<p>The <i>PCard Training</i> curriculum appears.</p>	
3.	<p>Courses with a star are required. The Open button will show what courses are available to you. Click the Open button to open the <i>PCard Training</i> course.</p>	
4.	<p>When you have finished the <i>PCard Training</i> course, close the window in which it appeared. A green checkmark will appear on the course name. The Open button changes to the Review button. You can click on the Review button to open the course and take it as many times as you desire.</p>	
5.	<p>After the <i>PCard Training</i> is complete, the <i>PCard Test</i> opens. Click the Open button to view and take the <i>PCard Test</i> course.</p>	