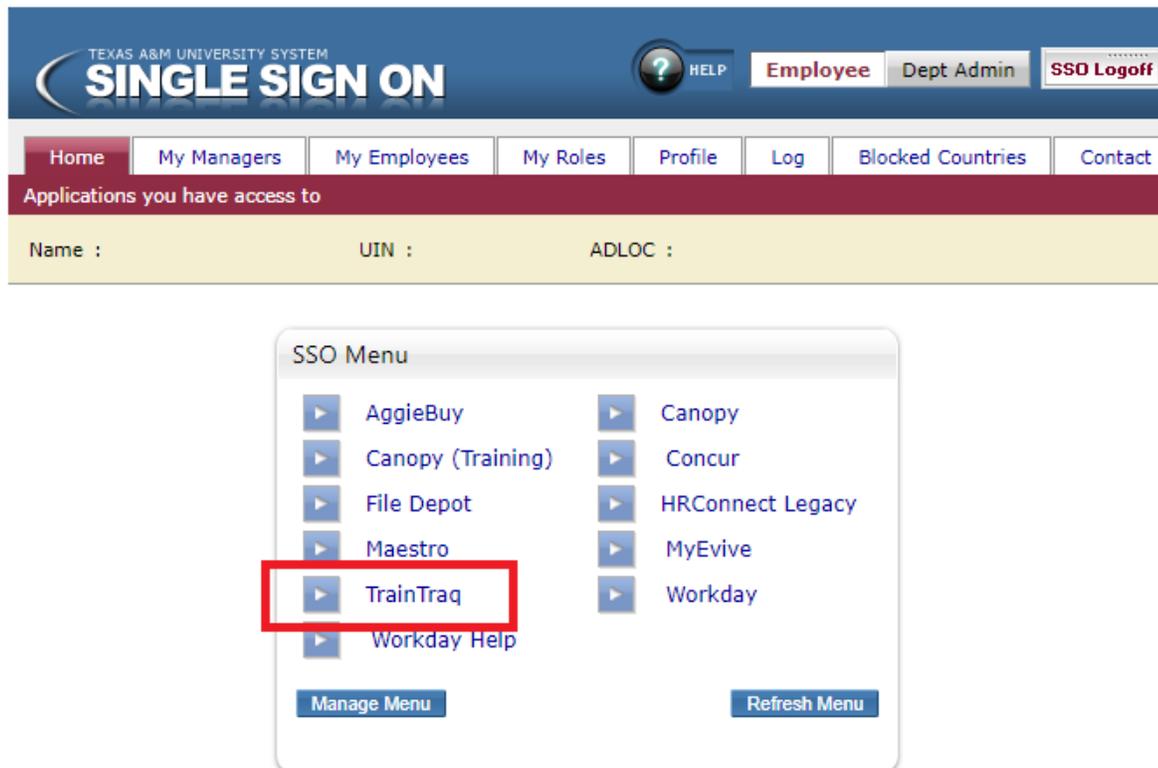


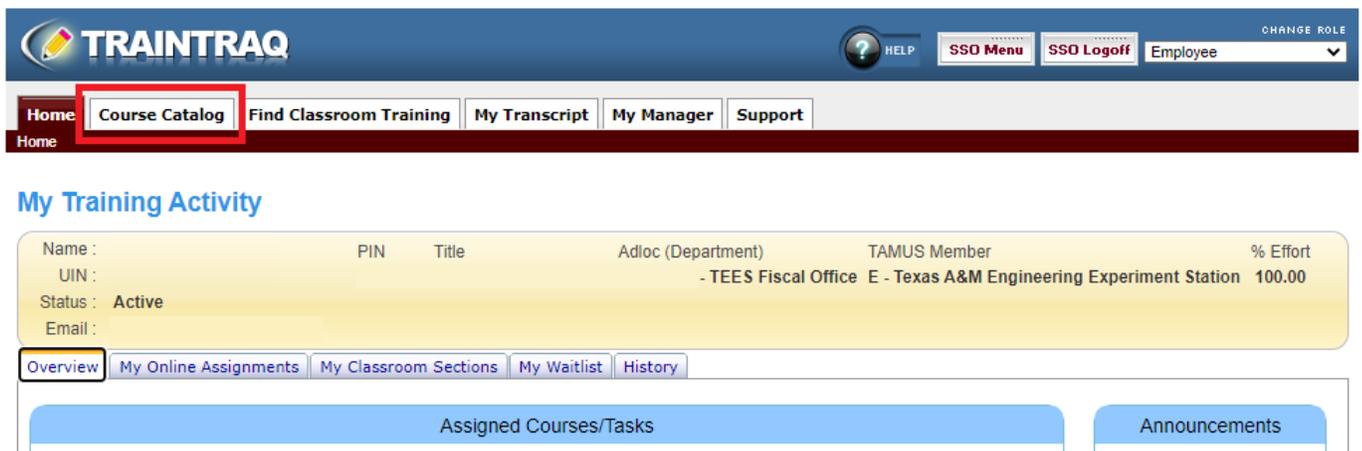
# TEES Payment Card Cardholder Training

Prior to a Citibank card being issued, the cardholder must complete the on-line training course. This course should take less than an hour to complete.

1. Log into Single Server Sign-on. <https://sso.tamus.edu/>
2. Select TrainTraq from the SSO Menu:



3. This will take you to the following screen where you need to select the tab titled "Course Catalog":



4. In the "Course Name" field input "TEES Payment Card" and press the "Search" button:

## Course Search

Course Name:  Course Number:

Search course name and description

Category:

TAMUS Member (Univ/Agency):  Course Tag:  Course Type:

5. "Select" course number 2111221: TEES Payment Card Cardholder Training

Name	TAMUS Member / NodeAdloc
<b>2111221 : TEES Payment Card Cardholder Training</b>	E - Texas A&M Engineering Experiment Station
Overview of TEES general policies and procedures associated with the CitiBank payment card. Required course for all TEES cardholders prior to recei ...	

6. When the course details pull up, press "Start Course" button.

Home Course Catalog Find Classroom Training My Transcript My Manager Support

Courses > Course Details

## Course Details

**2111221 : TEES Payment Card Cardholder Training**

Overview of TEES general policies and procedures associated with the CitiBank payment card. Required course for all TEES cardholders prior to receiving their payment card. For questions about this course please contact Dana Ethridge at danaethridge@tamu.edu. For an accessible version of this course please contact engineeringhr@tamu.edu.

**TAMUS Member** E - Texas A&M Engineering Experiment Station

**Type** Online

**CEU** 0.00

**CPE** 0.00

**Contact** danaethridge@tamu.edu

7. Once you have successfully completed the course, you will receive an email from the TrainTraq Robot (example below). If you are a cardholder waiting for issuance of a card, forward your email to Dana Ethridge at [danaethridge@tamu.edu](mailto:danaethridge@tamu.edu) and she will mail your Citibank Payment Card to you when it is available. If you are not waiting on a card to be issued, you do not need to forward the email to Dana.

From: TrainTraq Robot [traintraqrobot@tamus.edu]  
To: Karen Fawcett  
Cc:  
Subject: Training completion notification

Dear Karen Fawcett,

Congratulations on your recent successful completion of 2111221 : *TEES Payment Card Cardholder Training* on TrainTraq.

\*\*\* This is an automatically generated e-mail. Please do not reply to this message. \*\*\*

If you have questions about any of these steps, please contact either of the TEES Payment Card Program Coordinators:

Dana Ethridge  
979.458-7456  
[danaethridge@tamu.edu](mailto:danaethridge@tamu.edu)

OR

Lynn Krueger  
979.458.7454  
[lmk410@tamu.edu](mailto:lmk410@tamu.edu)