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:

	ABM UNIVERSITY SYS	IGN ON		P HELP	Emplo	yee	Dept Admin	SSO Logoff
Home	My Managers	My Employees	My Roles	Profile	Log	Blo	cked Countries	Contact
Applications	s you have access	to						
Name :		UIN :	ADL	OC :				
		SSO Menu AggieBuy Canopy (Trai File Depot Maestro TrainTraq Workday He Manage Menu	ning)	Canopy Concur HRConn MyEvive Workda	ect Lega e Y Refresh M	acy Ienu		

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

⊘ TRAI	NTRAQ				HELP	SSO Menu	SSO Logoff	Employee	CHANGE ROLE
Home Course Cour	atalog Find Classroom Tra	ining My Transcript	My Manager	Support					
My Training /	Activity								
Name : UIN : Status : Active	PIN	Title	Adloc (Departr - TE	ment) E ES Fiscal Of	TAMUS fice E - Texa	Member s A&M Engine	eering Experi	ment Station	% Effort 100.00
Overview My Onl	ne Assignments My Classroo	om Sections My Waitlis	t History						
		Assigned Courses	/Tasks					Announcem	ents

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

	HELP
Home Course Catalog Find Classroom Training My Transcript My Manager Support Courses Courses Support	

Course Search

Course Name TEES payment card	Course Number	
Category		
All	~	
TAMUS Member (Univ/Agency)	Course Tag	Course Type
All	✓ [All	✓ Online ✓
Search Reset		

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

Name	TAMUS Member / NodeAdloc
2111221 : TEES Payment Card Cardholder Training	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	e Catalog Find Classroom Training My Transcript My Manager Support
ourses > Course	Details
Course De	tails
Course Details	
2111221 : TE	ES Payment Card Cardholder Training
TAMUS Meml	ers prior to receiving their payment card. For questions about this course please contact Dana Ethridge e@tamu.edu. For an accessible version of this course please contact engineeringhr@tamu.edu.
Туре	Online
CEU	0.00
CPE	0.00
Contact	danaethridge@tamu.edu
Start Course	

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 <u>danaethridge@tamu.edu</u> 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: To:	TrainTraq Robot [traintraqrobot@tamus.edu] Karen Fawrett
Cc	
Subject:	Training completion notification
Dear Ka Congrati	ren Fawcett, Jlations 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 <u>danaethridge@tamu.edu</u>

OR

Lynn Krueger 979.458.7454 <u>Imk410@tamu.edu</u>