P-Card Training

1. Go to:  http://doit.niu.edu/doit/training/index.shtml

2. Scroll to the bottom of the page. Find “Self-paced Online Learning.”

3. Click on the “Self-paced Online Learning” hyperlink.

4. Click on “Submit” to proceed for Self Enrollment.
5. You should get the screen that says “Action Successful”. Click “OK” at the bottom right of the page.
6. You should now see the Campus Courses screen, including “P-Card Training for New Card Holders…”

7. Click on the hyperlink “P-Card Training for New Card Holders, Authorizing Managers, and Proxy Reconcilers” to enter the training course.