# 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

#### Blackboard:

http://campus.fsu.edu

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	USERNAME (FSUID): DASSWORD:	DUS.fs	Need help with use Help Reset your passwo Activate your FSUID	rname or password?	
Welcome to Campus.fsu.edu! Campus.fsu.edu is the FSU home of Blackboard™ and provides the university community a secure environment for teaching and learning, participating in sponsored organizations, and using Secure Applications to transact University	Campus News Latest additions to Ne visit: http://campus.fu	ws and Events from ar su.edu/news	round campus. For m	nore information,	

## Procedure

#### **Step 1 – Enroll in the Purchasing Card Program Organization**

A. Log into Blackboard



B. Click on the "Organizations" tab

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	Home	Courses Organizations	FSUCard Secure Apps	Support
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C. Use the Organization Search box to search for "Purchasing Card"

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Purchasing Card Go				Administration			
				Cther Academic	Research / Department		
				Student Organiza	ation / Other		
				Browse Organization	n Catalog		

D. Confirm that the organization "Purchasing Card Program" comes up and click on the drop down next to the organization ID. Click "Enroll"

Organization Catalog				
Browse O	rganization Catalog			
Search Catalog Organiz AND Cr	eation Name Contains Pu	rchasing Card Go		
Browse Categories Select a lategory to see Administration (258) Other Acatemic Resea School / Cillece / Depa Student Ordanization / C	only courses belonging to that category (ch (185) riment (500) )ther (254)			
Organization ID	Organization Name	Leader Names		Description
SCD_6637_org	Purchasing Card Program			
> Enroll	*		Displaying 1 to 1 of 1 items	Show All Edit Paging



### E. Click on "Submit"

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:	Self Enro	llment				~			
								Cancel	Submit
1.	Enroll in Org	janization: Purch	asing Card Progra	m (SCD_6637	_org)				
	Instructor:								
	Description:								
	Categories:	Education:H	ligher Education					$\mathbf{X}$	
2.	Submit								
								Cancel	Submit

### F. Click "OK" to confirm Self Enrollment

Self Enrollment	
Action Successful:Success: Enrollment in Purchasing Card Program (SCD_6637_org) as User has been processed. Click OK to continue.	

#### 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) Job Aids Step by step instructions for proxy duties
  - 4) Account Codes Document used to search for appropriate account codes easily
  - 5) Training Class Training material from the proxy class

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Purchasing Card Program Announcements	-							
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Contacts								

# More Information

See the <u>"Completing a Reconciliation Form"</u> online tutorial for instructions on the monthly Reconciliation Form.

More information can be found on the Purchasing Card Website at <u>http://purchasing.fsu.edu/Purchasing-Card-Information</u>. Click on the link and see the related policies and procedures, and staff contact information.