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): PASSWORD:	ous.fs	u.ed	mame or password? rd	
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 a su.edu/news	round campus. For n	nore information,	

Procedure

Step 1 – Enroll in the Purchasing Card Program Organization

A. Log into Blackboard



B. Click on the "Organizations" tab

THE FLORIDA STATE UNI	ty Places 🕌 Home 🎅 Hi IVERSITY	leip 🏹 Logout	SEARCH FLORI	DA STATE Searc	h	00
		Home Cours	es Organizations	FSUCard	Secure Apps	Support
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Add Module					Personalize Pa	ige ᡝ
Tools 🔤 My Announcemer	nts	* 🗖	My Blackboard Co	urse Websites	;	* 🗖
> @ <u>Announcements</u> > <u>> Course Email Lists</u>						
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> 🔯 Personal Information > 🖻 Tasks						

C. Use the Organization Search box to search for "Purchasing Card"

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		Home	Course	s Organizations	FSUCard	Secure Apps	Support
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Organization E My Organiz Search	ations			Organization Cata	ilog		8
Purchasing Card Go				Administration			
				Cther Academic			
				Student Organiz			
				Browse Organizati	on 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	rtment (500)			
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"

INC	1			Home	Courses	Organizations	FSUCard	Secure Apps	Support
Purch	asing Card Program	Self Enrollment							
:	Self Enro	llment				~			
								Cancel	Submit
1.	Enroll in Org	ganization: Purch	asing Card Progra	m (SCD_6637	_org)				
	Instructor:								
	Description:								
	Categories:	Education:H	igher Education					\mathbf{X}	
2.	Submit			16				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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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.