

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>



THE FLORIDA STATE UNIVERSITY

SEARCH FLORIDA STATE

Web: Search

CAMPUS Quick Links

Blackboard @ FSU

Campus.fsu.edu

USERNAME (FSUID):

PASSWORD:

Need help with username or password?

Help

Reset your password

Activate your FSUID

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 News and Events from around campus. For more information, visit: <http://campus.fsu.edu/news>



Procedure

Step 1 – Enroll in the Purchasing Card Program Organization

A. Log into Blackboard

THE FLORIDA STATE UNIVERSITY

Web Search GO

CAMPUS Quick Links

Blackboard @ FSU

Campus.fsu.edu

USERNAME (FSUID):

PASSWORD:

Login

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B. Click on the “Organizations” tab

THE FLORIDA STATE UNIVERSITY

User My Places Home Help Logout

SEARCH FLORIDA STATE

Web Search GO

Home Courses **Organizations** FSUCard Secure Apps Support

Add Module Personalize Page

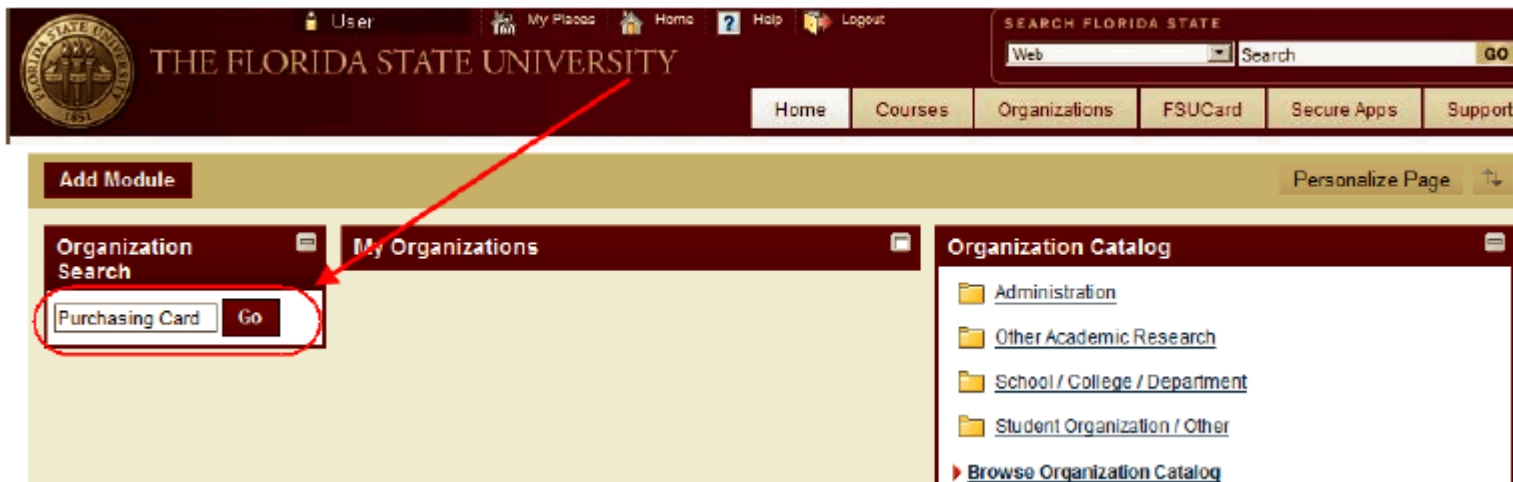
Tools

- > Announcements
- > Course Email Lists
- > FSU Libraries
- > FSUID
- > Personal Information
- > Tasks

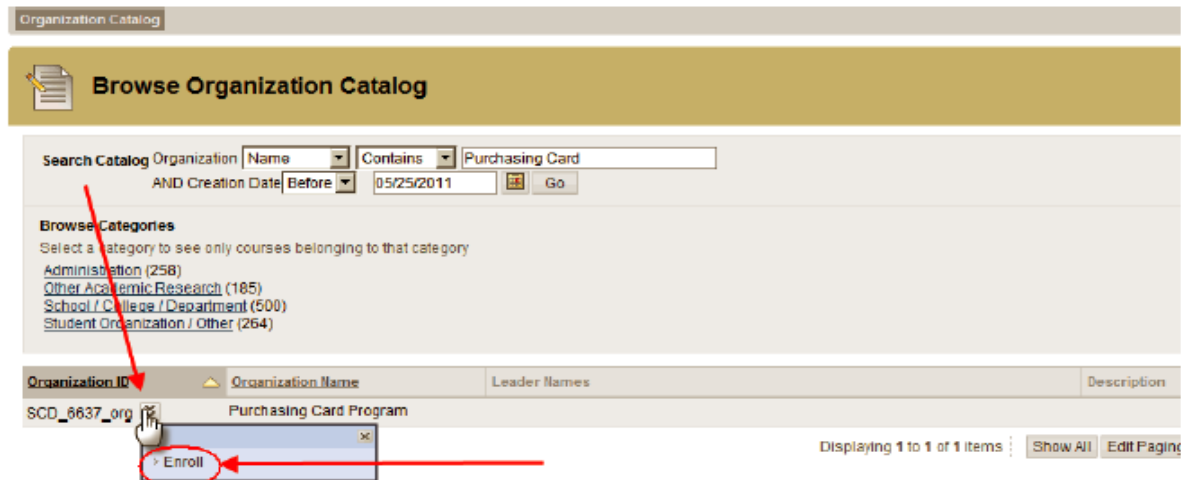
My Announcements

My Blackboard Course Websites

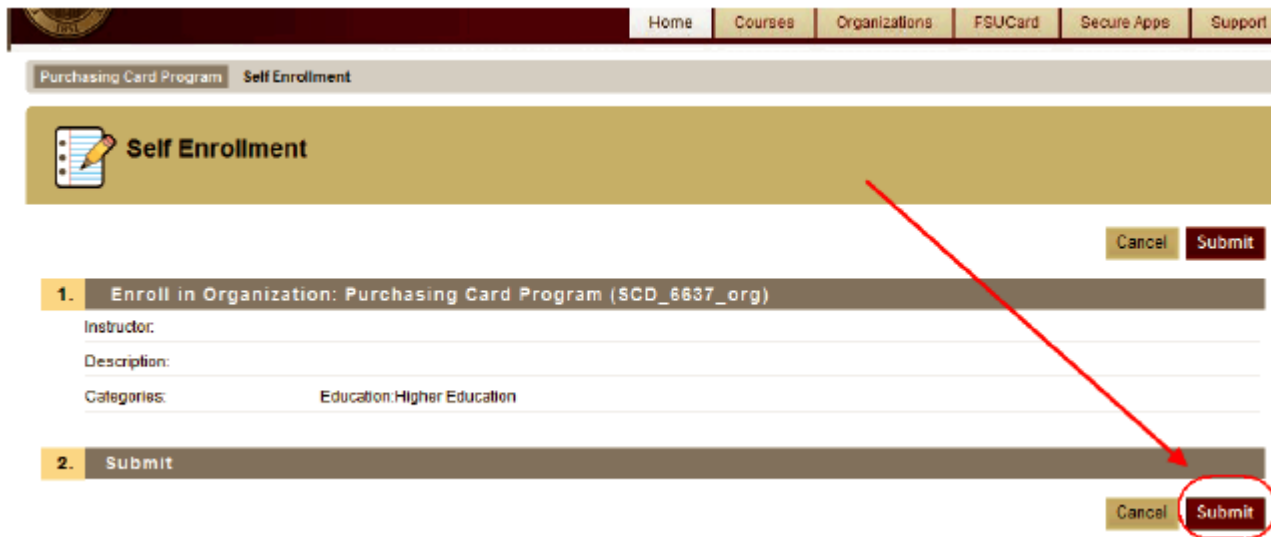
C. Use the Organization Search box to search for “Purchasing Card”



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



E. Click on "Submit"



Home Courses Organizations FSUCard Secure Apps Support

Purchasing Card Program Self Enrollment

Self Enrollment

Cancel Submit

1. Enroll in Organization: Purchasing Card Program (SCD_6637_org)

Instructor:

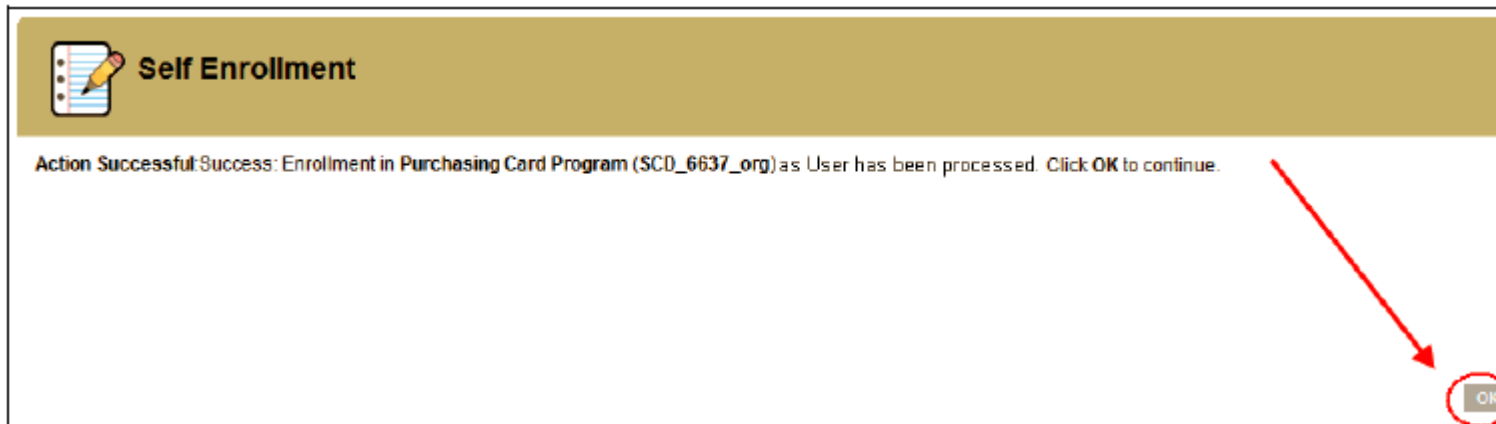
Description:

Categories: Education: Higher Education

2. Submit

Cancel **Submit**

F. Click "OK" to confirm Self Enrollment



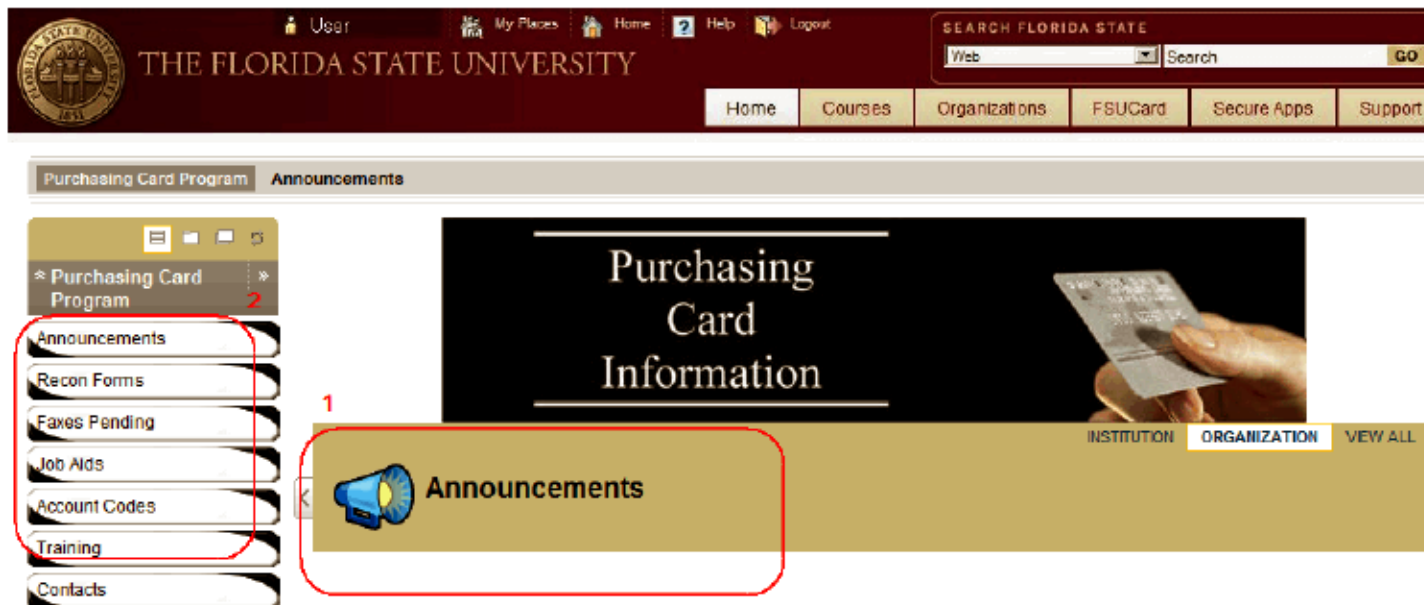
Self Enrollment

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

OK

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



More Information

See the [“Completing a Reconciliation Form”](#) online tutorial for instructions on the monthly Reconciliation Form.

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