



Department of Procurement Services

*Accessing PCard Annual Training in Canvas
(New Users)*

PCard Approver/Reviewer Responsibilities



Department of Procurement Services

Accessing PCard Annual Training in Canvas

(New Users)

0 dk (s) Bx 52.674Span-2.482 TD31(O)-0.66 g4 01 Tw 0.22 Tc 0.003 Tw 18129.6.6 (f)1.1 (r)4.139 (t)8 Tw 1.055 - T(ni (n) Td() 0.2)32 0

ODU Procurement Trainings are housed in a self-enroll Canvas Course called ODU Procurement Services Training. Campus users may enter this area using their Midas ID & password. S7Tc 0 Tw 5.94 0 Td()Tj0.004 Tc -0.001 (Bottom)Bx 4 -2.482 TD2(O)-0.66.15 T



Department of Procurement Services

*Accessing PCard Annual Training in Canvas
(New Users)*

4. For each course, there is a description page giving overview. Read overview and click Next to go to training vide.

5. Click to play video. (Icon with arrows will enlarge video.) After video, click Next to go to quiz/certification



Department of Procurement Services

*Accessing PCard Annual Training in Canvas
(New Users)*

6. After playing video, click Next to go to quiz/certification page. Click appropriate link to either certify training was completed or to take the quiz.

7. After answering all questions, Submit Quiz.

8. Quiz results will show at the top and top right. To pass the quiz, all questions must be answered correctly. If all questions are not answered correctly, retake the quiz.

