Annual P-Card Training Guide

The Commonwealth of Virginia requires annual training for all P-Cardholders and Approvers. Mason’s annual training is now available on Blackboard. To complete the training, individuals must view the training video in its entirety and then complete the quiz with 100% accuracy. The quiz may be retaken until a score of 100 is received. The P-Card team will verify that the training video is viewed in its entirety and a score of 100 on the quiz is achieved before recording individual completion of the annual training. Instructions for accessing and completing the annual training are noted below.

Step-by-Step

1. Login to Blackboard at https://mymasonportal.gmu.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=66_1
2. Select “Mason Bb Login” and then enter your Net ID and Password (same as Patriot Web)
3. From the top tab menu click “Organizations”
4. Under the “My Organizations” list select Fiscal Services e-Learning

5. From the left menu click “Courses.” A list of all the courses available to you will be displayed. If you are a P-Cardholder and a P-Card Approver, you must complete BOTH courses. If you are a Gold Card or Travel Cardholder you must complete these courses as well. All course, which require you to take annual training, should display. Please ensure that you complete each course listed!
6. Click on the underlined Course name to begin the annual training. The course will open and you will see the Table of Contents on the left hand side. The first page contains the training video. **You must review the video in its entirety before taking the quiz.**

7. Press the ‘Watch Media’ button to open the video player. The video will have narration and/or annotations for you to follow along with. You can adjust the volume, pause or expand the video by selecting the appropriate option at the bottom of the video box. Please ensure that you are paying close attention to the video! Remember you must receive a score of 100 on the quiz for each course in order to be in compliance with the Commonwealth.

8. After you review the training video, locate the “Quiz” from the Table of Contents Menu, on the left hand side of the Course page. **Please Note: The quiz will not automatically load – you must select it to begin.**

9. One you select the Quiz from the Table of Contents, a new page will display. You must “Click to Launch” the quiz contents.

10. Review the instructions and then click “Begin” to start the quiz.
11. Read each question carefully and select the appropriate answer.
12. Click the “Save and Submit” button at the bottom of the quiz when completed. A pop-up window will appear, click “OK” to continue.
13. On the confirmation page you will see – **Test saved and submitted.** Click “OK” at the bottom of the page to review your results.

**IF YOU DID NOT RECEIVE a 100 out of 100 POINTS in the “Attempted Score” then you must retake the quiz until a 100 is achieved!**

14. Remember, you must receive a “100 out of 100 point” on the quiz in order to complete the annual training. If you did not receive a 100 please review the questions that you missed and then click “OK” at the bottom of the quiz results page. This will take you back to the course.
15. Follow steps 9-14 to retake the quiz until “100 out of 100 points” is achieved. Once achieved, you may exit Blackboard and/or close the browser.
16. The P-Card Team will review all results for compliance with the Commonwealth.

Please contact the P-Card Office at 3-2580 or the Training Department at 3-5966 if you experience any issue with accessing the annual training or completing the quiz.