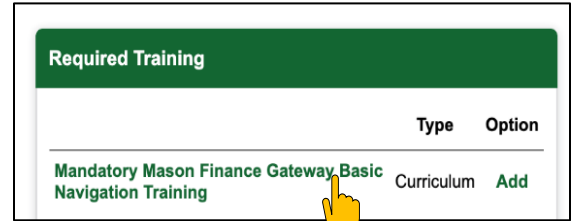


Mason Finance Gateway Mandatory Training

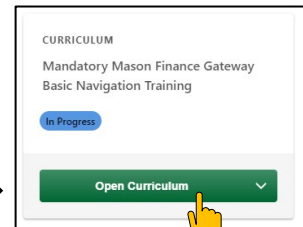
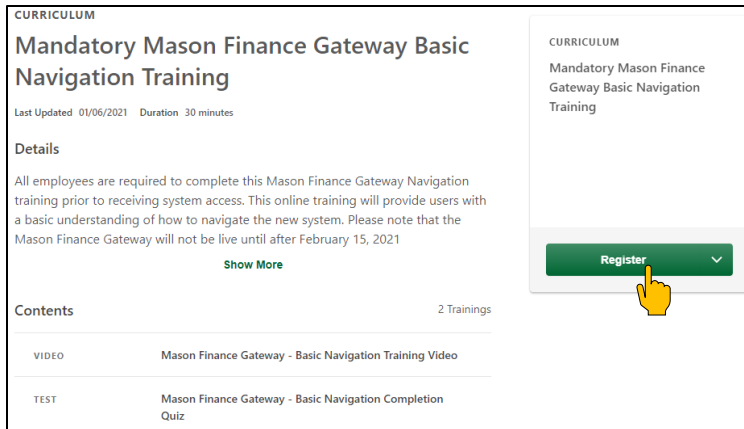
All employees are required to complete the Mason Finance Gateway Navigation training prior to receiving access to the system. The Mason Finance Gateway is scheduled to go live in February 2021 and will replace the current Travel Request System (TRS) and most manual reimbursement forms (Food and Beverage reimbursement, Payment Requests for reimbursement). Follow the instructions below to complete the training and quiz. Once completed, you will receive an email with account information. Please contact fscomm@gmu.edu for assistance with this required training.

Step-by-Step

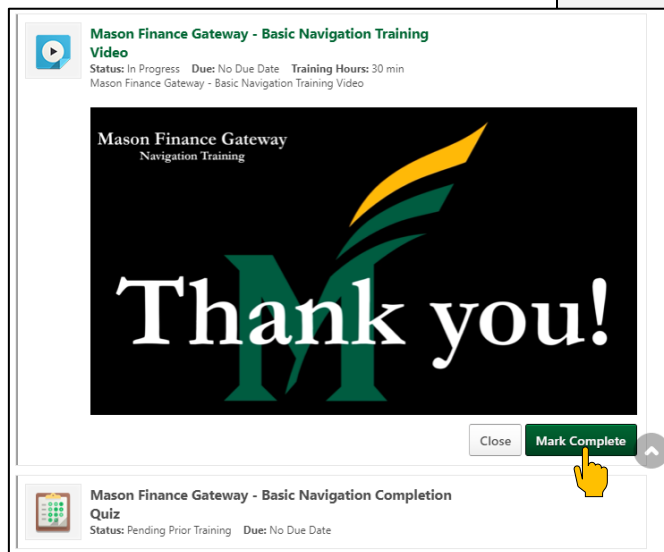
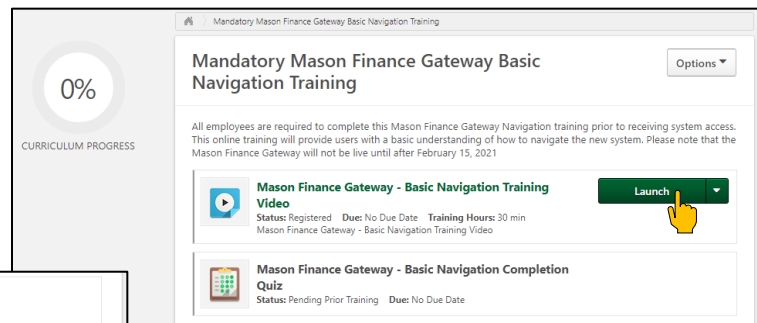
1. Login to <https://masonleaps.gmu.edu/> with NetID and Password. Locate the training under the “Required Training” tab. Click on the link to open the training.



2. Select “Register” and then “Open Curriculum” to begin the training.

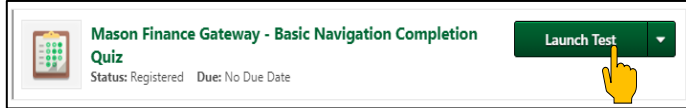


3. You must review the video first. Click “Launch” next to the Video to open and view.
4. Once fully reviewed, click on “Mark as Complete” to verify you have Reviewed the video in its entirety.



Mason Finance Gateway Mandatory Training

- Once you complete the previous steps, the Quiz will be available. To begin the Quiz, select "Launch Test." Review the instructions and then select "Continue."

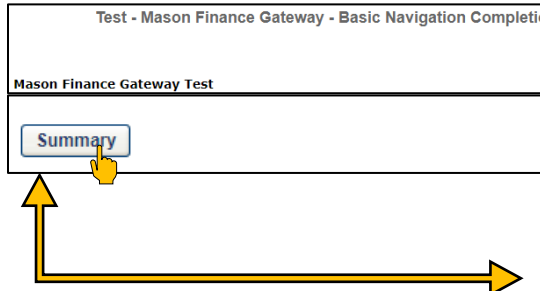


Examination Instructions

You are expected to maintain integrity throughout the examination process.
To begin this test, click "continue".

Warning:
Please do not use your Browser buttons to navigate in the Test.
Please use the navigation buttons at the bottom of each page.
Your test answers will not be recorded if you navigate using the Browser buttons.

- Answer all 5 quiz questions and then select "Summary" At the bottom of the page. Ensure all questions are marked as "Answered" and then click to "Submit Final Answers."



Test Review

Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	Mason Finance Gateway Test	5 of 5	Go to Section
	Question 1 of 5	Answered	
	Question 2 of 5	Answered	
	Question 3 of 5	Answered	
	Question 4 of 5	Answered	
	Question 5 of 5	Answered	

- You must receive a 100% on the Quiz before the mandatory training is marked as complete. If you do not receive a 100% on the first try, you may re-take the quiz as many times as possible to reach 100%.
- Click "Done" to return to the curriculum Homepage.
- You should see a check mark by each section and a 100% In the Curriculum Progress. Training is now complete and you will Receive a "Training Completion Confirmation" email.

Test Results - Jessica Adams

Questions on Test: 5
Questions Correct: 5
Questions Incorrect: 0
Percent Correct: 100%
Passing Score: 100%
Pass/Fail: Passed
Review Test: [Review](#)

Scores By Section

Mason Finance 100% (5 Out Of 5)
Gateway Test:
Overall Score: 100% (5 Out Of 5)

