

Self-Enroll in PCard Cardholder Training

Blackboard Course Enrollment | UAF PCard Training

Purpose: Use this procedure to find, enroll in, and complete the PCard Cardholder Training course in Blackboard.

System	Blackboard Learn
Website	https://learn.uark.edu
Catalog search	PCard
Course	PCard Cardholder Training
Completion	Watch the training video and score at least 16 out of 20 on the quiz.

Before you begin

Use your University credentials to sign in to Blackboard. If you cannot access Blackboard, resolve the sign-in issue before beginning enrollment.

Course completion standard: Enrollment alone does not complete the requirement. You must watch the training video and earn 16 out of 20 or higher on the quiz.

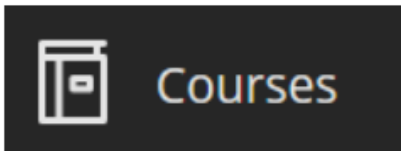
1

Open the Blackboard Course Catalog

Go to <https://learn.uark.edu> and sign in. Select Courses from the left menu, then select Course Catalog in the upper-right corner.

To enroll in this course:

1. Log into Blackboard at <http://learn.uark.edu>.
2. *Click* on the **Courses** link in the left menu.



3. *Click* **Course Catalog** in the top right.



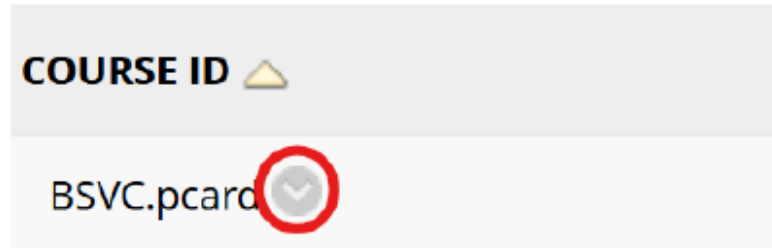
4. In the Search Catalog section, search for "PCard" and *Click* **Go**.

Expected result: The Blackboard Course Catalog opens and displays the Search Catalog section.

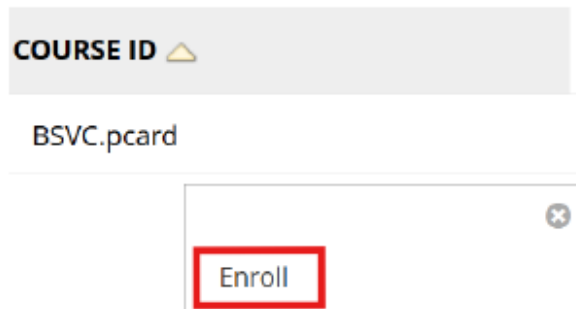
Search for and Select PCard Training

In Search Catalog, enter PCard and select Go. In the results, hover over the course name in the ID column. Select the down-arrow button that appears, then select Enroll.

5. *Hover* over the name in the ID column and *click* appears.



6. *Click Enroll.*



Course selection: Choose PCard Cardholder Training. The course ID shown in the source guide begins with BSVC.pcard.

3

Confirm Enrollment

On the Self Enrollment page, review the course name and select Submit.

Self Enrollment

ENROLL IN COURSE: PCARD CARDHOLDER TRAINING (AVCB.PCARD.CT)

PCard Cardholder Training

Description:

Categories:

Education: Higher Education

Click **Submit** to proceed.

Cancel

Submit

Expected result: A success message confirms that you enrolled in PCard Cardholder Training.

4

Open and Complete the Course

Select OK on the success page to continue to the course. When you sign in later, the course may appear under either Current Courses or Training.

Success: Enrollment completed. Select OK to continue.

← OK

Required completion: Watch the training video and complete the quiz. A score of 16 out of 20 is required.

Troubleshooting: If the course does not appear, return to Course Catalog and confirm enrollment succeeded. If the enrollment option is missing or access fails, contact the appropriate Blackboard or PCard training support contact.