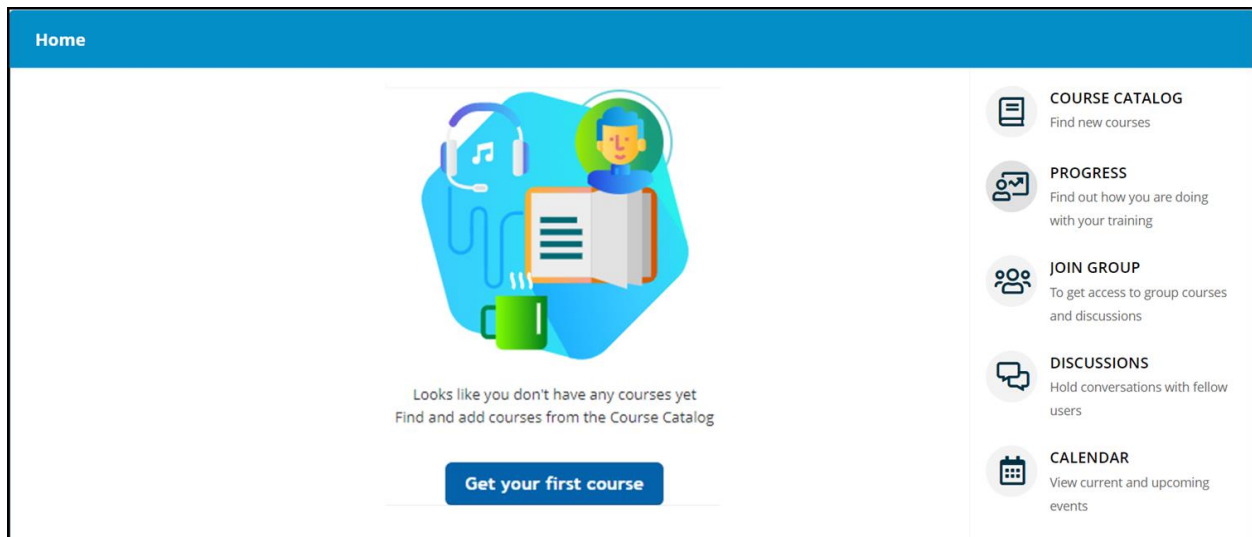
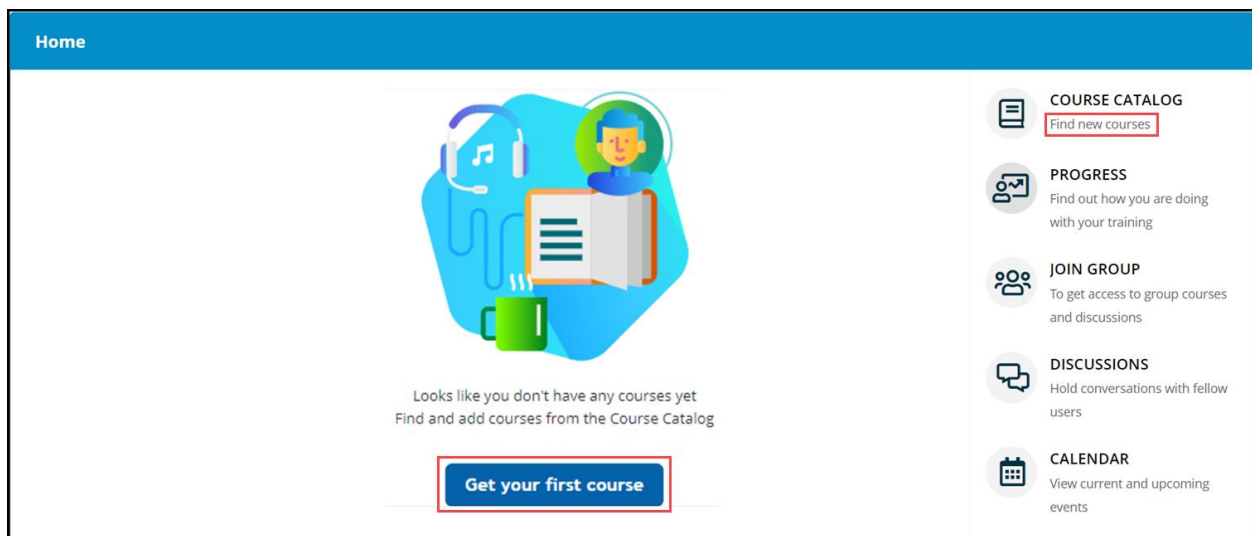


Registering for the OneCard On-Demand Trainings

1. Go to <https://pitt.talentlms.com>
2. Authenticate with your Pitt Credentials
3. When you access the platform the first time, the home page will look like the screenshot below.
 - Note, if you have been registered for a course already, it will display on the home page.



4. To register for a course, click on the "Get your first course" button, or click on the **Course Catalog**.



5. The list of currently available courses will display. Utilize the Search Bar in the upper left corner if you know what training you are looking for. In this instance, you will want to search for “OneCard”

The screenshot shows the 'Home / Course catalog' page. A search bar in the top left contains the text 'Search courses'. To the right of the search bar are buttons for 'Name', a list view icon, and a grid view icon. On the right side, there is a 'CATEGORIES' section with a list of categories and their counts: Financial Compliance ... (9), Pitt Worx (12), Planning and Budgetin... (1), PRISM (1), Purchase, Pay & Trave... (8), Salesforce (1), Supervisor Essentials... (4), TeamDynamix (10), Vincent Payment Solut... (2), and General (2). The main content area displays two course cards. The first card is for 'Effort Reporting for Faculty (FCR001)' with a blue button 'Get this course'. The second card is for 'Effort Reporting for Research Administrators (FCR002)' with a blue button 'Get this course'.

6. You can also use the Category filters to narrow your search.

The screenshot shows the 'Home / Course catalog' page. The search bar is empty. The 'CATEGORIES' section on the right is highlighted with a red box and includes a 'reset' link. The 'Purchase, Pay & Travel' category is selected, indicated by a blue square next to its checkbox. The main content area displays two course cards. The first card is for 'OneCard Policies & Procedures for New Card Holders (OC001)' with a blue button 'Get this course'. The second card is for 'OneCard Policies & Procedures for Software Purchase (OC002)' with a blue button 'Get this course'.

- To register for a course, click on the **Get This Course** button. You will want to do this for both OneCard Trainings shown below.

The screenshot shows a web interface for a course catalog. At the top, there is a search bar containing 'OneCard' and a 'Name' filter. Below the search bar, there are two course listings. Each listing includes the 'Pitt Purchase, Pay & Travel' logo, the course title, a description, and a 'Get this course' button. The first listing is for 'OneCard Policies & Procedures for New Card Holders (OC001)' and the second is for 'OneCard Policies & Procedures for Software Purchase (OC002)'. A 'CATEGORIES' section on the right shows a checkbox for 'Purchase, Pay & Trave... (2)'. At the bottom left, there is a pagination indicator '1 to 2 of 2'.

- Select Start or Resume Course. The First Module in the Content list will open. If you have already started the course, the course will resume from the last time you opened it.

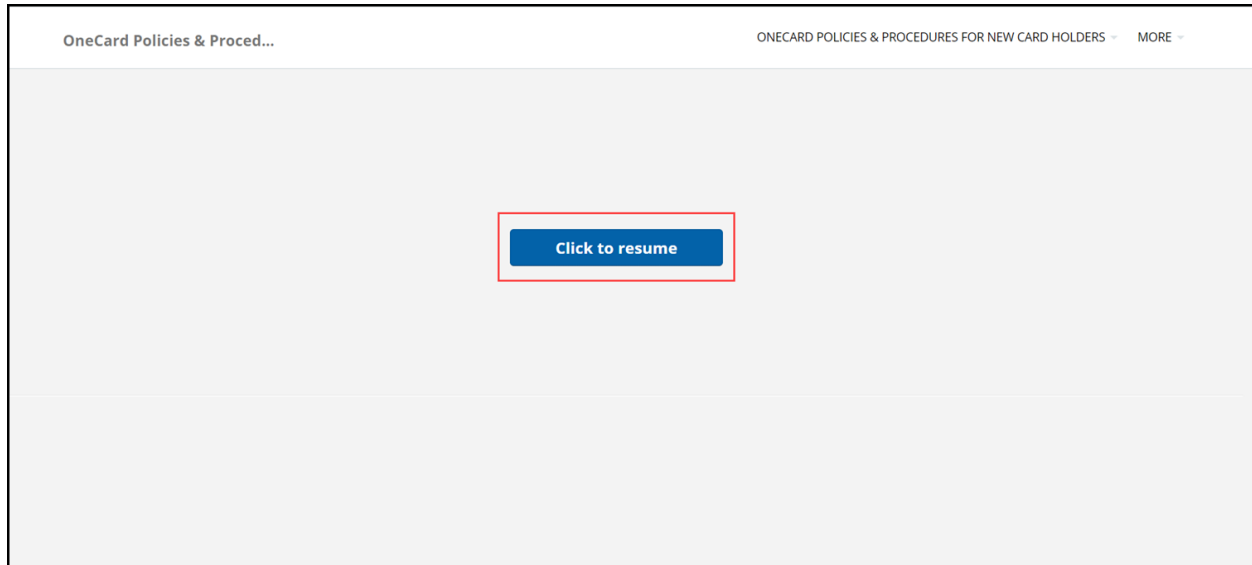
Note: The moving forward will provide the New Card Holders Training as an example. Keep in mind you will also need to complete the Software Purchase training as well and those pages will look a little different.

The screenshot shows the details page for the course 'OneCard Policies & Procedures for New Card Holders (OC001)'. The page includes the 'Pitt Purchase, Pay & Travel' logo, the course title, and a description. A 'Start or resume course' button is highlighted with a red box. Below the description, there are two sections: 'CONTENT' and 'COMPLETION RULES'. The 'CONTENT' section lists the course title as a single module. The 'COMPLETION RULES' section states 'All units must be completed'. At the bottom, there is a '< Back' link.

Starting your course

You can find the courses you are registered to on the Home page. Open the Course.

1. If the Content you are accessing is an on-demand training, a new page will open with a Blue button. The example below shows the button stating 'Click to Resume'. This button may say 'Start' depending on where you are with the training. Either way, you will click on the blue button.



2. The training will open in a new window. **Select Start Course**



3. Complete the course.
 - Note: Make sure all the lessons and test are completed. You can verify your progress on the left side of the screen. You may need to scroll down!
 - Note: Once you are finished or would like to continue later, please make sure **to use the EXIT COURSE link** on the top right to save your progress.

OneCard Policies & Procedures for New Card Holders
0% COMPLETE

Lesson 1 of 12

What is a OneCard?

The University of Pittsburgh's OneCard is a company-billed/company-paid credit card designed to simplify and decentralize the process of booking travel expenses and procuring goods for your department. The University's OneCards are Visa credit cards administered through JP Morgan Chase Bank.

The OneCard works like a personal credit card, but with commodity restrictions and monthly, daily and transaction dollar limits. Contact your OneCard Administrator at pittcreditcards@cfo.pitt.edu for your current limits. Do not contact J.P. Morgan Chase regarding your limits.

Table of Contents:

- What is a OneCard?
- Purchasing with the OneCard
- What can I Buy / Not Buy with my OneCard?
- Expense Reports and Retention
- Security and Controls
- Misuse and Sanctions

4. Once you completed the training, you will receive a notification.

OneCard Policies & Proced... ONECARD POLICIES & PROCEDURES FOR NEW CARD HOLDERS - MORE -

Passed! Click to revisit.

Completed. Let's continue.

5. The home page will display your progress for all courses you are registered for. Once all modules are completed, the course will be marked as completed on your home page.

Home

Search my courses

0 courses in progress | 0 courses not passed | 2 completed courses | 3h 50m training time | 0 certificates

Purchase, Pay & Travel

- OneCard Policies & Procedures for New Card Holders (OC001) **COMPLETED**
- OneCard Policies & Procedures for Software Purchase (OC002) **COMPLETED**

COURSE CATALOG
Find new courses

PROGRESS
Find out how you are doing with your training

JOIN GROUP
To get access to group courses and discussions

DISCUSSIONS
Hold conversations with fellow users

CALENDAR
View current and upcoming events