

# The University of Rhode Island Purchase Card

## Instructions for Online Training

The Purchase Card training for Cardholders and Department Administrators is available in Brightspace. Brightspace is a set of software tools utilized by the University and designed to help instructors, researchers, and students create websites for collaboration.

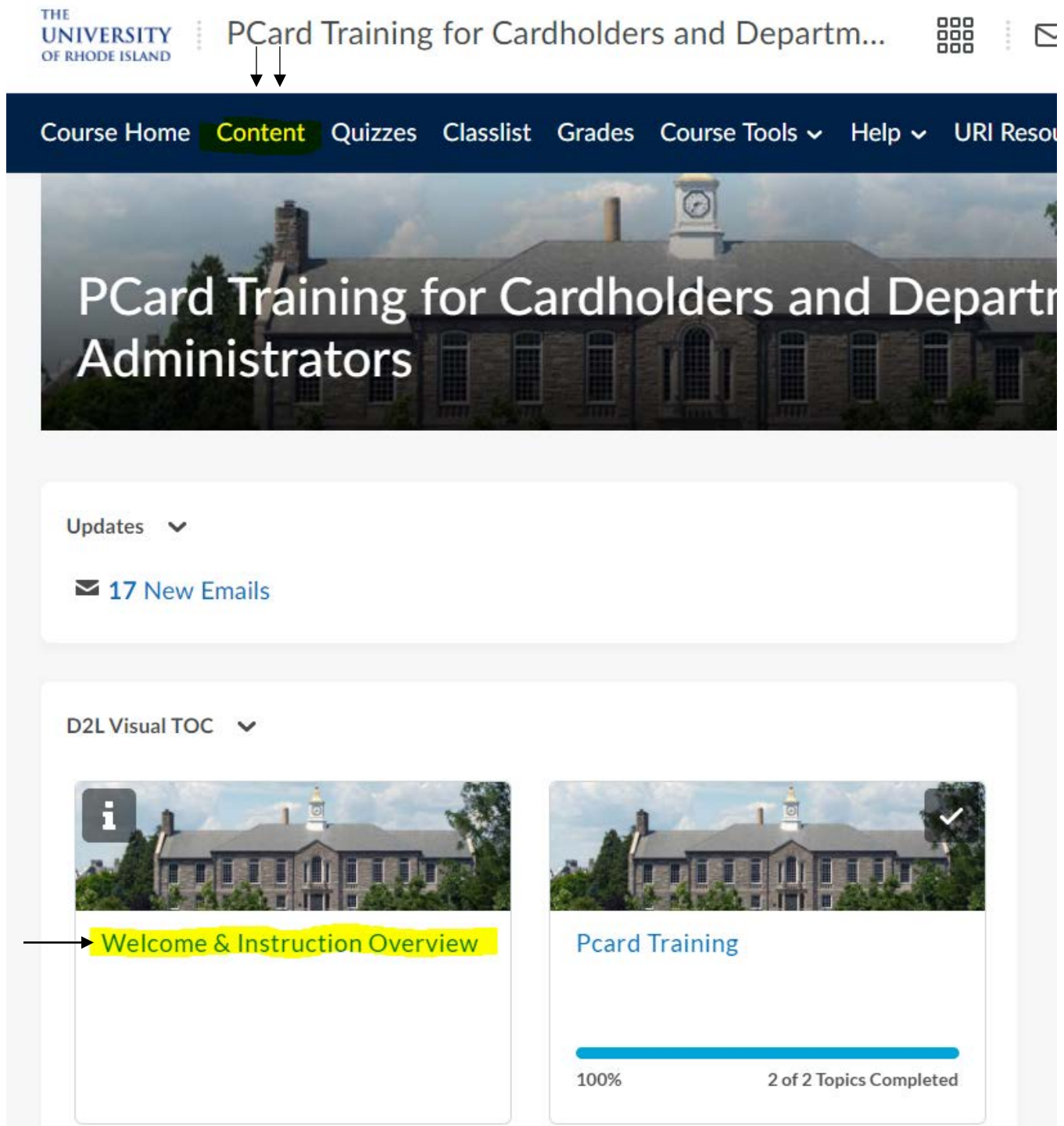
### Accessing Brightspace:

Once we have processed your application, you should receive an email invitation from Brightspace. This invitation will contain a link to Brightspace where you will need to login with your credentials. If you do not receive the invitation email, you can also access Brightspace at <https://web.uri.edu/brightspace/>.

- To login into Brightspace, use your URI email address (same as e-campus ID) and your @uri.edu email password. If you do not know your login information, you must contact the Help Desk to obtain this information.(401-URI-HELP or [helpdesk@uri.edu](mailto:helpdesk@uri.edu))
- Once you have logged in, look to the top of your screen where you will see an icon consisting of 9 cubes. Click on this icon and you will see a dropdown list of courses. You will need to select the PCard Training for Cardholders and Department Administrators. (see highlighted areas below)

The screenshot shows the Brightspace website interface. At the top, there is a navigation bar with the University of Rhode Island logo and several icons. Below the navigation bar, there is a dark blue header with the text "Announcements Calendar Quick". A large blue box on the left side of the page contains the text "Welcome to" and "Take a moment courses below". On the right side, there is a list of courses. The course "PCard Training for Cardholders and Department Administrators - ProjectSite-100385934." is highlighted in yellow. Other courses listed include "Athletics Travel Card Training", "Preventing Sexual Violence Together", "URI Travel Refresher Course", "URI Travel Card: Travel and Expense Training", "MSA Program Information Site", "New Graduate Student Orientation", and "MAC503: Taxation of Business Entities".

On the home page of the course, there are two ways you can access the course materials. You can either select “Content” in the Navbar (navy blue ribbon at the top top of your screen) or you can select “Welcome & Instruction Overview” located further down towards the center of your screen. (see highlighted areas shown in the image below)



In the Welcome & Instruction Overview you will find the instructions to complete the course. As you look to the left side of your screen where you will find a list of items (modules) underneath the Table of Contents. In this list you will find three modules titled "Welcome & Instruction Overview", "Pcard

Training" and "Quiz". You will already be in the Welcome & Instruction Overview module. You may click on each module to bring you to the contents in those modules.

THE UNIVERSITY OF RHODE ISLAND PCard Training for Cardholders and Departm... [grid icon] [envelope icon] [chat icon] [bell icon]

Course Home Content Quizzes Classlist Grades Course Tools ▾ Help ▾ URI Resources ▾ Zoom

Search Topics [magnifying glass icon]

Overview

Bookmarks

Table of Contents 3

- Welcome & Instruction Overview
- Pcard Training 2
- PCARD QUIZ 1

Add a module...

## Welcome & Instruction Overview

▼

Add dates and restrictions...

Welcome to

### The URI Purchase Card Online Training

The PCARD has been endorsed by the Office of the Controller as the preferred method for purchasing and services costing less than \$1,000. The PCARD is a fast, flexible purchasing method that utilizes purchasing power to individual university employees. The PCARD permits small dollar purchases efficiently, with minimal delay and clerical labor while still providing accurate accounting.

Please read the following instructions on how to access your training:

#### Using Brightspace

Please look to the left side of your screen where you will find a list of items. [truncated]

After reading the Instructions, you may select the Pcard Training module on the left. Here you will find the training materials needed to complete the course. After you have completed reviewing those materials, you then can select the 3<sup>rd</sup> and final module titled "PCARD QUIZ". Once you select this module, you will see the quiz below titled "PCARD Quiz for Cardholders and Department Administrators". Once you select this quiz link, you will be directed to the quiz. Upon completion of the quiz, you will be given a grade for the course. You must receive a score of 80% or greater in order to receive a PCARD. If you do not receive an 80% or higher, you must retake the quiz. You will have a total of 3 attempts to complete the quiz with an 80% or higher.

Once the quiz is successfully completed, the Pcard office will order your card and you will be contacted after it arrives.

If you have any question or need assistance, please send an email to [PCARD@etal.uri.edu](mailto:PCARD@etal.uri.edu)