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)
- 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)

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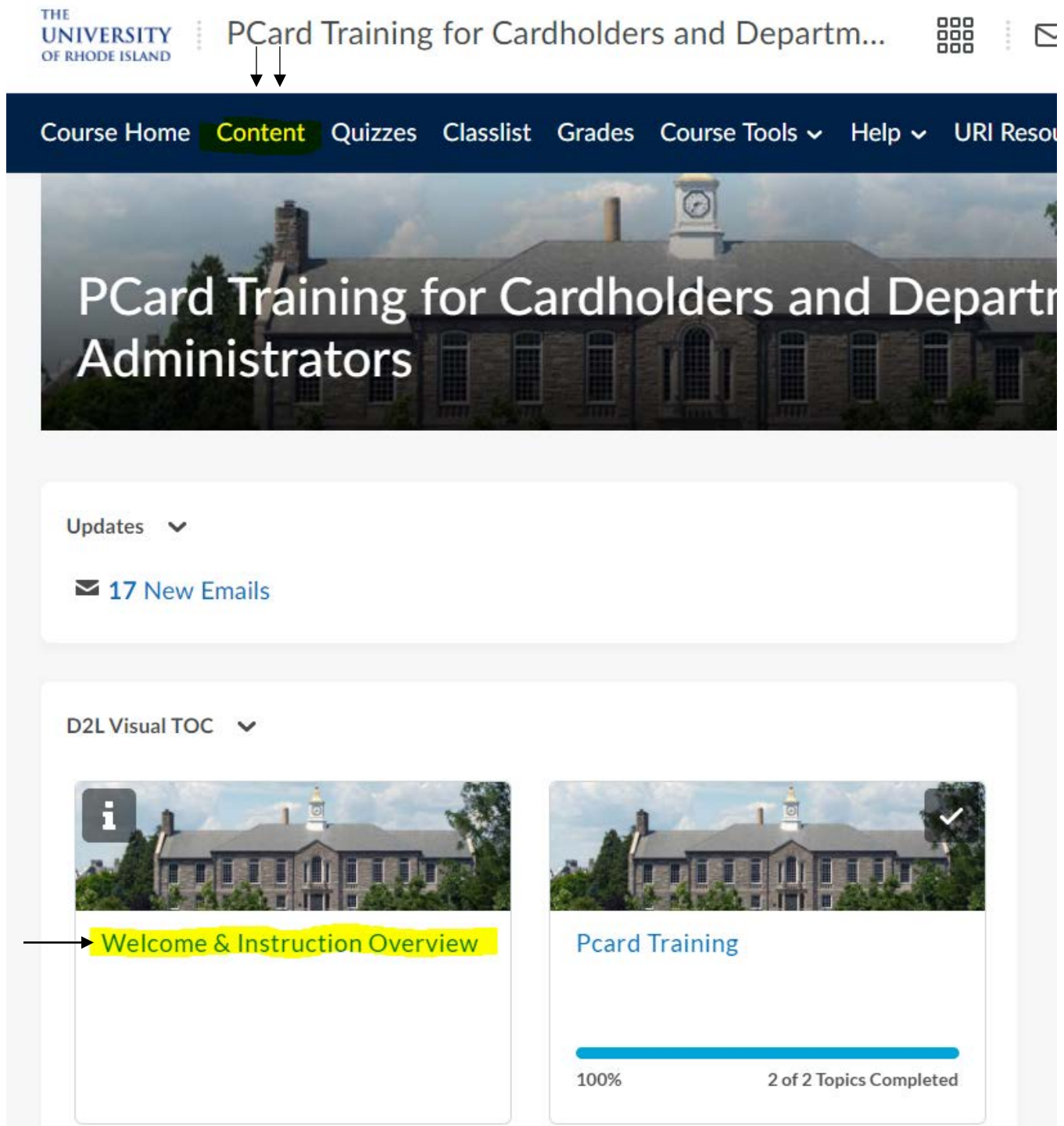
In the Welcome & Instruction Overview you will find the instructions to complete the course. As you look to the left side of your screen where you will find a list of items (modules) underneath the Table of Contents. In this list you will find three modules titled "Welcome & Instruction Overview", "Pcard

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.

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 3rd 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