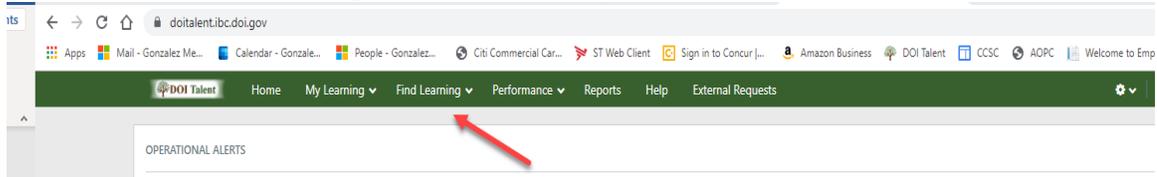


CARDHOLDER TRAINING

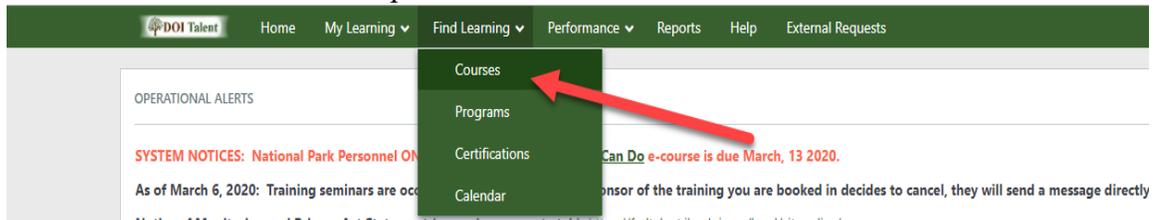
CARDHOLDER – FLEET (DETAILED INSTRUCTIONS)

Access [DOI Talent](#) (Recommended Browsers: Use the Chrome or Edge browsers when accessing DOI Talent. Do not use IE 11).

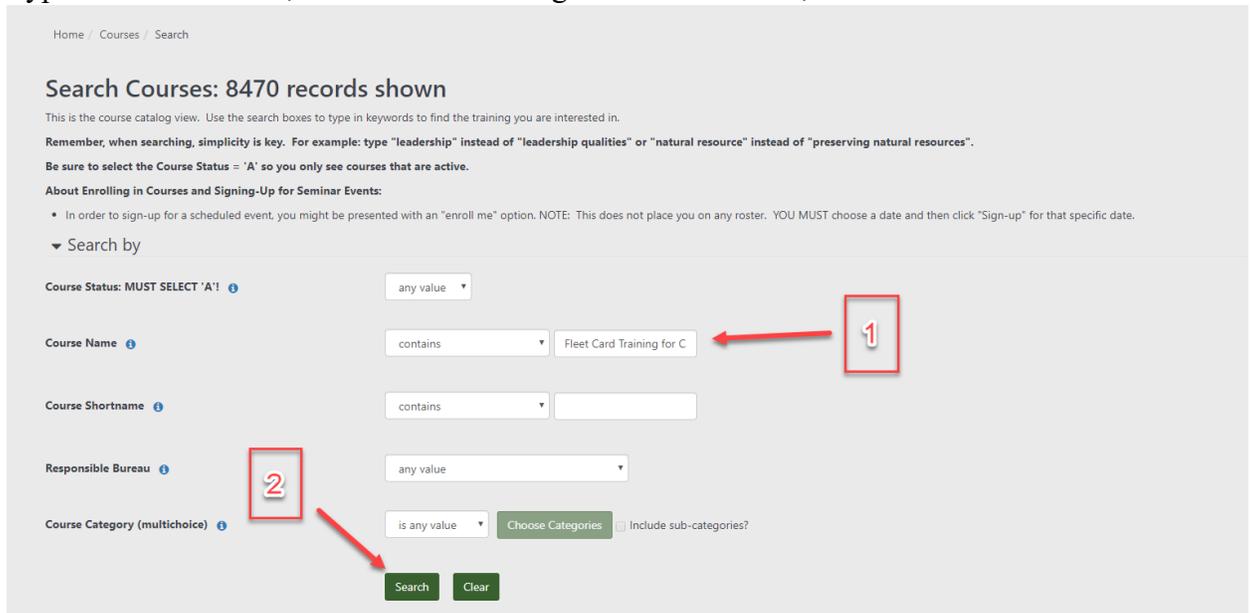
1. Click on the “Find Learning” tab.



2. Select “Courses” from the drop-down menu.



3. Type the course name, “Fleet Card Training for Cardholders”¹, and click on “Search”².



4. Click on the course name:

Remember, when searching, simplicity is key. For example: type "leadership" instead of "leadership qualities" or "natural resource" instead of "preserving natural resources".
Be sure to select the Course Status = 'A' so you only see courses that are active.

About Enrolling In Courses and Signing-Up for Seminar Events:
• In order to sign-up for a scheduled event, you might be presented with an "enroll me" option. NOTE: This does not place you on any roster. YOU MUST choose a date and then click "Sign-up" for that specific date.

▼ Search by

Course Status: MUST SELECT 'A'!

Course Name Fleet Card Training for C

Course Shortname

Responsible Bureau

Course Category (multichoice) Include sub-categories?

Show more...

▼ Filter by

Search by

Type Blended (1)
 E-learning (0)
 Seminar (0)

Course Icon	Course Name	Course Shortname	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content	Duration	Contact Name/Email
	Fleet Card Training for Cardholders	DOI-CCTrng-FleetCardhdr	Blended	Office of the Secretary	No	0.00		1	Ken Casey/ kenneth_casey@ios.doi.gov

5. Click on the "Enroll me" button to self-enroll in the course.

► Self enrollment (Learner)

Step 1: Take the GSA Fleet Card Training for Cardholders

1. You must read and understand the information provided in Step 1 in DOI Talent.

Announcements Your progress ⓘ

Click the links under the Step numbers, not the actual Step number words

Step 1: Take the GSA Fleet Card Training for Cardholders

[GSA Fleet Card Training for Cardholders URL](#) ⓘ

The GSA Fleet Card Training for Program Coordinators is the DOI-Approved course for Fleet Cardholders.

This link will take you to the GSA course which is intended to teach you the basics about your roles and responsibilities as a Cardholder for the fleet business line.

You must create a login and password at the GSA website to take the course there, unless you already have one. Once you've completed the training on the GSA website, close the browser window and return to this page to complete the additional steps below. **IMPORTANT: Be sure to download the GSA completion certificate once you've completed the training there.**

****You will be required to take this training every three years as refresher training.**

2. You must then click on the “*Take the GSA Fleet Card Training for Cardholders*” link to transfer to the GSA course. **NOTE:** A new window for the GSA website will open.

Announcements Your progress ⓘ

Click the links under the Step numbers, not the actual Step number words

Step 1: Take the GSA Fleet Card Training for Cardholders

[GSA Fleet Card Training for Cardholders URL](#) ⓘ

The GSA Fleet Card Training for Program Coordinators is the DOI-Approved course for Fleet Cardholders.

This link will take you to the GSA course which is intended to teach you the basics about your roles and responsibilities as a Cardholder for the fleet business line.

You must create a login and password at the GSA website to take the course there, unless you already have one. Once you've completed the training on the GSA website, close the browser window and return to this page to complete the additional steps below. **IMPORTANT: Be sure to download the GSA completion certificate once you've completed the training there.**

****You will be required to take this training every three years as refresher training.**

3. Click on “Register” to create an account, which will require you to create a password.



LESSON 1: GSA SmartPay Fleet Training for Program Coordinators (A/OPCs) +

Lesson 1 of 8



GSA SmartPay Fleet Training for Program Coordinators (A/OPCs)

Welcome to the GSA SmartPay online training for fleet Agency/Organization Program Coordinators (A/OPC). As a program coordinator, you play a critical role in your agency's/organization's fleet program. You work with account holders, the bank, and other key stakeholders to ensure that all fleet accounts are effectively managed.

This training module is intended to teach you the basics about your roles and responsibilities as an A/OPC and can be used as refresher training as required by your agency. We encourage you to learn about your agency's specific fleet program requirements and policies, since they will be the foundation of your day-to-day duties.

In addition to this training, the contractor or your agency's bank, also provides an Electronic Access System (EAS) and an A/OPC Guide – these will be invaluable tools for you in performing your duties.

To print or save this training, please follow the following steps:

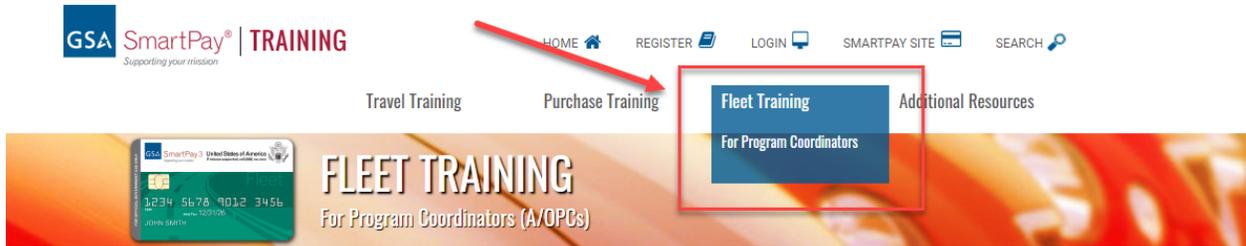
1. Click below on the 'Download Travel Training for A/OPCs PDF' link.
2. Select "Ctrl P" or Print from the menu on your web browser.
3. Select a printer name to print OR select "Adobe PDF" from the dropdown menu to save a copy to your computer.

[Download Fleet Training for A/OPCs PDF](#)

[Please log in to save bookmark](#)

[Lesson 2: Fleet Program Overview >](#)

4. Once registered, click on the 'For Account Holders/AOs' option on the blue "Fleet Training" box.



LESSON 1: GSA SmartPay Fleet Training for Program Coordinators (A/OPCs) +

Lesson 1 of 8



GSA SmartPay Fleet Training for Program Coordinators (A/OPCs)

Welcome to the GSA SmartPay online training for fleet Agency/Organization Program Coordinators (A/OPC). As a program coordinator, you play a critical role in your agency's/organization's fleet program. You work with account holders, the bank, and other key stakeholders to ensure that all fleet accounts are effectively managed.

This training module is intended to teach you the basics about your roles and responsibilities as an A/OPC and can be used as refresher training as required by your agency. We encourage you to learn about your agency's specific fleet program requirements and policies, since they will be the foundation of your day-to-day duties.

In addition to this training, the contractor or your agency's bank, also provides an Electronic Access System (EAS) and an A/OPC Guide – these will be invaluable tools for you in performing your duties.

To print or save this training, please follow the following steps:

1. Click below on the "Download Travel Training for A/OPCs PDF" link.
2. Select "Ctrl P" or Print from the menu on your web browser.
3. Select a printer name to print OR select "Adobe PDF" from the dropdown menu to save a copy to your computer.

[Download Fleet Training for A/OPCs PDF](#)

 Please log in to save bookmark

[Lesson 2: Fleet Program Overview >](#)

5. Once you have read Lesson 1, continue to Lesson 2, and so on until you have completed the training. Lessons 1 through 7 are for cardholders and approving officials; Lesson 8 provides further fleet resources.



LESSON 1: GSA SmartPay Fleet Training for Program Coordinators (A/OPCs) +

Lesson 1 of 8



GSA SmartPay Fleet Training for Program Coordinators (A/OPCs)

Welcome to the GSA SmartPay online training for fleet Agency/Organization Program Coordinators (A/OPC). As a program coordinator, you play a critical role in your agency's/organization's fleet program. You work with account holders, the bank, and other key stakeholders to ensure that all fleet accounts are effectively managed.

This training module is intended to teach you the basics about your roles and responsibilities as an A/OPC and can be used as refresher training as required by your agency. We encourage you to learn about your agency's specific fleet program requirements and policies, since they will be the foundation of your day-to-day duties.

In addition to this training, the contractor or your agency's bank, also provides an Electronic Access System (EAS) and an A/OPC Guide – these will be invaluable tools for you in performing your duties.

To print or save this training, please follow the following steps:

1. Click below on the "Download Travel Training for A/OPCs PDF" link.
2. Select "Ctrl P" or Print from the menu on your web browser.
3. Select a printer name to print OR select "Adobe PDF" from the dropdown menu to save a copy to your computer.

[Download Fleet Training for A/OPCs PDF](#)

 Please log in to save bookmark

[Lesson 2: Fleet Program Overview >](#)

6. After completing the appropriate lessons, cardholders and approving officials must take an 18-question quiz. Click on the "Start Quiz" link. If you wish to retake the quiz, click on the blue "Take" button to restart it.



[View](#) [My Certificates](#) [My results](#) [Take](#)

[Retake Quiz](#)

QUIZ: GSA SmartPay Fleet (A/OPC) +

GSA SmartPay Fleet (A/OPC)

Now that you have completed the training portion, you are ready to take your quiz. Once you have completed and successfully passed your quiz with a minimum score of 75%, you will receive your completion certificate. The certificate can be saved or printed from the training website.

[Start Quiz >](#)

[Start Quiz](#)

- After taking the training and completing the quiz, press “Finish” to view your results. Click on “My Certificates” to view your certificate.



[View](#) [My Certificates](#) [My results](#) [Take](#)

Title	Quiz Started	Quiz Completed	Score	View Certificate
GSA SmartPay Fleet (A/OPC)				View Certificate
GSA SmartPay Fleet (A/OPC)				View Certificate
Quiz on GSA SmartPay Purchase Account (Account Holders/AOs)				View Certificate
Quiz on GSA SmartPay Purchase Account (Account Holders/AOs)				View Certificate
GSA SmartPay Travel Account (Account Holders/AOs)				View Certificate
Charge Card Manager Certification				View Certificate
GSA SmartPay Fleet (A/OPC)				View Certificate
Quiz on GSA SmartPay Purchase (A/OPC)				View Certificate
Quiz on GSA SmartPay Travel (A/OPC)				View Certificate

- Click on “View Certificate”.



[View](#) [My Certificates](#) [My results](#) [Take](#)

Title	Quiz Started	Quiz Completed	Score	View Certificate
GSA SmartPay Fleet (A/OPC)	03/11/2020 - 13:14	03/11/2020 - 13:20	100	View Certificate



9. Your certificate will be displayed and must be downloaded.



This certifies that on
March 11, 2020

Department of the Interior

has successfully completed the course requirement for the
GSA SmartPay Fleet Card Training (A/OPC) - CLP1

David Shea
GSA SMARTPAY PROGRAM
OFFICE OF CHARGE CARD MANAGEMENT
FEDERAL ACQUISITION SERVICE



GSA, Federal Acquisition Service, Office of Customer Accounts and Research, Events and Training Branch (1 Hour of Training = 1 Continuous Learning Point Credit)

There is no way to automatically download the certificate, therefore, you must save the image by right-clicking on it, choosing “Save image as ...”, and saving it to your desired location on your computer.

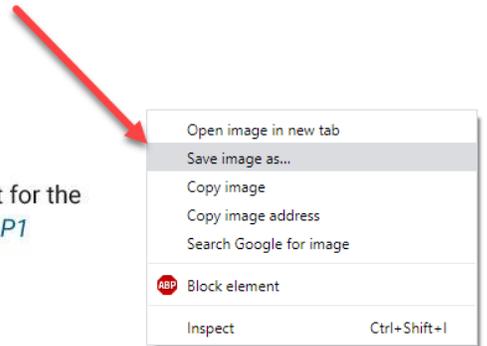


This certifies that on
March 11, 2020

Department of the Interior

has successfully completed the course requirement for the
GSA SmartPay Fleet Card Training (A/OPC) - CLP1

David Shea
GSA SMARTPAY PROGRAM
OFFICE OF CHARGE CARD MANAGEMENT
FEDERAL ACQUISITION SERVICE

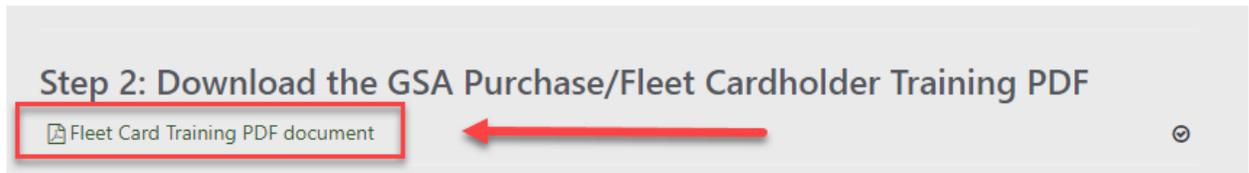


GSA, Federal Acquisition Service, Office of Customer Accounts and Research, Events and Training Branch (1 Hour of Training = 1 Continuous Learning Point Credit)

10. You must return to DOI Talent to perform Steps 2 – 5 and complete the training.

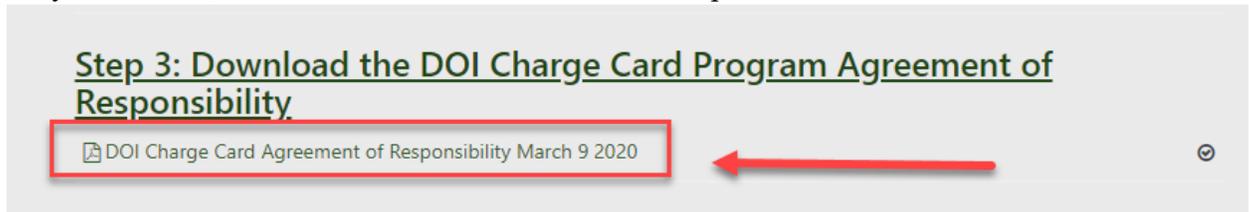
Step 2: Download the GSA Fleet Cardholder Training PDF

1. After returning to DOI Talent, click on the “*GSA SmartPay Fleet Card Training*” link located in Step 2. This step is necessary for recording the completed task in DOI Talent. If you did not save a copy from the GSA Training website, you can save a copy for your records at this time.



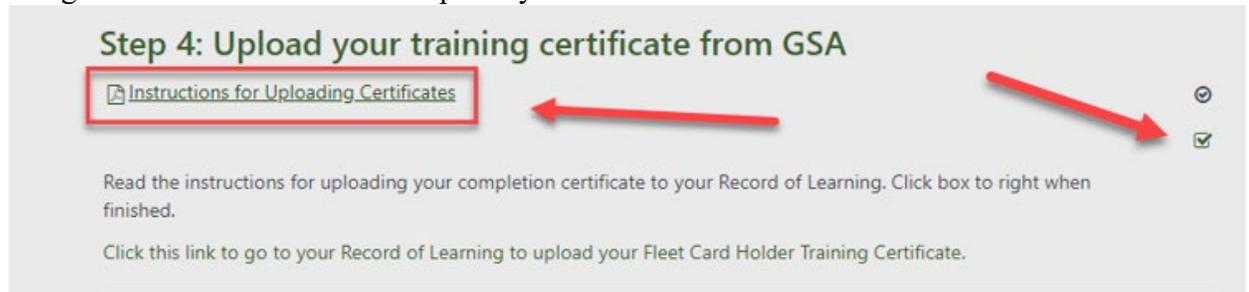
Step 3: Download the Charge Card Agreement of Responsibility

1. Click on the “*DOI Charge Card Agreement of Responsibility*” link. Read and save a copy for your records, if desired. Close the screen when completed.



Step 4: Uploading your training certificate from GSA

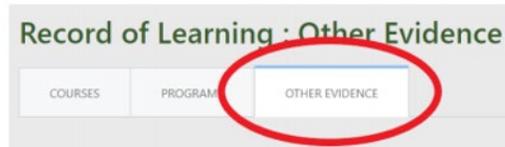
1. Click on the “Instructions for Uploading Certificates” link. This step is necessary for recording the completed task in DOI Talent. Click the box to the right when finished reading the instructions on how to upload your certificate.



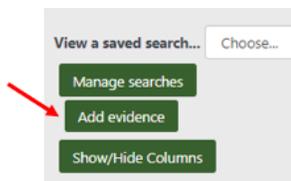
2. Start the process to upload your certification by clicking on the ‘My Learning’ tab and then on the ‘Record of Learning’ button.



3. Click on the 'OTHER EVIDENCE' button.



4. Click on the 'Add evidence' button.



5. Enter 'Fleet Card Training for Cardholders' as the evidence name.
6. Select 'Certificate of Completion' from the 'Evidence Type' drop-down menu.
7. Enter 'GSA' as the Provider/Vendor.
8. Enter the date of completion.
9. Click on the icon to locate your Certificate of Completion that you saved to your computer from the GSA website and select it for upload.
10. Click the 'Add evidence' button.

Add evidence

There are required fields in this form marked *

Evidence name → Fleet Card Training for Cardholders **5**

Evidence type → Certificate of Completion **6**

Description

Provider/Vendor* → GSA **7**

Date completed* → April 11 2020 **8**

File attachments → **9**

Add evidence **Cancel** **10**

Step 5: Self Certify Completion/Compliance

1. After reading the bullet points, click the box to the right to certify completion of all steps within the Fleet Charge Card Training.

Step 5: Self Certify your completion/compliance

By checking the box to the right, I certify that I

- Visited the GSA link above and completed the Travel Card Training for cardholders module;
- Reviewed the GSA Travel Card Training PDF document provided; and
- Reviewed and will comply with the DOI Charge Card Program Agreement of Responsibility.

2 →

← **1**

2. Your Fleet Card Training for Cardholders has been completed. Once you have completed all steps, please make sure all boxes and radio buttons have been marked. This is an indication that all steps have being completed. Please see below:

Step 1: Take the GSA Fleet Card Training for Cardholders
GSA Fleet Card Training for Cardholders URL

The GSA Fleet Card Training for Program Coordinators is the DOI-Approved course for Fleet Cardholders. This link will take you to the GSA course which is intended to teach you the basics about your roles and responsibilities as a Cardholder for the fleet business line.

You must create a login and password at the GSA website to take the course there, unless you already have one. Once you've completed the training on the GSA website, close the browser window and return to this page to complete the additional steps below. **IMPORTANT: Be sure to download the GSA completion certificate once you've completed the training there.**

**You will be required to take this training every three years as refresher training.

Step 2: Download the GSA Purchase/Fleet Cardholder Training PDF
Fleet Card Training PDF document

Step 3: Download the DOI Charge Card Program Agreement of Responsibility
DOI Charge Card Agreement of Responsibility March 9 2020

Step 4: Upload your training certificate from GSA
Instructions for Uploading Certificates

Read the instructions for uploading your completion certificate to your Record of Learning. Click box to right when finished.

Click this link to go to your Record of Learning to upload your Fleet Card Holder Training Certificate.

Step 5: Self Certify your completion/compliance
By checking the box to the right, I certify that I

- visited the GSA link above and completed the Fleet Card Cardholders training module;
- Reviewed the GSA Fleet Card Training PDF document provided;
- Reviewed and will comply with the DOI Charge Card Program Agreement of Responsibility; and
- Will comply with the requirements stated therein.



3. Logout of DOI Talent.
4. Once you complete the training successfully, you will receive a congratulatory email from DOI Talent Admin.