

CARDHOLDER – TRAVEL (DETAILED INSTRUCTIONS)

Recommendations prior to starting travel card training:

1. Because you must alternate between DOI Talent and the U.S. General Services Administration’s (GSA) websites during the training, using two monitors (if possible) may facilitate maneuvering between the sites.
2. Once logged into DOI Talent, the page must be maximized to see the Registration/Log in options (otherwise, you may not see it).
3. The GSA Travel Card training is for all Federal agencies, for this reason there might be a few quiz questions that will not apply to DOI. However, for the purpose of the quiz please see quiz hints below.
4. Quiz hints:

Q: A creditworthiness assessment is used as an internal control to ensure that account holders are financially responsible. If you are a new travel account applicant, then your agency is required to assess your creditworthiness in accordance with P.L. 112-194 before an account is issued.

A: **True**

Q: You relinquish your right to recover a disputed amount if you do not dispute it before _____ days from the transaction date.

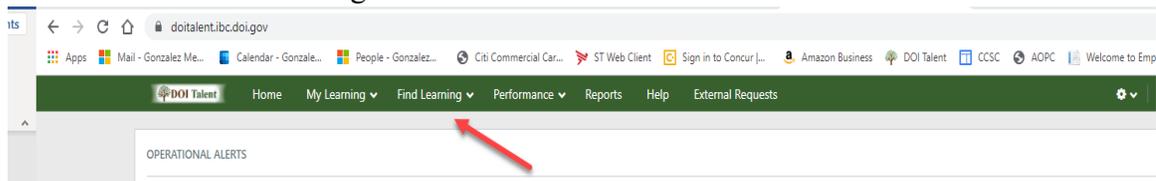
A: **90 calendar days**

Q: Please check off that you have read and understand each account holder responsibility below:

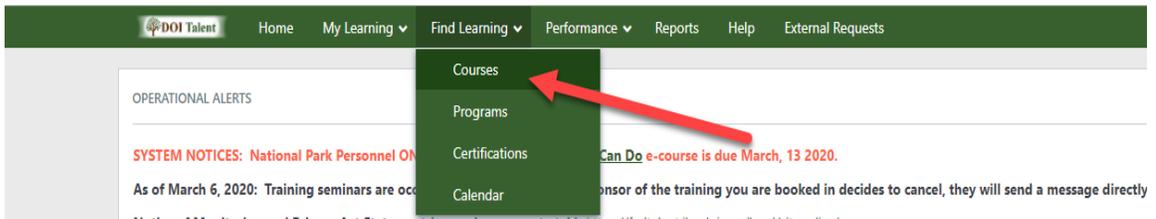
A: **Cardholder has 60 calendar days from the statement date to dispute a charge.** (Note: The expected answer on the quiz is ‘True’ and the item should be checked; however, the correct answer is ‘False’ because a cardholder has 90 calendar days from the transaction date to dispute the charge.

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

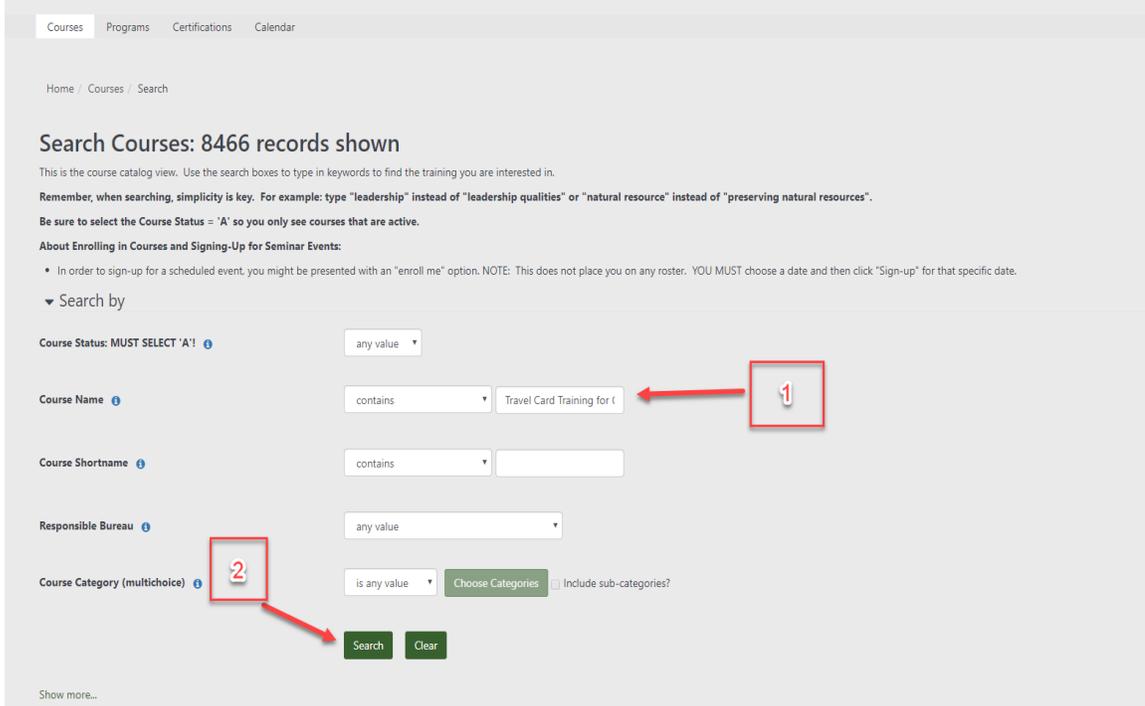
1. Click on the “Find Learning” tab.



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



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



4. Click on the course name:

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

Course Shortname

Responsible Bureau

Course Category (multichoice) Include sub-categories?

Show more...

Filter by

Search by

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

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

Content Assignment (0)
 Book (0)
 Certificate (0)

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

Self enrollment (Learner)

Step 1: Take the GSA Travel 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 Travel Card Training for Cardholders

 Take the GSA Travel Card Training for 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 travel cardholder.

- 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 3 years as refresher training per DOI Charge Card Policy.**



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

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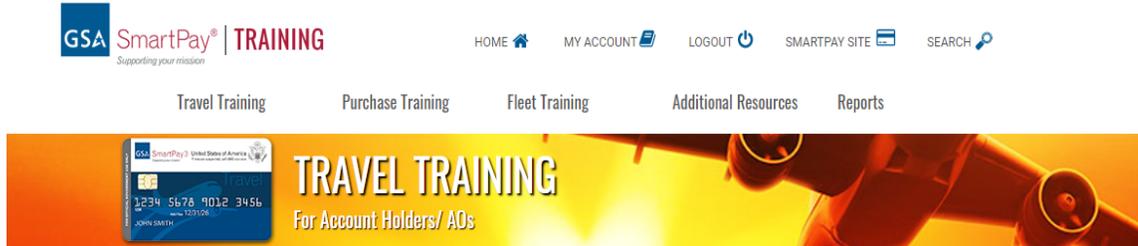
3. Click on “Register” to create an account, which will require you to create a password.

The screenshot shows the GSA SmartPay TRAINING website. The header includes the GSA SmartPay logo, a navigation menu with 'HOME', 'REGISTER', 'LOGIN', 'SMARTPAY SITE', and 'SEARCH', and a secondary menu with 'Travel Training', 'Purchase Training', 'Fleet Training', and 'Additional Resources'. A red arrow points to the 'REGISTER' button. Below the navigation is a banner for 'TRAVEL TRAINING For Account Holders/ AOs' featuring a SmartPay card and an airplane. The main content area is titled 'LESSON 1: GSA SmartPay Travel Training (Account Holders/ AOs)' and includes a progress indicator for 'Lesson 1 of 12'. The text welcomes users to the training and provides instructions on how to print or save the training as a PDF. A link for 'Download Travel Training for Account Holders/ AOs PDF' is provided, along with a note to log in to save a bookmark. A link for 'Lesson 2: Travel Program Overview' is also visible.

4. Once registered, click on the ‘For Account Holders/AOs’ option on the blue “Travel Training” box.

The screenshot shows the GSA SmartPay TRAINING website after successful registration. A green notification box at the top states 'Registration successful. You are now logged in.' Below this is the 'Select Training Course' section, which includes a welcome message and a list of training courses. A red arrow points to the 'TRAVEL TRAINING' box, which is blue and contains the text 'For Account Holders/AOs' and 'For Program Coordinators'. The other courses are 'PURCHASE TRAINING' (purple), 'FLEET TRAINING' (green), and 'ADDITIONAL RESOURCES' (grey).

5. Once you have read Lesson 1, continue to Lesson 2, and so on until you have completed the training. Lessons 1 through 11 are for cardholders and approving officials; Lesson 12 provides further training for approving officials.



LESSON 1: GSA SmartPay Travel Training (Account Holders/ AOs) +

Lesson 1 of 12



GSA SmartPay Travel Training (Account Holders/ AOs)

Welcome to the GSA SmartPay Travel Training for Account Holders and Approving Officials. As a federal government employee going on official government travel, you are expected to be familiar with the **Federal Travel Regulations (FTR)** and other government travel policies.

This training course is intended to teach you the basics about your roles and responsibilities as an Account Holder/ AO and can be used as refresher training as required by your agency. We encourage you to also learn about your agency's specific travel program requirements and policies.

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

1. Click below on the "Download Travel Training for Account Holders/ AOs 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 Travel Training for Account Holders/ AOs PDF](#)

[Bookmark my place and return later](#)

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

- After completing the appropriate lessons, cardholders and approving officials must take a 25-question quiz. Click on the “**Start Quiz**” link. If you wish to retake the quiz, click on the blue “Take” button to restart it.

GSA SmartPay | TRAINING
Supporting your mission

HOME SEARCH MY ACCOUNT LOGOUT SMARTPAY SITE

Travel Training Purchase Training Fleet Training Additional Resources Reports

TRAVEL TRAINING
For Account Holders/ AOs

View My Certificates My results **Take**

QUIZ: GSA SmartPay Travel Account (Account Holders/AOs) Retake quiz

Start quiz

GSA SmartPay Travel Account (Account Holders/AOs)

Now that you have completed the training portion of the GSA SmartPay Travel Account Online Training (Account Holders/AOs), you are ready to take your quiz. Once you have completed and successfully passed your quiz, you will receive your completion certificate. The certificate can be saved or printed from the training website.

[Start Quiz >](#)

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

Travel Training Purchase Training Fleet Training Additional Resources Reports

TRAVEL TRAINING
For Account Holders/ AOs

View My Certificates **My results** Take

You got 24 of 25 possible points.
Your score: 96%

Question 1

True/false question

The Travel and Transportation Reform Act of 1998 (Public Law 105-264) mandates Federal Government account holders to use the travel account for official government travel expenses.

Your answer	Choice	Correct?	Score	Feedback	Correct answer
➔	True	✓	1		✓
	False		0		

Score: 1 of 1

Question 2

8. Click on “View Certificate”.

Supporting your mission

Travel Training Purchase Training Fleet Training Additional Resources Reports



TRAVEL TRAINING

For Account Holders/ AOs

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

Title	Quiz Started	Quiz Completed	Score	View Certificate
GSA SmartPay Travel Account (Account Holders/AOs)	03/09/2020 - 22:15	03/09/2020 - 22:30	96	View Certificate

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



CERTIFICATE OF TRAINING

This certifies that on
March 09, 2020
Department of the Interior

has successfully completed the course requirement for the
GSA SmartPay Travel Card Training (Account Holder/AO) - CLP1

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

 U.S. General Services Administration 

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

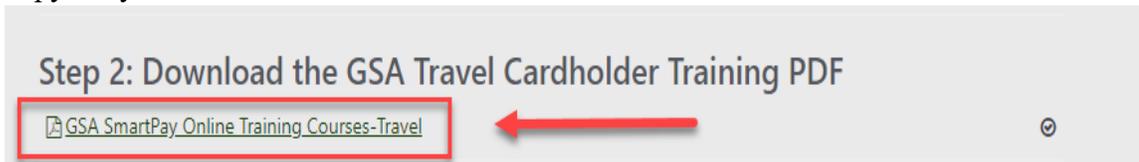
- There is no way to automatically download the certificate, therefore, you must save the image by right-clicking on it, choosing “Save image as ...”, and saving it to your desired location on your computer.



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

Step 2: Download the GSA Travel Cardholder Training PDF

- After returning to DOI Talent, click on the “*GSA SmartPay Online Training Courses-Travel*” 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

- Click on the “*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

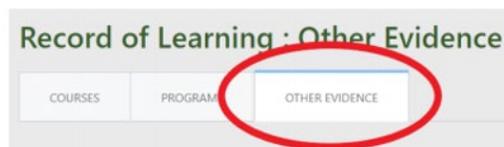
1. Click on the “Instructions for Uploading Certificates” link. This step is necessary for recording the completed task in DOI Talent. Click the box to the right when finished reading the instructions on how to upload your certificate.



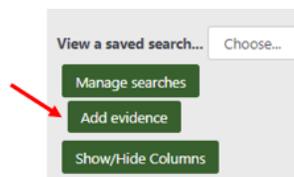
2. Start the process to upload your certification by clicking on the ‘My Learning’ tab and then on the ‘Record of Learning’ button.



3. Click on the ‘OTHER EVIDENCE’ button.



4. Click on the ‘Add evidence’ button.



5. Enter ‘Travel 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 (5)

Evidence type (6)

Description

Provider/Vendor* (7)

Date completed* (8)

File attachments (9)

(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 Travel Charge Card Training.

Step 5: Self Certify your completion/compliance

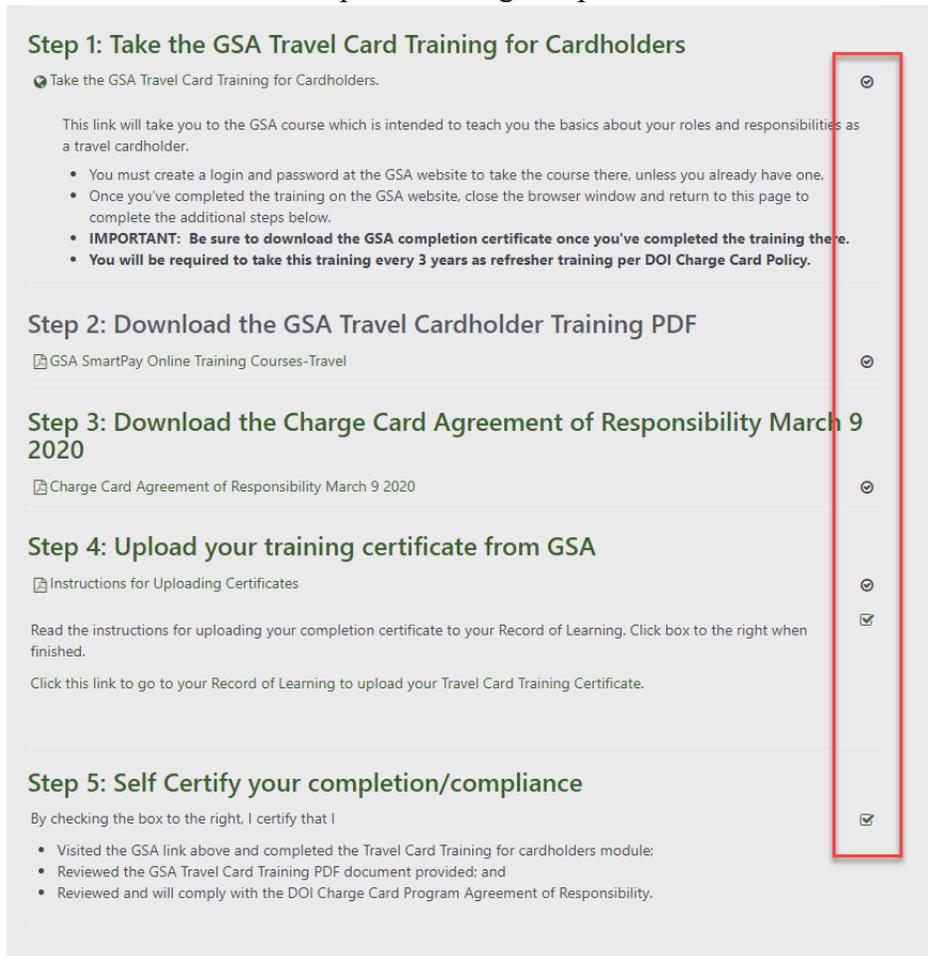
By checking the box to the right, I certify that I

- 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 Travel 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:



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Step 2: Download the GSA Travel Cardholder Training PDF
GSA SmartPay Online Training Courses-Travel

Step 3: Download the Charge Card Agreement of Responsibility March 9 2020
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 the right when finished.

Click this link to go to your Record of Learning to upload your Travel Card 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 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.

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