FLEET CARD TRAINING
FOR CARDHOLDER/APPROVING OFFICIAL
(DETAILED INSTRUCTIONS)
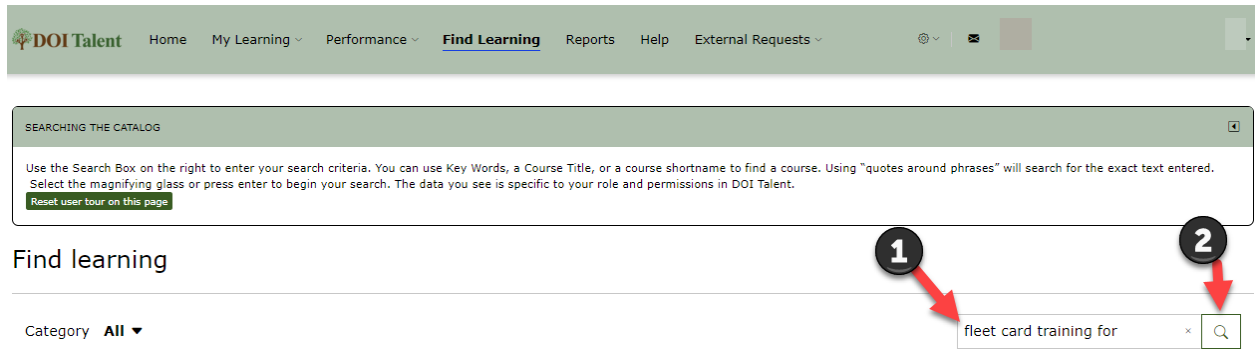
Step 1: Access DOI Talent (https://doitalent.ibc.doi.gov/) and enroll in course

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

1. Click on the Find Learning tab.
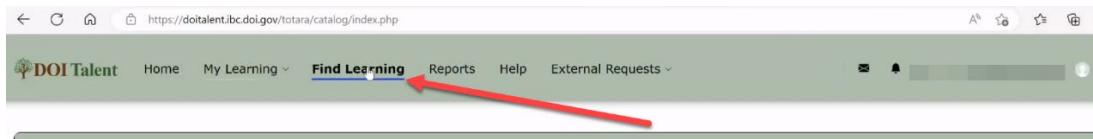
2. Type the course name, Fleet Card Training for Cardholders/Approving Officials[1], or a shorter variation such as Fleet Card Training for, and click on Search[2].

3. Scroll down, click on the course tile: Initial Fleet Card Training for Cardholders/Approving Officials

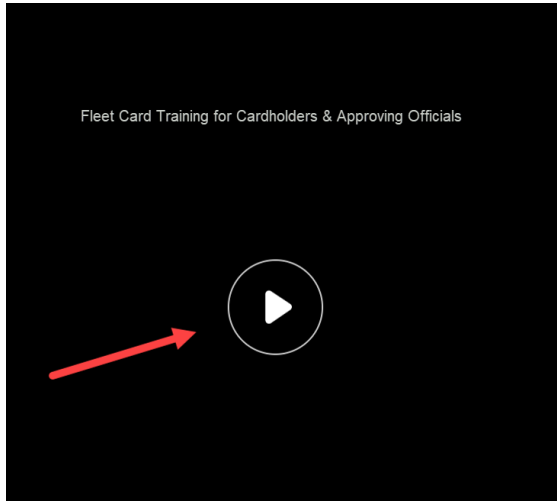4. Click on the Go to Course button.

5. Click on the Enroll me button.

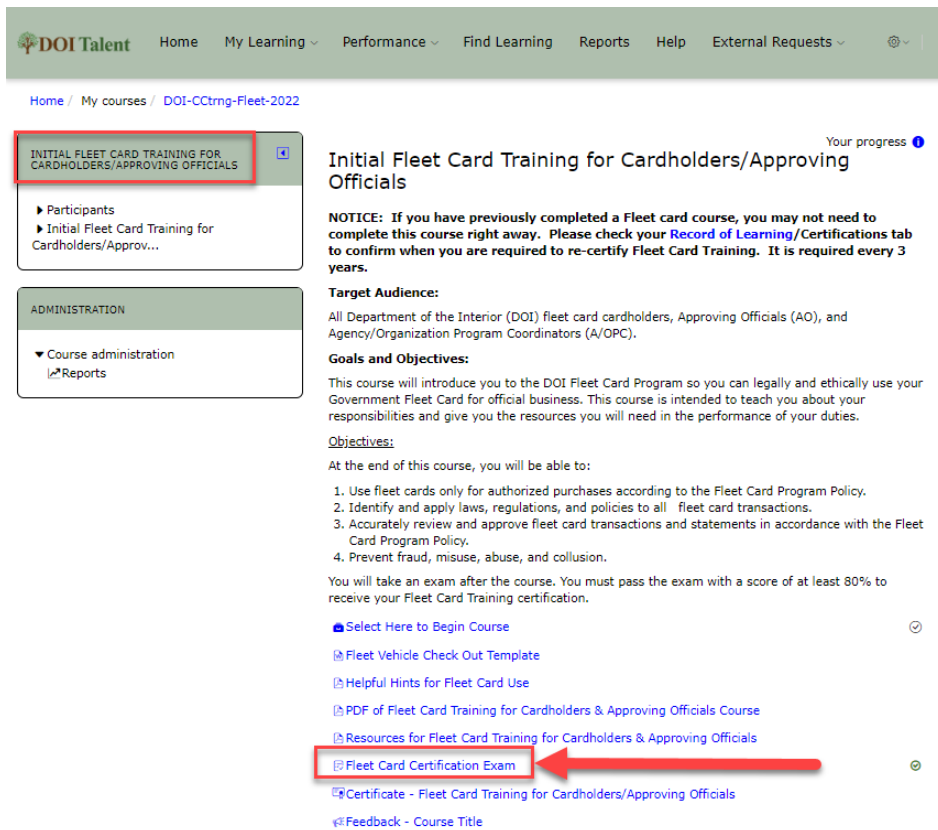6. Click on the Select Here to Begin Course.

Step 2: Complete Fleet Card Training for Cardholders & Approving Officials

1. Click on the arrow to begin. This course should take about 45 minutes to complete.

2. When you have completed the course, it will take you to the Fleet Card Certification Exam. Click on the Fleet Card Certification Exam link to take you to Exam Instructions.

3. At the bottom of the Exam Instructions click on Attempt quiz now.
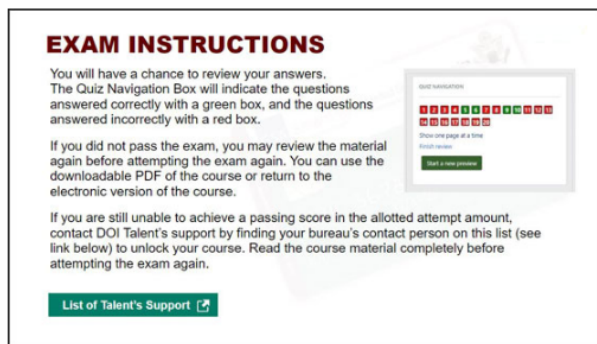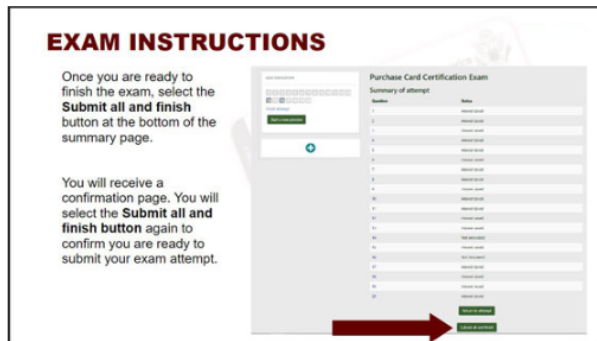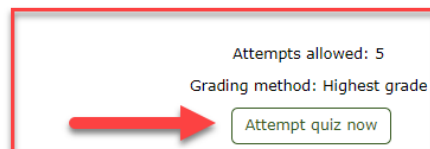
4. Once you have completed and submitted your answers you will receive your score. Once you have finished reviewing the results, click on Finish Review.
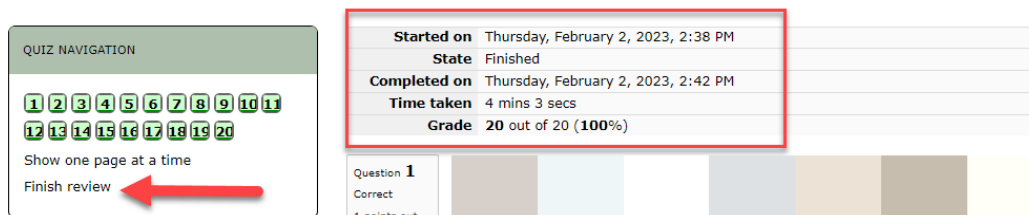
5. This will take you back to the Fleet Card Certification Exam Instructions.

On the left side, click on Certificate – Fleet Card Training for Cardholder.. to print/save a copy of your certificate.

6. From this point, you can click the Initial Fleet Training for Cardholders/Approving Officials link in the upper navigation menu to return to the course overview and to view your completion status.

# Step 3: Access the Course Overview to view your completion status and download certificates

1. At any time, you can view your status and certificates by visiting the Course Overview page.
   Go to the Home Page in DOI Talent.
   Go to Find Learning.

2. In Course Name, enter Fleet card training for and then click on the Search icon.

3. Once the training course appears at the bottom of the screen, you will see your progress indicated. Click on the course tile to view more information. Click on the view button to open the course.
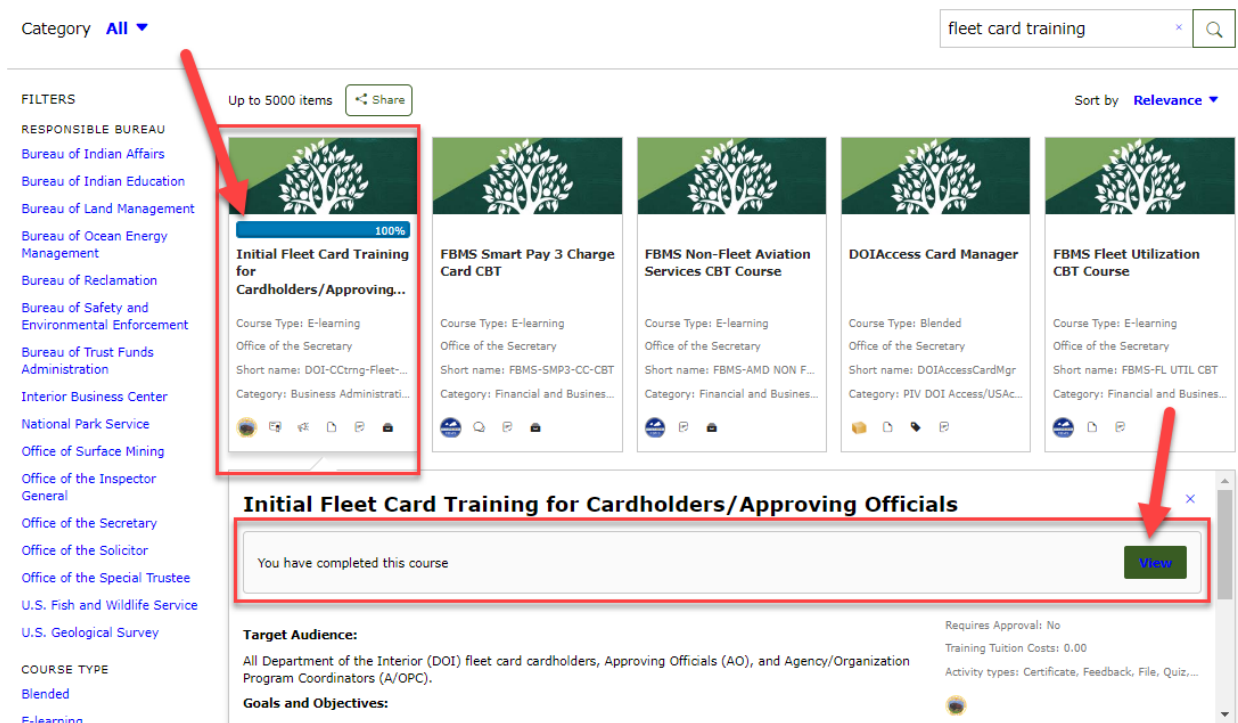
4. This will bring you back to the Course Overview page. Make sure you have two check marks on the right-hand side.
   If you forgot to print/save your certificate you can also do that from this screen.

5. Log out of DOI Talent