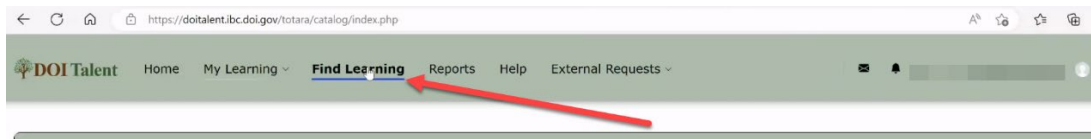


PURCHASE CARD TRAINING FOR CARDHOLDER/APPROVING OFFICIAL (DETAILED INSTRUCTIONS)

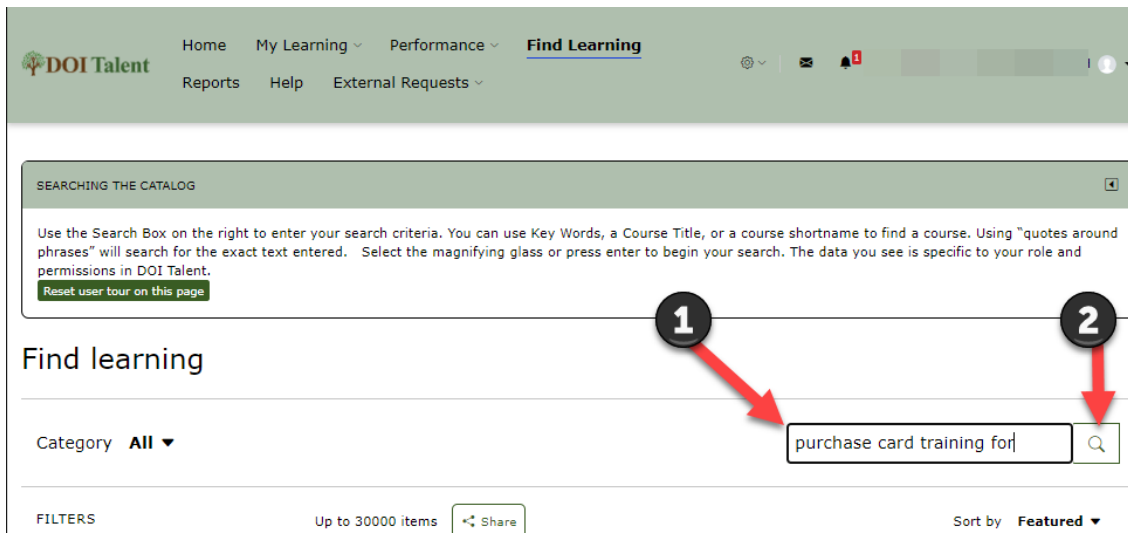
Step 1: Access DOI Talent (<https://doitalent.abc.doi.gov/>) and enroll in course

(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 name¹, Purchase Card Training for Cardholders/Approving Officials, or a shorter variation such as Purchase Card Training for, and click on Search².



3. Scroll down, click on the course tile:

Initial Purchase Card Training for Cardholders/Approving Officials

Find learning

Category **All** ▾

Up 5000 items Share

Sort by **Relevance** ▾

FILTERS

RESPONSIBLE BUREAU

- Bureau of Indian Affairs
- Bureau of Indian Education
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
- Bureau of Trust Funds Administration
- Interior Business Center
- National Park Service
- Office of Surface Mining
- Office of the Inspector General
- Office of the Secretary
- Office of the Solicitor
- Office of the Special Trustee
- U.S. Fish and Wildlife Service
- U.S. Geological Survey

COURSE TYPE

Blended

Initial Purchase Card Training for Cardholders/Approving...

Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTmg-Purch...
Category: Acquisitions

FBMS Smart Pay 3 Charge Card CBT

Course Type: E-learning
Office of the Secretary
Short name: FBMS-SMP3-CC-CBT
Category: Financial and Business...

OS FBMS Acquisitions Purchase Requisition ILT

Course Type: Seminar
Office of the Secretary
Short name: OS-FBMS-ACQREQ...
Category: Financial and Business...

FBMS Acquisition Requisitioner ILT

Course Type: Seminar
Office of the Secretary
Short name: FBMS-ACQ REQ ILT
Category: Financial and Business...

DOIAccess Card Manager

Course Type: Blended
Office of the Secretary
Short name: DOIAccessCardMgr
Category: PIV DOI Access/USAc...

Initial Fleet Card Training for Cardholders/Approving...

Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTmg-Fleet...

Initial Travel Card Training for Cardholders/Approving...

Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTmg-Trvl-2...

Training Ordering Official Delegation

Course Type: Blended
Office of the Secretary
Short name: OS-TrmgFundORDele

Senior Training Ordering Official Delegation

Course Type: Blended
Office of the Secretary
Short name: OS-SrTrmgFundOff...

FBMS Acquisition Requisitioner CBT

Course Type: E-learning
Office of the Secretary
Short name: FBMS-ACQ-REQ-C...

4. Click on the Go to course button

Initial Purchase Card Training for Cardholders/Approving...

Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTmg-Purch...
Category: Acquisitions

FBMS Smart Pay 3 Charge Card CBT

Course Type: E-learning
Office of the Secretary
Short name: FBMS-SMP3-CC-CBT
Category: Financial and Business...

OS FBMS Acquisitions Purchase Requisition ILT

Course Type: Seminar
Office of the Secretary
Short name: OS-FBMS-ACQREQ...
Category: Financial and Business...

FBMS Acquisition Requisitioner ILT

Course Type: Seminar
Office of the Secretary
Short name: FBMS-ACQ REQ ILT
Category: Financial and Business...

DOIAccess Card Manager

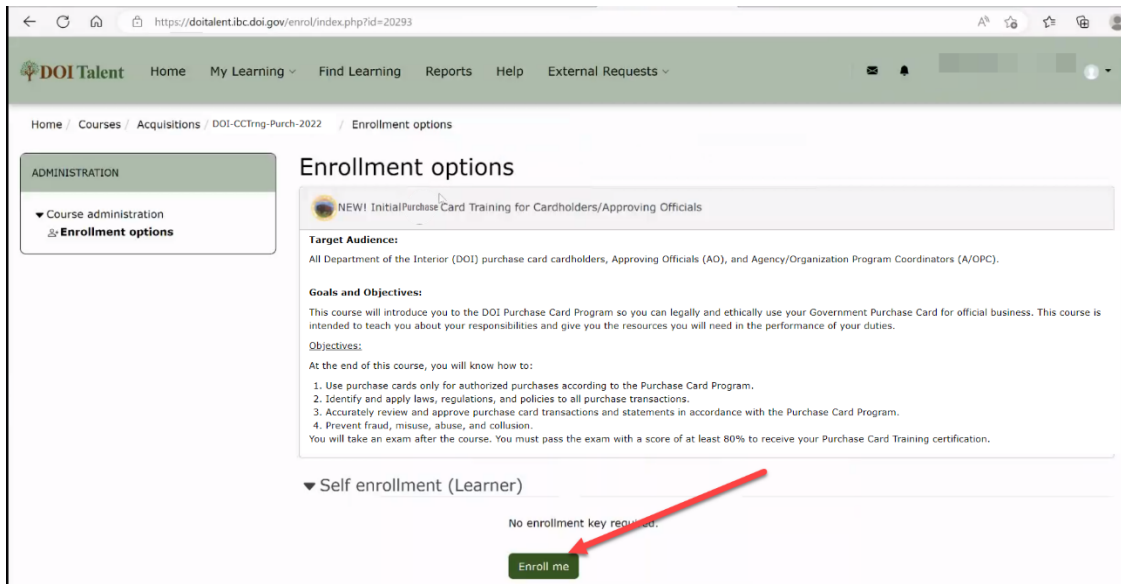
Course Type: Blended
Office of the Secretary
Short name: DOIAccessCardMgr
Category: PIV DOI Access/USAc...

Initial Purchase Card Training for Cardholders/Approving Officials

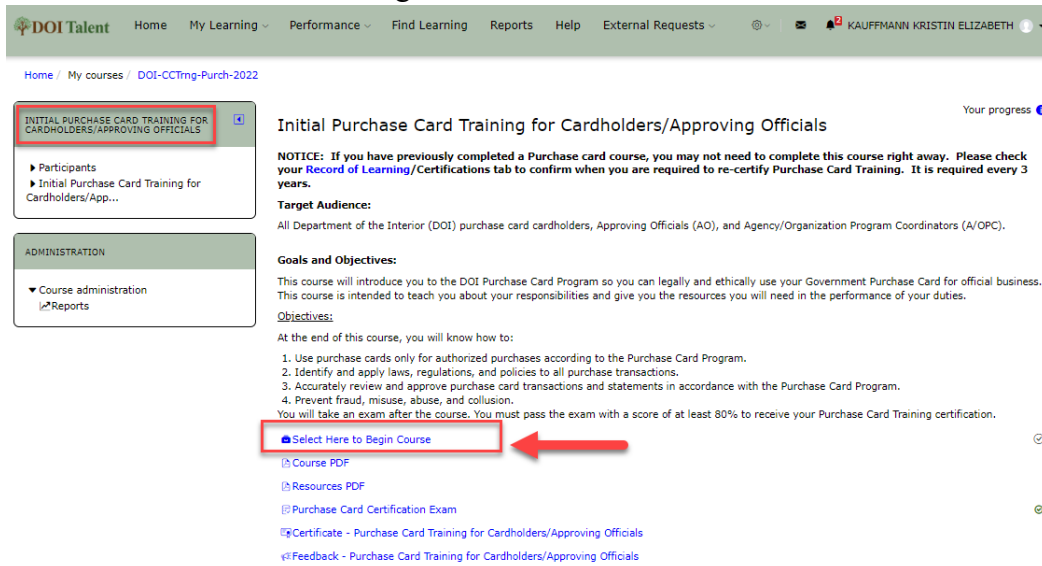
You can enroll in this course

Go to course

5. Click on the Enroll me button.

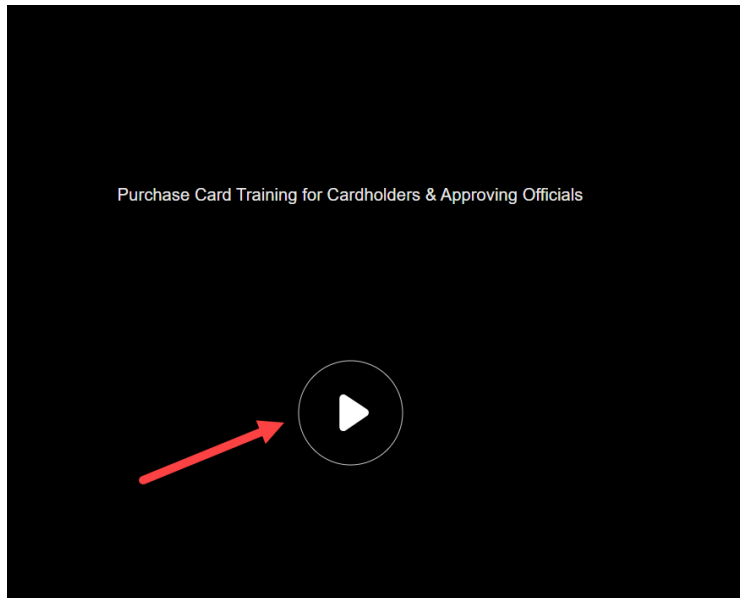


6. Click on the Select Here to Begin Course.

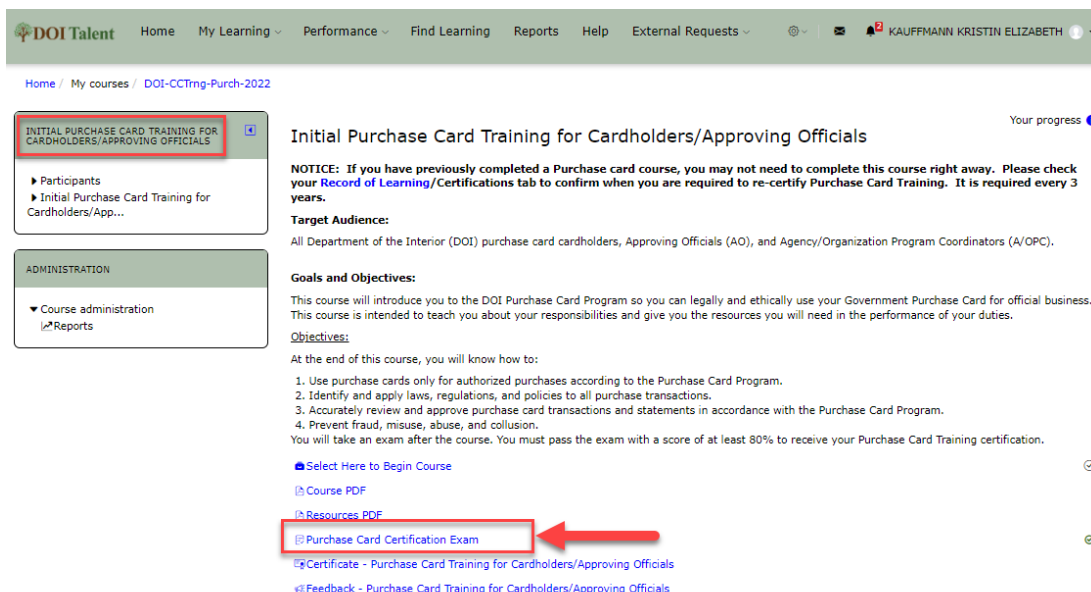


Step 2: Complete Purchase Card Training for Cardholders & Approving Officials

1. Click on the arrow to begin. This course should take about 60 minutes to complete.



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



DOI Talent Home My Learning Performance Find Learning Reports Help External Requests KAUFFMANN KRISTIN ELIZABETH

Home / My courses / DOI-CCTng-Purch-2022

INITIAL PURCHASE CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
- Initial Purchase Card Training for Cardholders/App...

ADMINISTRATION

- Course administration
- Reports

Initial Purchase Card Training for Cardholders/Approving Officials Your progress

NOTICE: If you have previously completed a Purchase card course, you may not need to complete this course right away. Please check your [Record of Learning/Certifications](#) tab to confirm when you are required to re-certify Purchase Card Training. It is required every 3 years.

Target Audience:
All Department of the Interior (DOI) purchase card cardholders, Approving Officials (AO), and Agency/Organization Program Coordinators (A/OPC).

Goals and Objectives:
This course will introduce you to the DOI Purchase Card Program so you can legally and ethically use your Government Purchase Card for official business. This course is intended to teach you about your responsibilities and give you the resources you will need in the performance of your duties.

Objectives:
At the end of this course, you will know how to:

1. Use purchase cards only for authorized purchases according to the Purchase Card Program.
2. Identify and apply laws, regulations, and policies to all purchase transactions.
3. Accurately review and approve purchase card transactions and statements in accordance with the Purchase Card Program.
4. Prevent fraud, misuse, abuse, and collusion.

You will take an exam after the course. You must pass the exam with a score of at least 80% to receive your Purchase Card Training certification.

[Select Here to Begin Course](#)

[Course PDF](#)

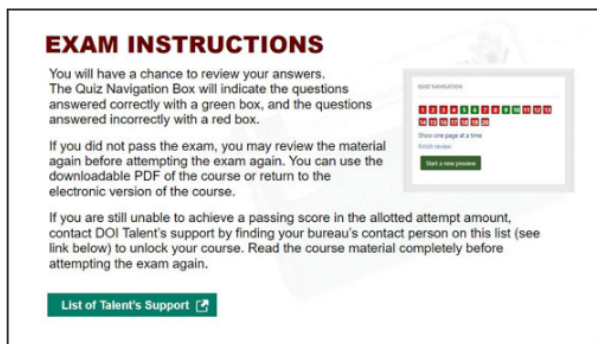
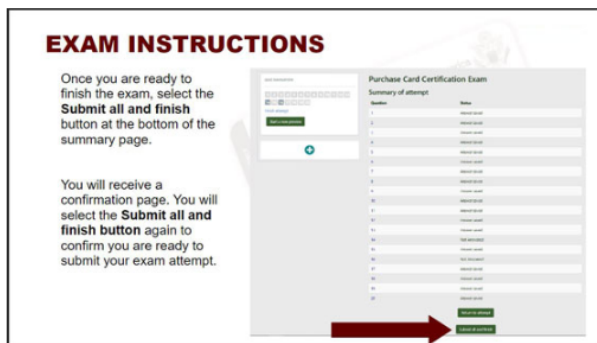
[Resources PDF](#)

[Purchase Card Certification Exam](#)

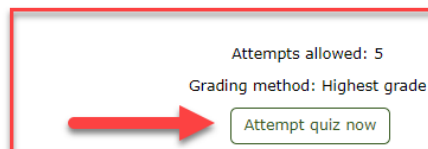
[Certificate - Purchase Card Training for Cardholders/Approving Officials](#)

[Feedback - Purchase Card Training for Cardholders/Approving Officials](#)

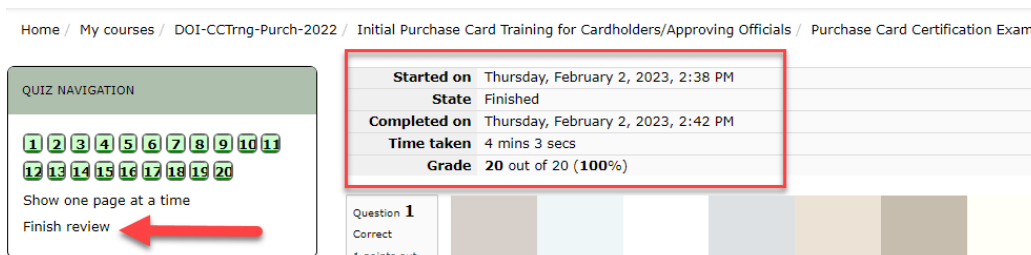
- At the bottom of the Exam Instructions click on Attempt quiz now.



[DOI Talent's support contact list.](#)



- 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 Purchase Card Certification Exam Instructions.

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

Home / My courses / DOI-CCTmg-Purch-2022 / Initial Purchase Card Training for Cardholders/Approving Officials / Purchase Card Certification Exam

INITIAL PURCHASE CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
 - Initial Purchase Card Training for Cardholders/App...
 - Select Here to Begin Course
 - Course PDF
 - Resources PDF
 - Purchase Card Certification Exam
 - Certificate - Purchase Card Training for Cardholder...**
 - Feedback - Purchase Card Training for Cardholders/...

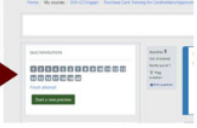
Purchase Card Certification Exam


EXAM INSTRUCTIONS

The certification exam will be available in DOI Talent after you exit the course. It consists of 20 multiple choice questions. Select the one option that best answers the question.

You will have 5 attempts to reach the passing score of 80% or higher.

If at any time you want to return to a previous question, you can select the **number** in the upper left corner to return to that question.






Summary of Previously Received Certificates

Issued

Thursday, February 2, 2023, 2:12 PM

Click the button below to open your certificate in a new browser window.



Get your certificate

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

Home / My courses / DOI-CCTmg-Purch-2022 / **Initial Purchase Card Training for Cardholders/Approving Officials** / Certificate - Purchase Card Training for Cardholders/Approving Officials

INITIAL PURCHASE CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
 - Initial Purchase Card Training for Cardholders/App...
 - Select Here to Begin Course
 - Course PDF
 - Resources PDF
 - Purchase Card Certification Exam
 - Certificate - Purchase Card Training for Cardholder...**
 - Feedback - Purchase Card Training for Cardholders/...

Separate group: All participants


Summary of Previously Received Certificates

Issued

Thursday, February 2, 2023, 2:44 PM

Click the button below to open your certificate in a new browser window.

Get your certificate



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

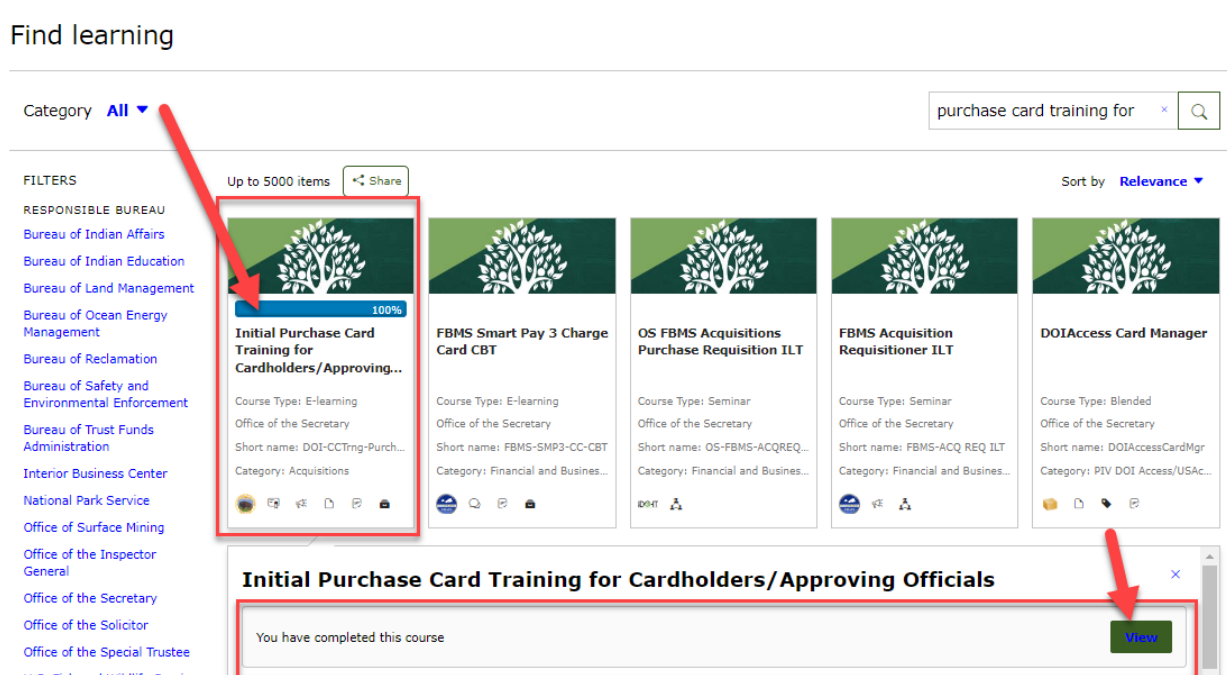
1. At any time, you can view your status and certificates by visiting the Course Overview page. Go to the Home Page in [DOI Talent](#). Click on Find Learning.



2. In Course Name, enter Purchase 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.

Home / My courses / DOI-CCTrng-Purch-2022

INITIAL PURCHASE CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
- Initial Purchase Card Training for Cardholders/App...

ADMINISTRATION

- Course administration
 - Reports

Initial Purchase Card Training for Cardholders/Approving Officials

Your progress 100%

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- Select Here to Begin Course
- Course PDF
- Resources PDF
- Purchase Card Certification Exam
- Certificate - Purchase Card Training for Cardholders/Approving Officials**
- Feedback - Purchase Card Training for Cardholders/Approving Officials

Two red arrows point to the 'Certificate' and 'Feedback' links, each with a checkmark icon.

5. Log out of DOI Talent