

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

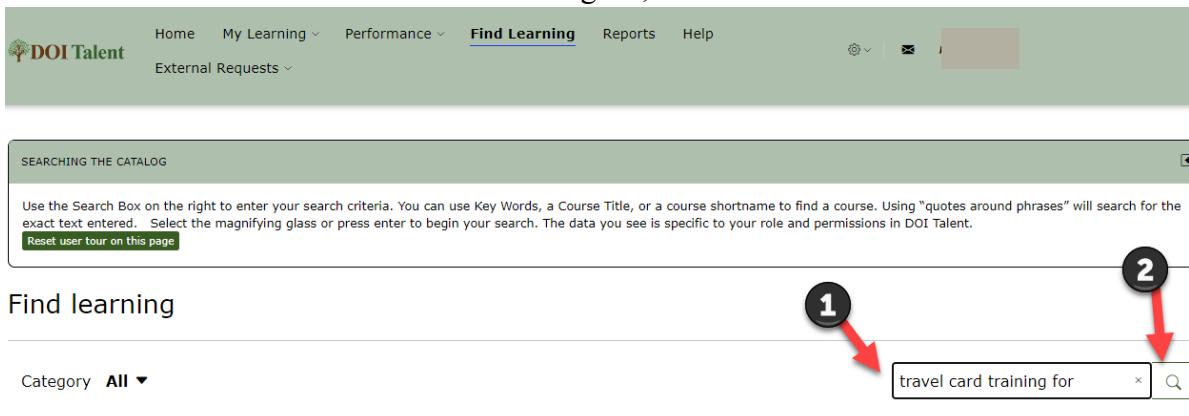
Step 1: Access DOI Talent (<https://doitalent.abc.doi.gov/>) and enroll in course

(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 name, Travel Card Training for Cardholders/Approving Officials¹, or a shorter variation such as Travel Card Training for, and click on Search².



3. Scroll down, click on the course tile:

Find learning

Category **All**

travel card training for

Up to 5000 items

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

Course tiles:

- 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...
- Initial Travel Card Training for Cardholders/Approving...** (highlighted with a red box and a red arrow pointing to it)
Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTmg-Trvl-2...
Category: Acquisitions
- 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-...
Category: Business Administrati...
- FBMS Accounts Payable Technician/Local Travel Voucher CBT Course**
Course Type: E-learning
Office of the Secretary
Short name: FBMS-AP TECH_L...
Category: Financial and Business...

4. Click on the Go to Course button.

Course tiles (same as above):

- FBMS Smart Pay 3 Charge Card CBT**
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Initial Travel Card Training for Cardholders/Approving Officials

You can enroll in this course

Go to course

5. Click on the Enroll me button.

The screenshot shows the 'Enrollment options' page for the 'Travel Card Training for Cardholders/Approving Officials' course. The left sidebar contains a menu with 'ADMINISTRATION' and 'Enrollment options'. The main content area includes the course title, target audience, goals, and objectives. At the bottom, there is a 'Self enrollment (Learner)' section with a green 'Enroll me' button. A red arrow points to the 'Enroll me' button.

Home / Courses / Acquisitions / DOI-CCTmg-Trvl-2022 / Enrollment options

ADMINISTRATION

- ▼ Course administration
 - Enrollment options

Enrollment options

Travel Card Training for Cardholders/Approving Officials

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

Goals and Objectives:
This course will introduce you to the DOI Travel Card Program so you can legally and ethically use your Government Travel 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 be able to:

1. Use travel cards only for authorized transactions according to the Travel Card Program.
2. Identify and apply laws, regulations, and policies to all travel transactions.
3. Accurately review and approve travel card transactions and statements in accordance with the Travel Card Program Policy.
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 Travel Card Training certification.

▼ Self enrollment (Learner)

No enrollment key required.

Enroll me

6. Click on the Select Here to Begin Course.

The screenshot shows the 'My courses' page for the 'Travel Card Training for Cardholders/Approving Officials' course. The left sidebar contains a menu with 'ADMINISTRATION' and 'Course administration'. The main content area includes the course title, progress indicator, notice, target audience, goals, and objectives. At the bottom, there is a 'Select Here to Begin Course' button. A red arrow points to the 'Select Here to Begin Course' button.

Home / My courses / DOI-CCTmg-Trvl-2022

INITIAL TRAVEL CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
- Travel Card Training for Cardholders/Approving Off...

ADMINISTRATION

- ▼ Course administration
 - Reports

Travel Card Training for Cardholders/Approving Officials

Your progress 100%

NOTICE: If you have previously completed a Travel 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 Travel Card Training. It is required every 3 years.

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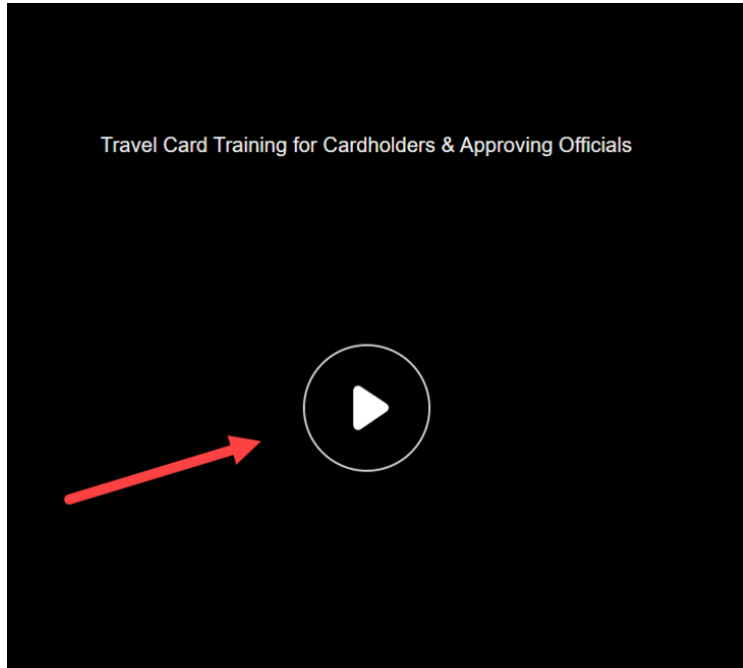
Select Here to Begin Course

[Course PDF](#)

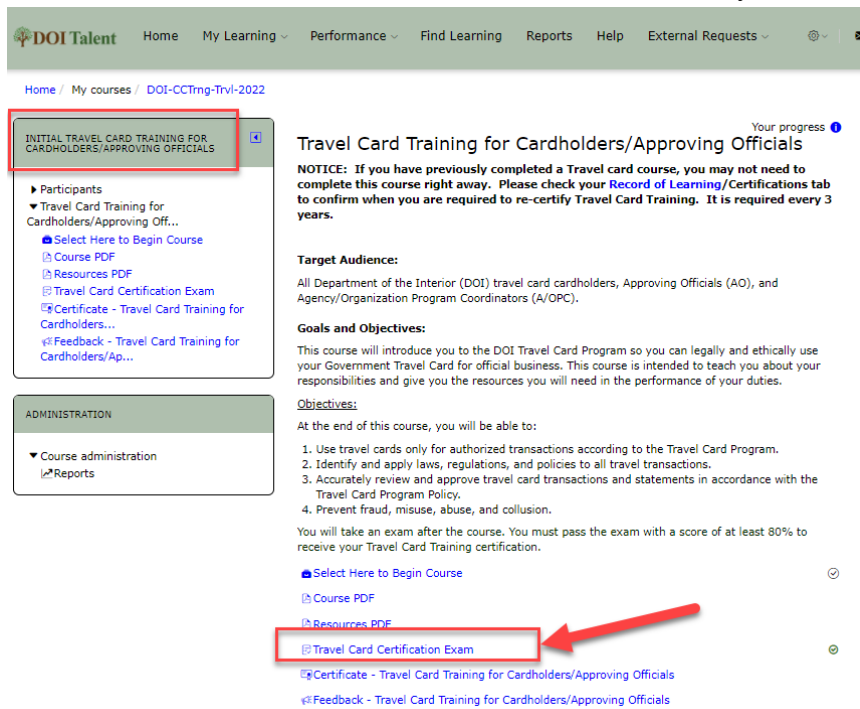
[Resources PDF](#)

Step 2: Complete Travel 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 Travel Card Certification Exam. Click on the Travel Card Certification Exam link to take you to Exam Instructions.



DOI Talent Home My Learning Performance Find Learning Reports Help External Requests

Home / My courses / DOI-CCTmg-Trvl-2022

INITIAL TRAVEL CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

Participants

- ▼ Travel Card Training for Cardholders/Approving Off...
- ▶ Select Here to Begin Course
- ▶ Course PDF
- ▶ Resources PDF
- ▶ Travel Card Certification Exam
- ▶ Certificate - Travel Card Training for Cardholders...
- ▶ Feedback - Travel Card Training for Cardholders/Approving Officials

ADMINISTRATION

- ▼ Course administration
- ▶ Reports

Travel Card Training for Cardholders/Approving Officials Your progress

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▶ Select Here to Begin Course

▶ Course PDF

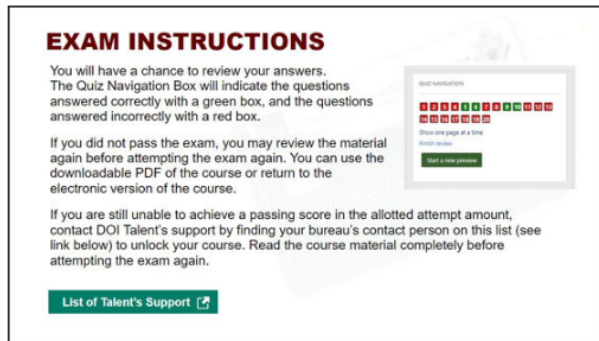
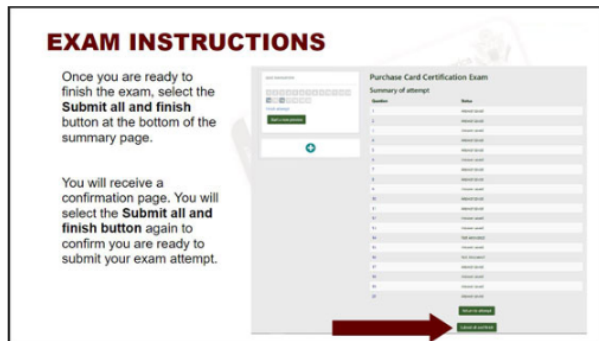
▶ Resources PDF

▶ **Travel Card Certification Exam**

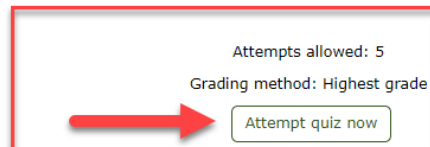
▶ Certificate - Travel Card Training for Cardholders/Approving Officials

▶ Feedback - Travel Card Training for Cardholders/Approving Officials

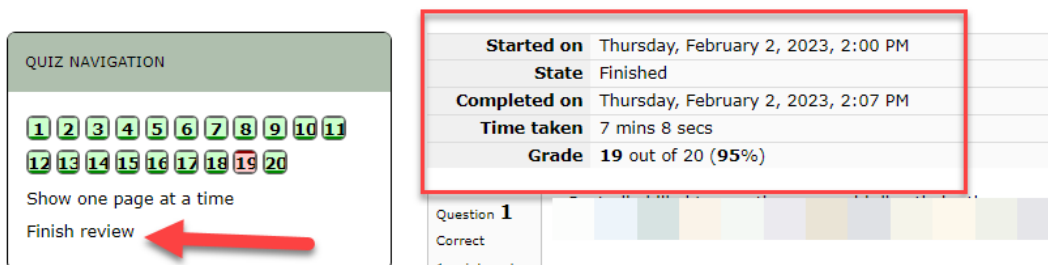
- At the bottom of the Exam Instructions click on Attempt quiz now.



[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 Travel Card Certification Exam Instructions.

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

Home / My courses / DOI-CCTmg-Trvl-2022 / Travel Card Training for Cardholders/Approving Officials / Travel Card Certification Exam

INITIAL TRAVEL CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
- ▼ Travel Card Training for Cardholders/Approving Off...
 - Select Here to Begin Course
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 - Travel Card Certification Exam**
 - Certificate - Travel Card Training for Cardholders...
 - Feedback - Travel Card Training for Cardholders/Ap...

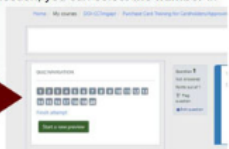
Travel Card Certification Exam

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 Travel 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-Trvl-2022 / **Travel Card Training for Cardholders/Approving Officials** / Certificate - Travel Card Training for Cardholders/Approving Officials

INITIAL TRAVEL CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS


- Participants
- ▼ Travel Card Training for Cardholders/Approving Off...
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Summary of Previously Received Certificates

Issued

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 [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.

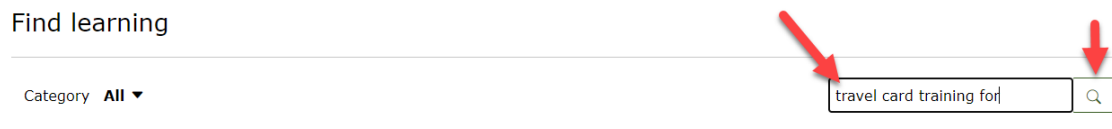
Go to the Home Page in [DOI Talent](#).

Go to Find Learning.

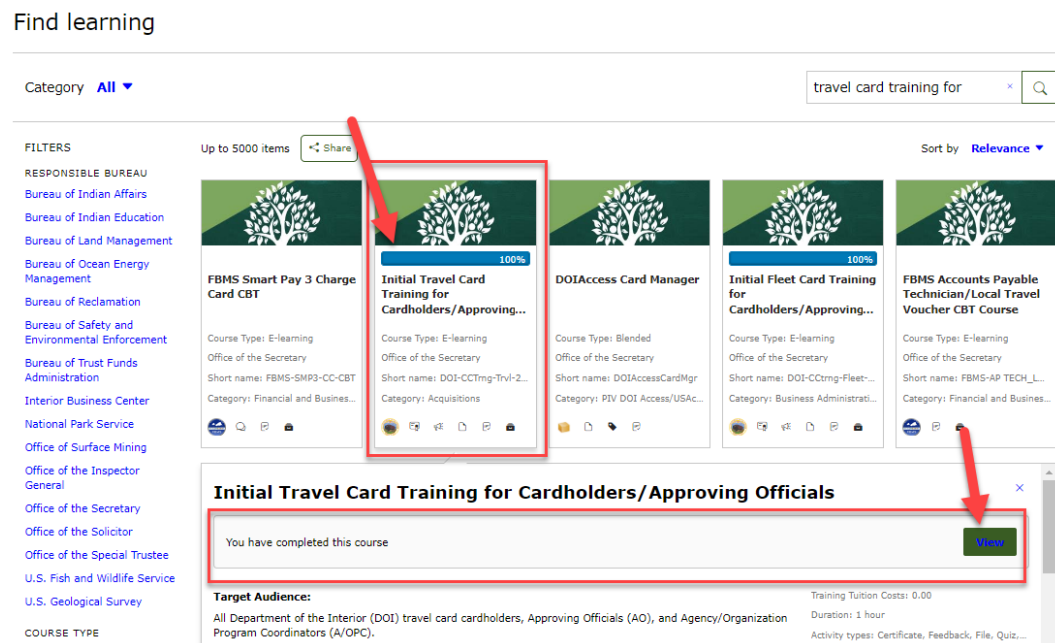


and

2. In Course Name, enter Travel 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-CCTng-Trvl-2022](#)

INITIAL TRAVEL CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

► Participants

► Travel Card Training for Cardholders/Approving Off...

ADMINISTRATION

▼ Course administration

📄 Reports

Your progress 1

Travel Card Training for Cardholders/Approving Officials

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[Select Here to Begin Course](#)

[Course PDF](#)

[Resources PDF](#)

[Travel Card Certification Exam](#)

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

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

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5. Log out of DOI Talent