



## **Charge Card Administration**

### **Accessing the Travel Card Cardholder Training in the Learning Management System (LMS)**

**Purpose:** This procedure instructs the user how to access the Travel Card Cardholder Training available in the Department of Human Resource Management (DHRM) Learning Management System (LMS).

**Source:** Commonwealth of Virginia  
Department of Accounts - Charge Card Administration

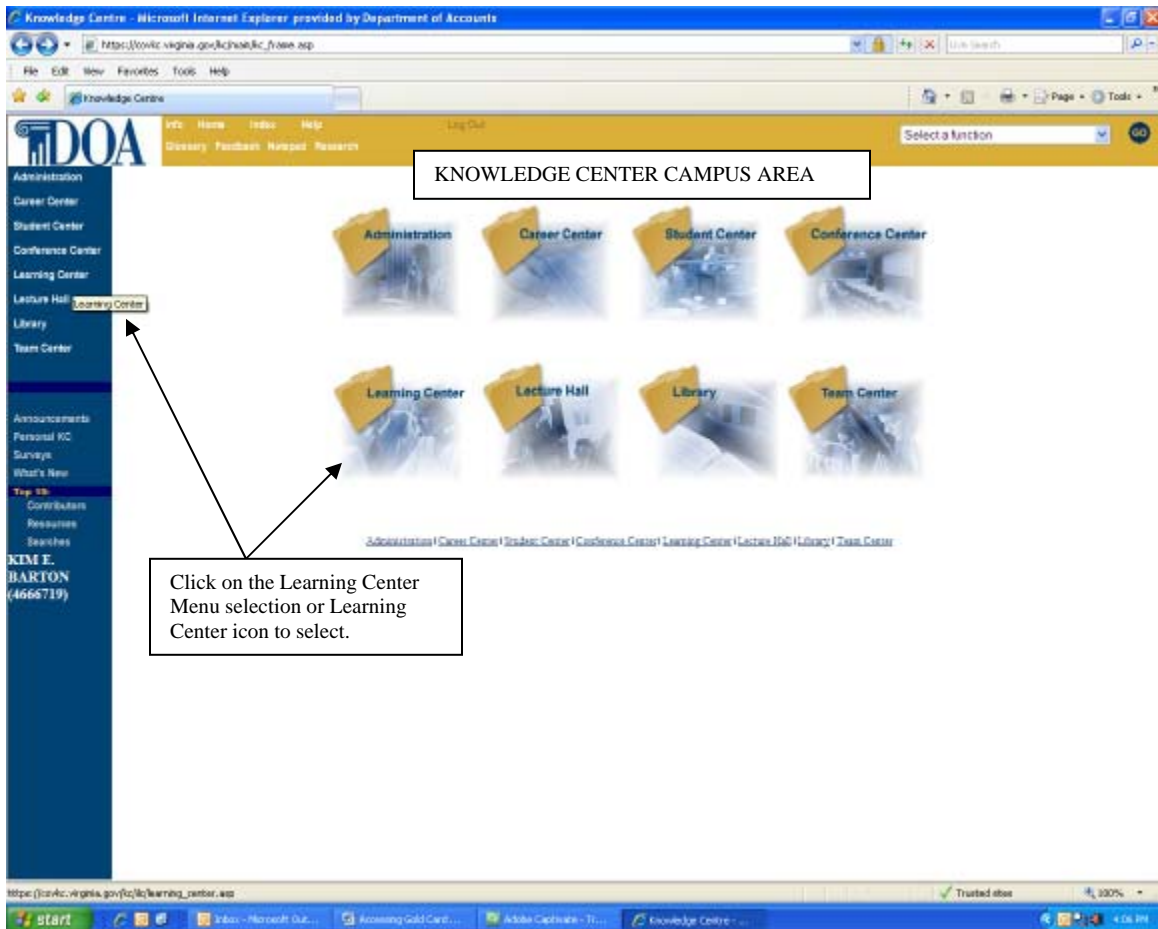
January 2009

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**Locating and Accessing Travel Card Cardholder Training**

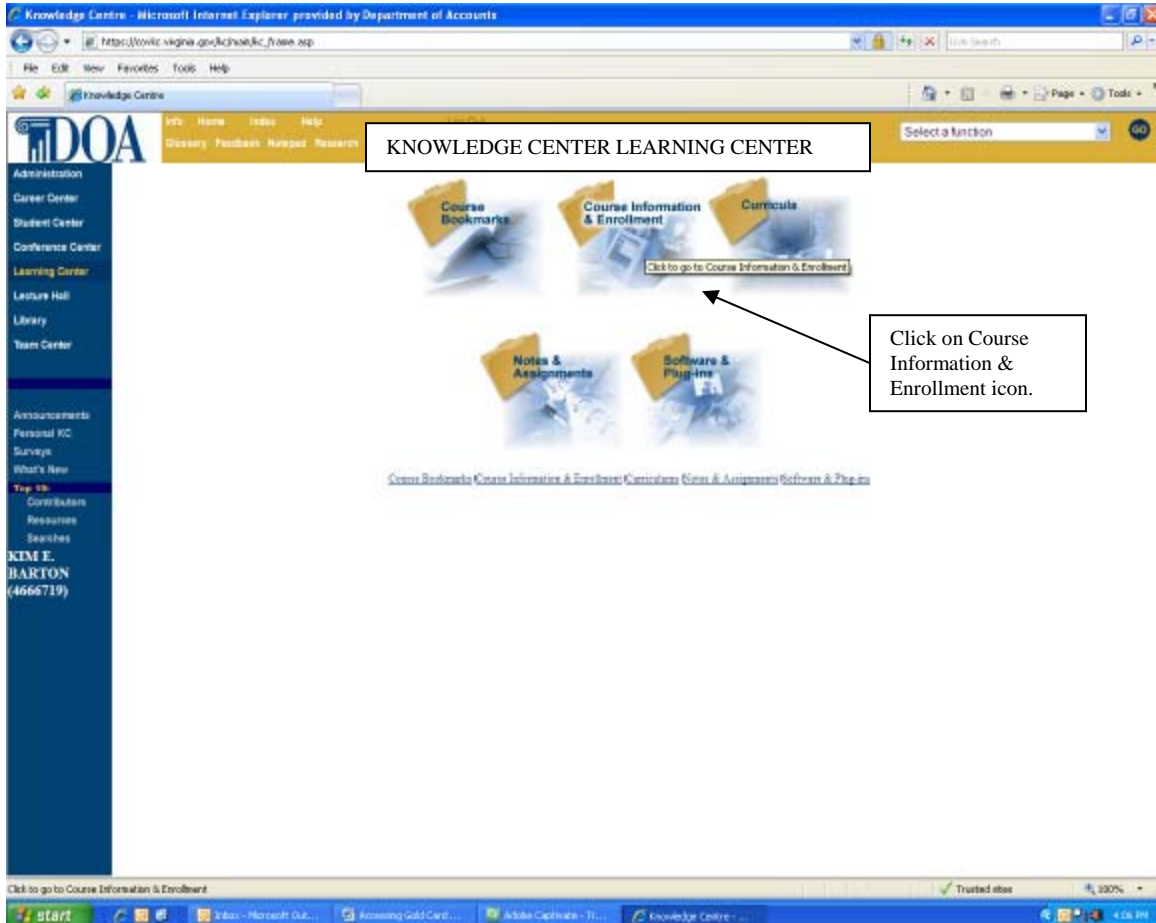
1. From the Knowledge Center Campus Area, enter the Learning Center by selecting **'Learning Center'** from the menu on the left-hand side of the screen or by clicking on the Learning Center icon located in the Knowledge Center campus area.

**NOTE:** Your Knowledge Center Campus Area may have a different appearance but the selection choices will be the same.



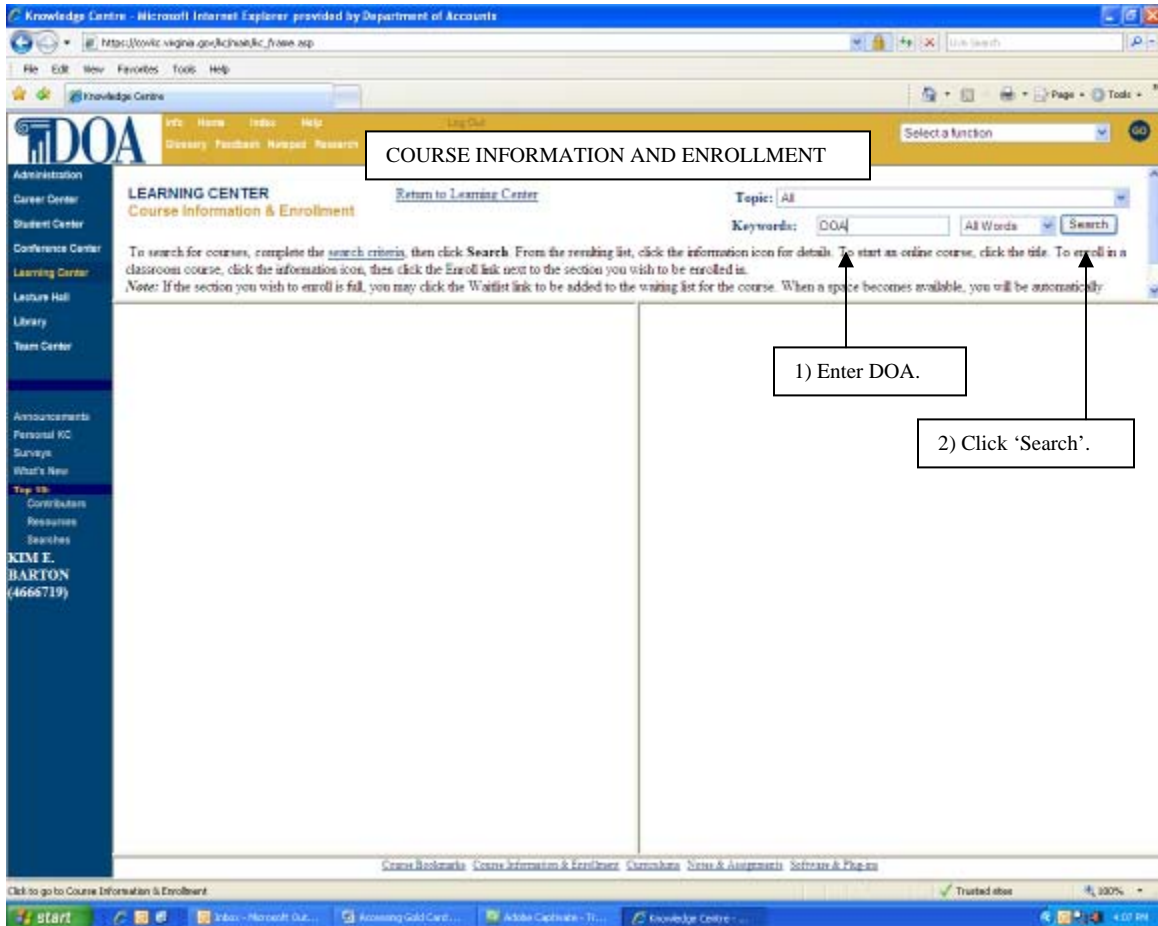
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2. Click on the '**Course Information & Enrollment**' icon in the Learning Center to access course information and enroll in the course.



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3. Enter **'DOA'**, for Department of Accounts, in the **'Keywords'** field.
4. Click on **'Search'** to pull up all DOA associated courses.



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5. Click on the appropriate course name (**DOA – Travel Cardholder Training**) to review the course description and to take the course.

**NOTE:** If you do not see the course link, please contact your agency's Knowledge Center Site Administrator. If you do not know who your agency's Knowledge Center Site Administrator is, please contact your agency's Human Resources area.

The screenshot shows the DOA Knowledge Centre Learning Center interface. The page title is "LEARNING CENTER" and "Course Information & Enrollment". A search bar contains the keyword "doa". Below the search bar, a list of courses is displayed. A callout box with the text "Click on course name." points to the course entry "DOA - Travel Cardholder Training".

DOA - Comprehensive Data Set-Off Program [Online]  
DOA - Comprehensive Disaster Training - 2007 [Online]  
DOA - Decontamination & Compliance Audit [Online]  
DOA - Data of Security [Online]  
DOA - Electronic Data Interchange [Online]  
DOA - Financial Data Classification and the Grant of Accounts [Online]  
DOA - Fiscal Year End [Online]  
DOA - Fixed Asset Accounting (FAACS) [Online]  
DOA - Forms 2009 and Information Returns [Online]  
DOA - Gold Cardholder Training [Online]  
DOA - Group Set-Up [Online]  
DOA - Implementation Training for Charge Cards [Classroom]  
DOA - Indirect Cost Recovery [Online]  
DOA - Invoicing System (IAS) System (CPE - 2.5 Hours) [Online]  
DOA - Microsoft Office Tutorial [Online]  
DOA - Monitoring APA Reports [Online]  
DOA - Monthly COGS Reconciliation and Certification [Online]  
DOA - Payroll for Fiscal Offices [Online]  
DOA - Project Program Aid [Online]  
DOA - Travel Expense Charge Card for Fiscal Offices [Online]  
DOA - SPCU Cardholder Training [Online]  
DOA - SPCU PA Refresher Training [Online]  
DOA - SPCU Program Administrator Training [Online]  
DOA - State Travel Regulations and Travel Reimbursements [Online]  
DOA - Travel Card PA Refresher Training [Online]  
DOA - Travel Card Program Administrator Training [Online]  
DOA - Travel Cardholder Refresher Training [Online]  
DOA - Travel Cardholder Training [Online] ← Click on course name.  
DOA - Treasury Loans [Online]  
DOA - VASCUFF ONLY Implementation Training for Charge Cards [Classroom]  
LEAS Accounting System (LAS) Training (4.5 CPE) [Classroom]  
travel [Online]

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6. Click on the **'Take course for credit'** box to receive credit for taking the course. **\*IMPORTANT\* - Please Read** - The **'Take course for credit'** box **MUST** be checked in order to **receive credit** for taking the course.

Note: If you ever need to take this course as a refresher or would like to use it as a reference it is not necessary to check the **'Take course for credit'** box.

7. Click on **'Take Course'** to access the course links.

The screenshot shows a web browser window displaying the Knowledge Centre LMS. The page title is "DOA - Travel Cardholder Training". The course description states: "Required training for all new Travel Cardholders. You must review the Training module and achieve 100% on the Quiz module to receive credit for the training." Below the description, there are two buttons: "Take Course" and "Browse Course". A checkbox labeled "Take course for credit" is checked. A link "Return to Course Information & Enrollment" is also visible. Annotations with arrows point to the course name, description, the checkbox, and the "Take Course" button.

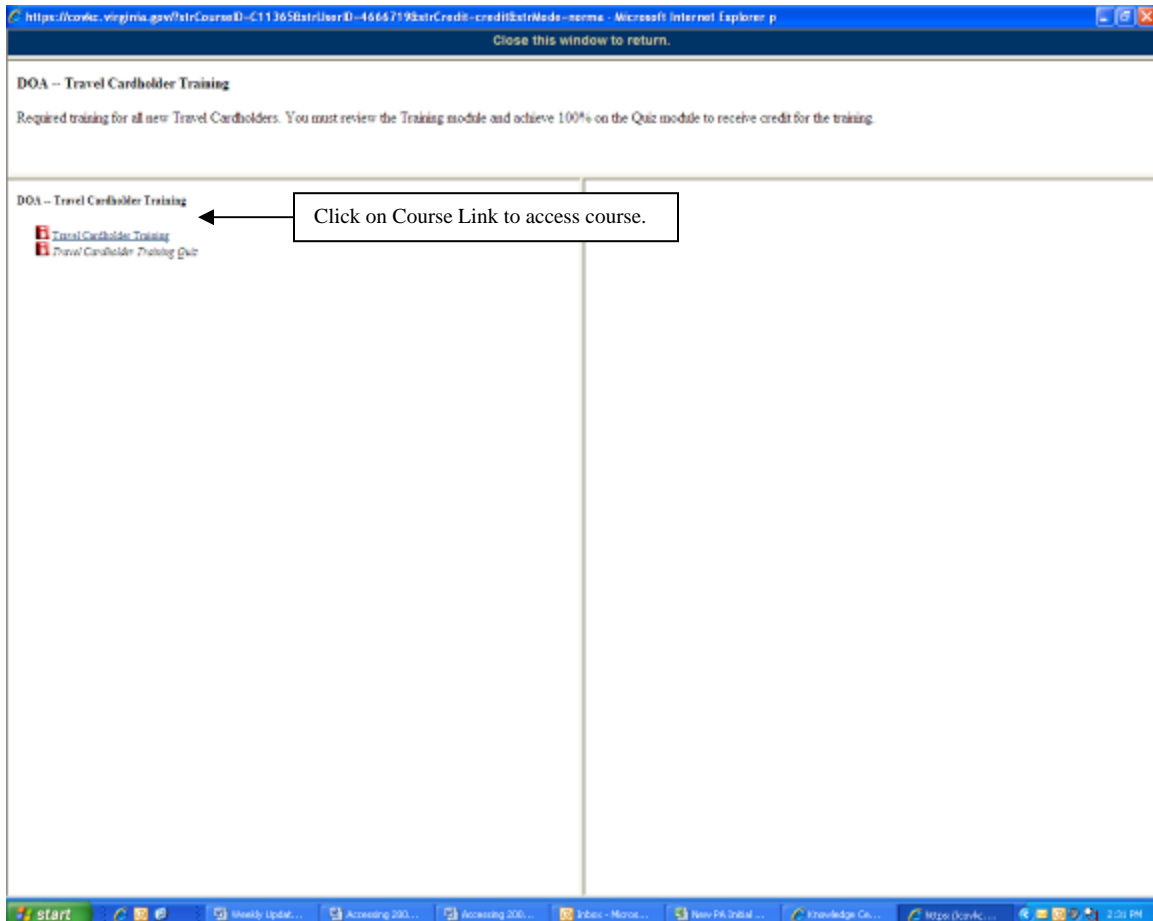
1) Check box to receive credit.

2) Click 'Take Course'.

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8. Click on the **'Travel Cardholder Training'** course link to access the course module.

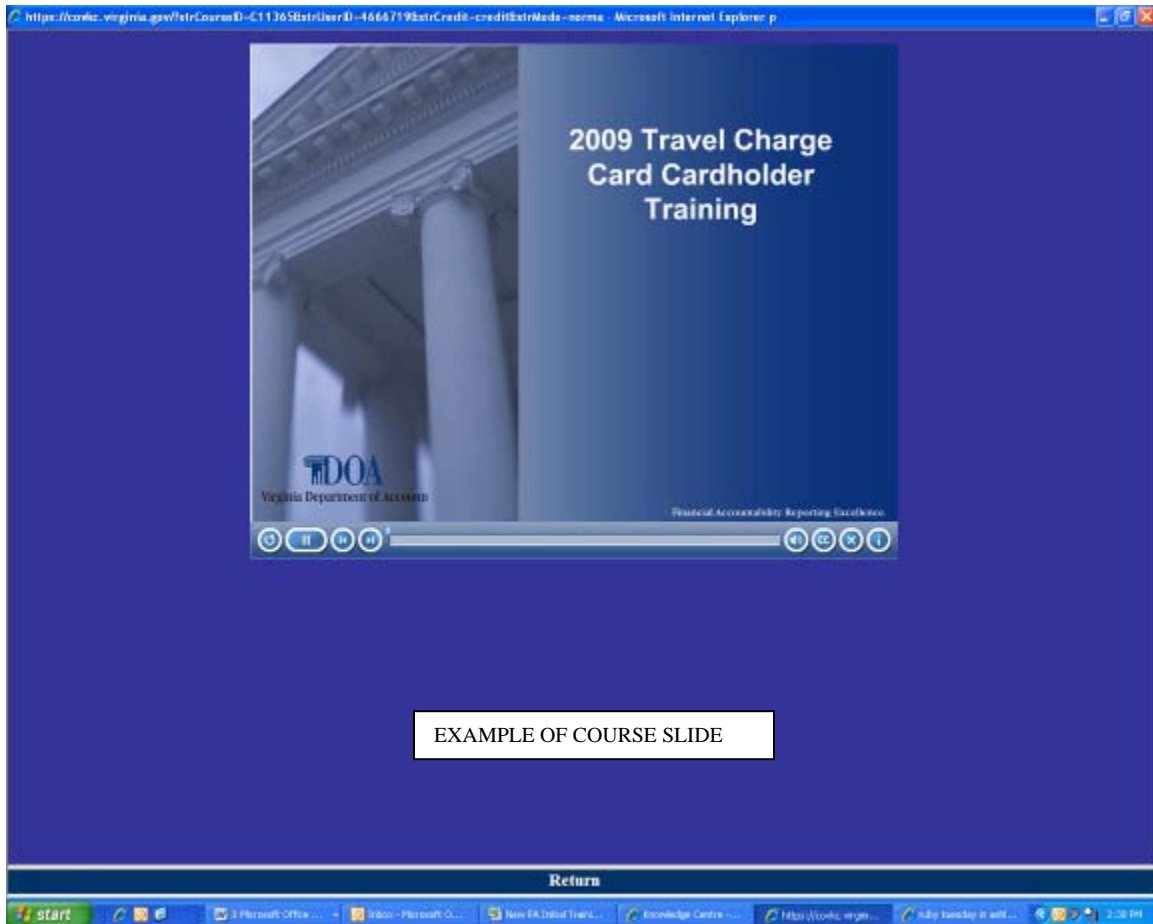
**\*IMPORTANT\* - Please Read** – There are two module associated with this course. The first module that you must complete is the course module. This module consists of the training presentation. The second module that you must complete is the course quiz module. This module consists of a quiz on the material presented in the training presentation. Both modules **MUST** be successfully completed in order to receive credit for taking the training.



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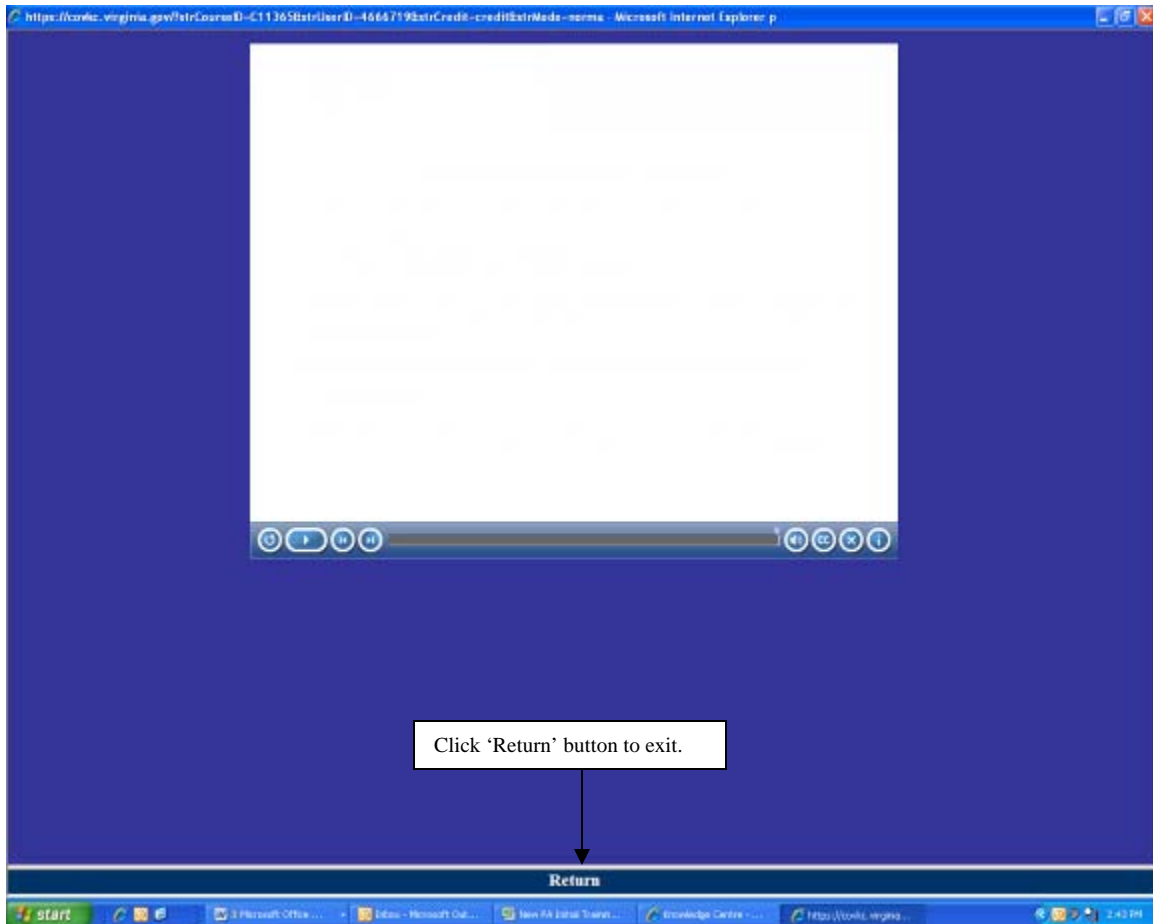
9. Enjoy the **Travel Charge Card Cardholder Training** presentation. Course slides will automatically advance, unless otherwise stated on the slide.

Note: Please allow up to five minutes for the course content to load. Loading progress will be indicated by the bar within the cylinder on the Adobe Captivate screen.



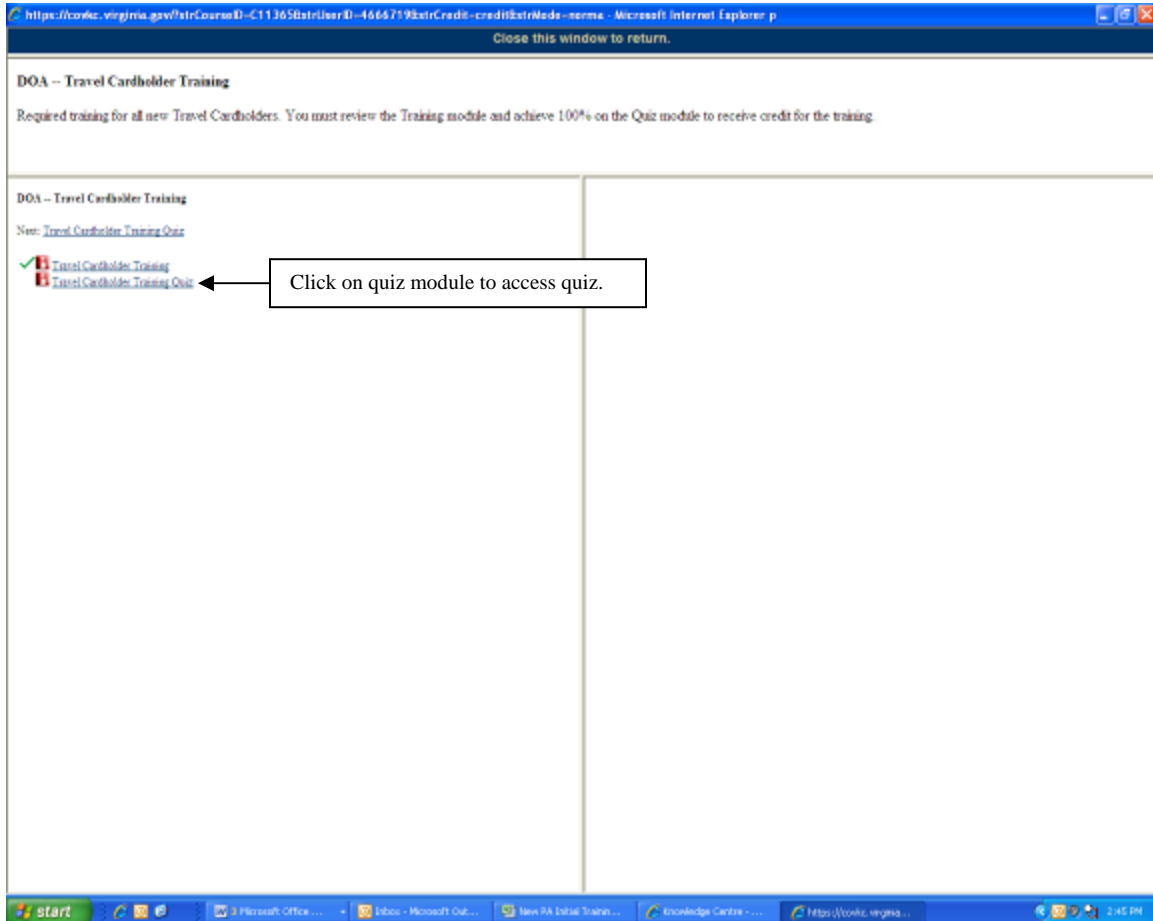
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10. Once you've successfully completed the course module, be sure to exit the module by clicking on the **'Return'** button at the bottom of the course screen. If you use the 'x' in the top right corner the system will not give you credit for finishing the course.



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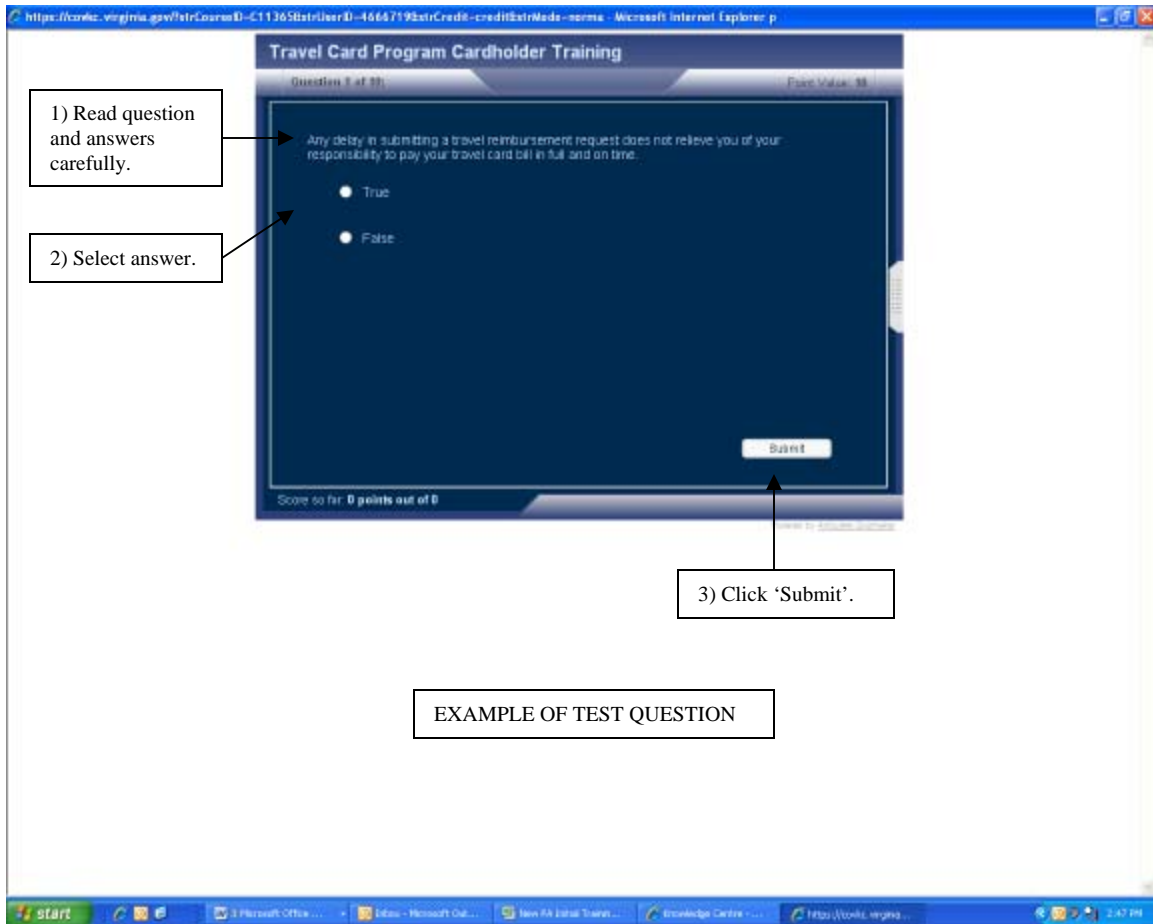
11. Click on the **'Travel Cardholder Training Quiz'** quiz link to access the course quiz module.



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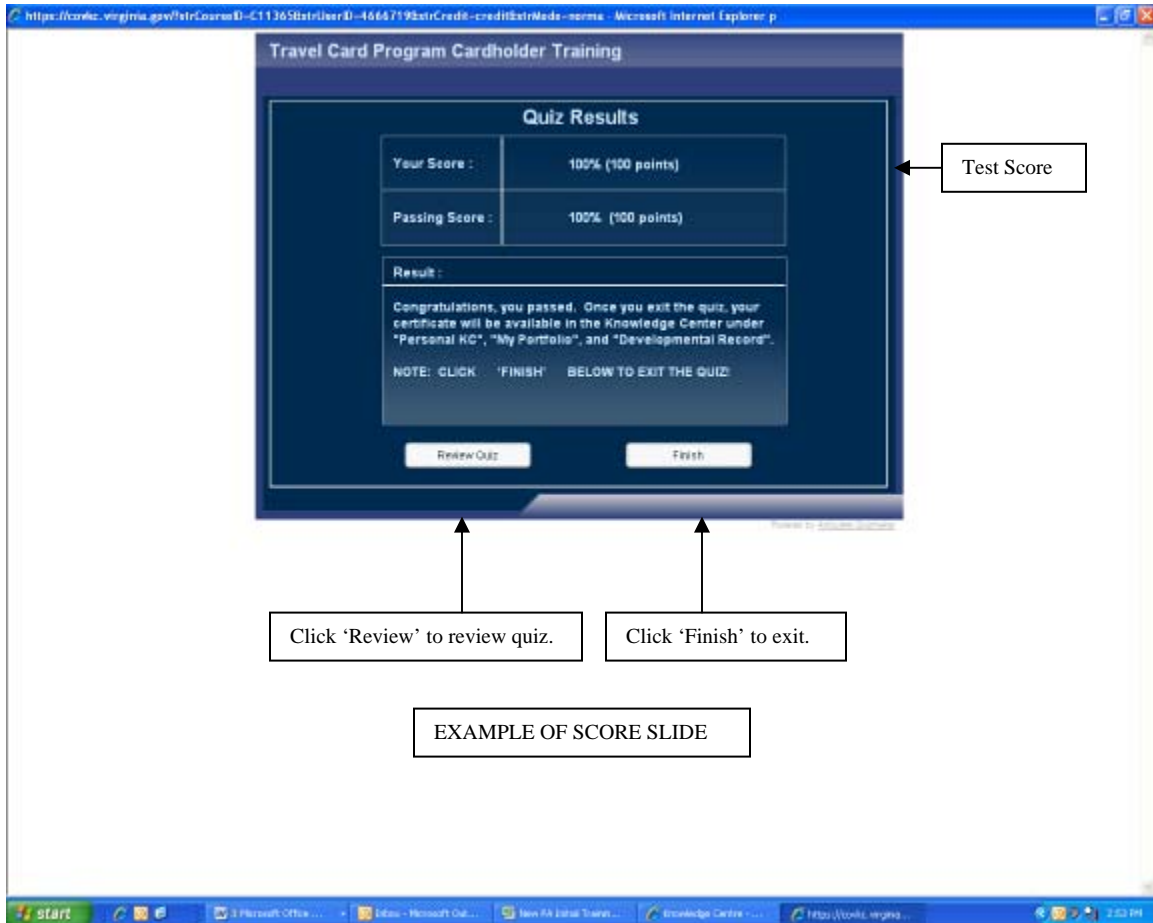
**12. Answer 10 quiz questions** correctly in order to successfully complete the module.

You will be asked to answer 10 test questions in this module which will be randomly drawn from a pool of Multiple Choice and True or False questions. Select the best answer for each question then press **'Submit'**. You will receive immediate feedback letting you know if your answer was correct or not. You will be given two chances to answer each question correctly. You must answer all of the questions correctly in order to receive credit for taking the training.



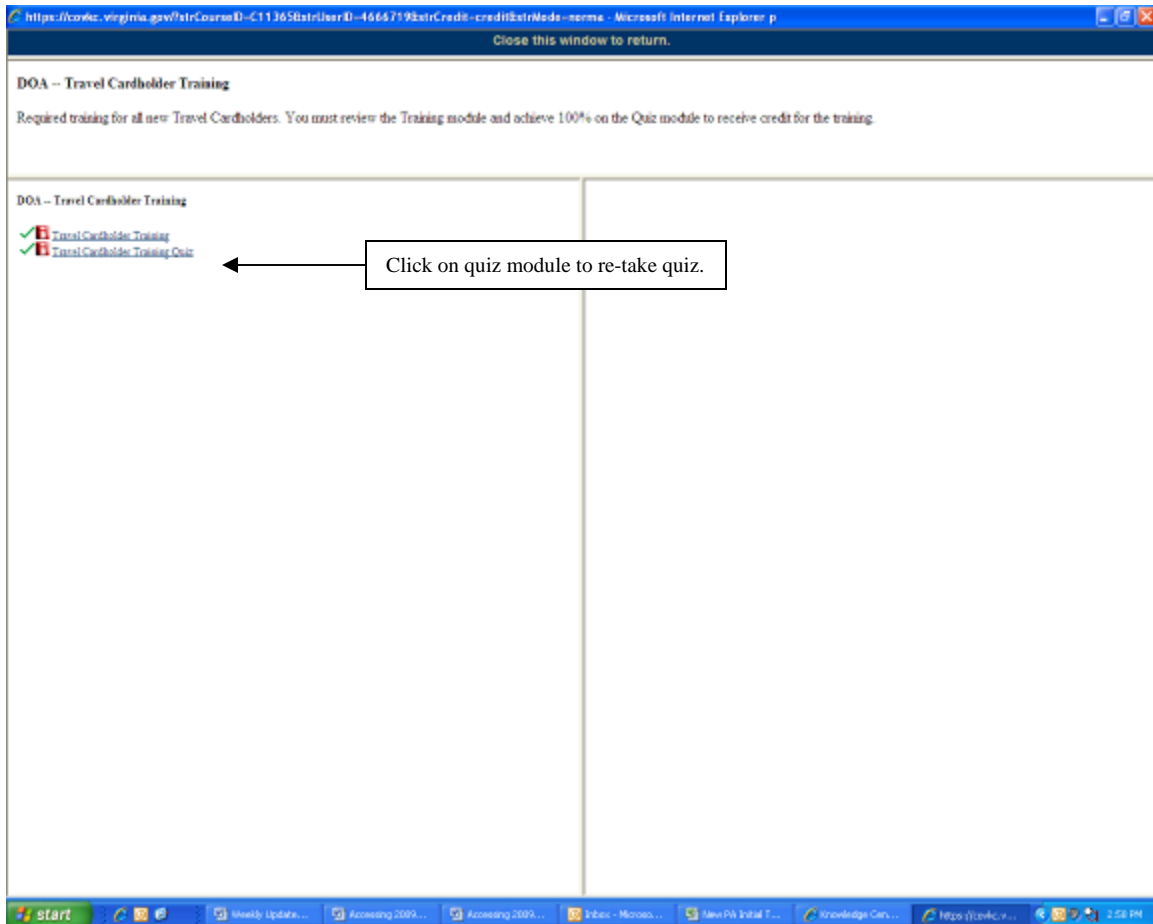
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13. Upon completing all test questions a slide will appear displaying your score. You must receive a test score of 100% in order to pass and receive credit for taking the training. You may review each quiz question by clicking on the **'Review Quiz'** button or to exit the quiz module click on the **'Finish'** button. If you use the 'x' in the top right corner the system will not give you credit for finishing the quiz.



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14. If you receive a score of **100%** on the test, you will have **successfully completed** the course. If you do not receive a score of 100% on the test, you will have to take the quiz module over again until you pass. Click on the **‘Travel Cardholder Training Quiz’** quiz module (see page 10) to re-take the quiz.



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15. Once you've successfully completed both the course module and the quiz module, be sure to exit the course and the LMS system.

By utilizing LMS we no longer require "secret" words to be sent to the CCA Team in order for you to receive credit for completing your training. We now track your training completion and obtain your training test score through LMS.

**If you do not pass the quiz with 100% you will not receive credit.**

Please Note:

— If you did not check the 'Take course for credit' box (see page 6) you will not receive credit for taking the course.

—If you did not exit the course module using the 'Return' button at the bottom of the screen (see page 9) you will not receive credit for taking the course.

— If you did not exit the quiz module using the 'Finish' button at the end of the quiz (see page 12) you will not receive credit for taking the course.

— If you did not successfully complete both the course module and the quiz module you will not receive credit for taking the course.

— If you did not receive a test score of 100% on the quiz module you will not receive credit for taking the course

—If you would like to use this course as a reference later, please uncheck the 'Take course for credit' box and click on the 'Browse Course' button instead of the 'Take Course' button (see page 6).