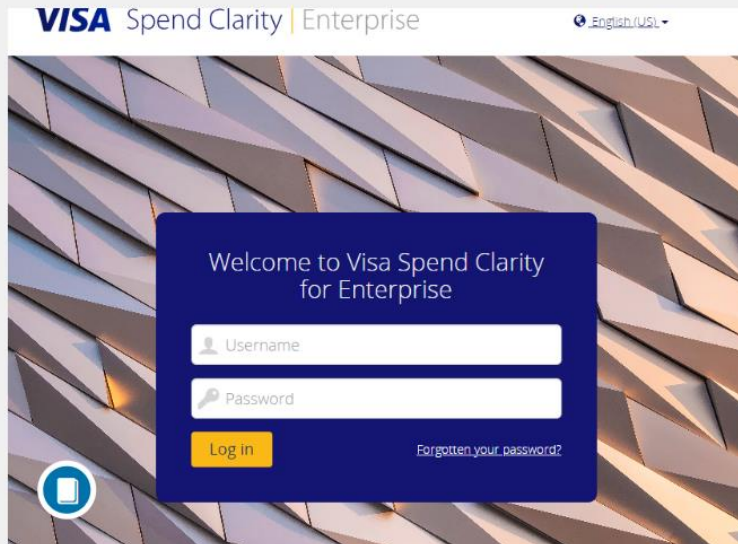


# How to Access & Complete Procurement Card (PCard) Training on Canvas

To access Pcard Training go to the link below and click on Enroll Now  
<https://professionallearning.catalog.iit.edu/browse/training/courses/pcrad-training>

**ILLINOIS TECH**

Accounts Payable ▼



## Procurement Card (P-Card) Training

Self-paced

Enroll Now



**ILLINOIS TECH**

Visa Spend Clarity for Enterprise Cardholder Training

If you are new to Canvas, you will be prompted to create an account. If you already have a Canvas account, disregard the slides related to account registration.

## ILLINOIS TECH

### Create an Account

Already have an account? [Sign in here](#)

Full Name

Email

Confirm Email

Job Title (Optional)

Organization (Optional)

Phone Number (Optional)

Complete all fields and click on Register New Account

Full Name

John Doe

Email

email@iit.edu

Confirm Email

email@iit.edu

Job Title (Optional)

Enter Answer

Organization (Optional)

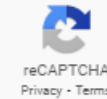
Enter Answer

Phone Number (Optional)

Enter Answer

☒ I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

✓ I'm not a robot



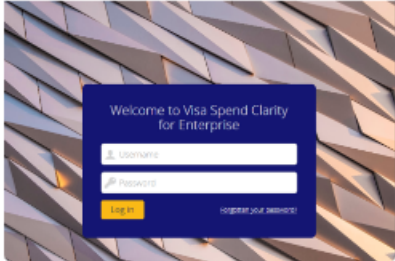
Register New Account

Click on Enroll


# ILLINOIS TECH

Accounts Payable ▼


## Checkout



### Procurement Card (P-Card) Training

 Course

100% Complete



Cancel

Enroll


Select Go to Courses

ILLINOIS TECH


Accounts Payable ▼


Ready to Begin

You have successfully enrolled in the following listing.  
Go to your [Catalog Student Dashboard](#) to begin the course.



### Procurement Card (P-Card) Training

 Course

 Enrolled

Go to Courses

Return to Catalog



You will be prompted to verify your email

ILLINOIS TECH

Accounts Payable ▾



In Progress

Completed

Not Completed

PDF Transcript



Almost there! A confirmation email has been sent.

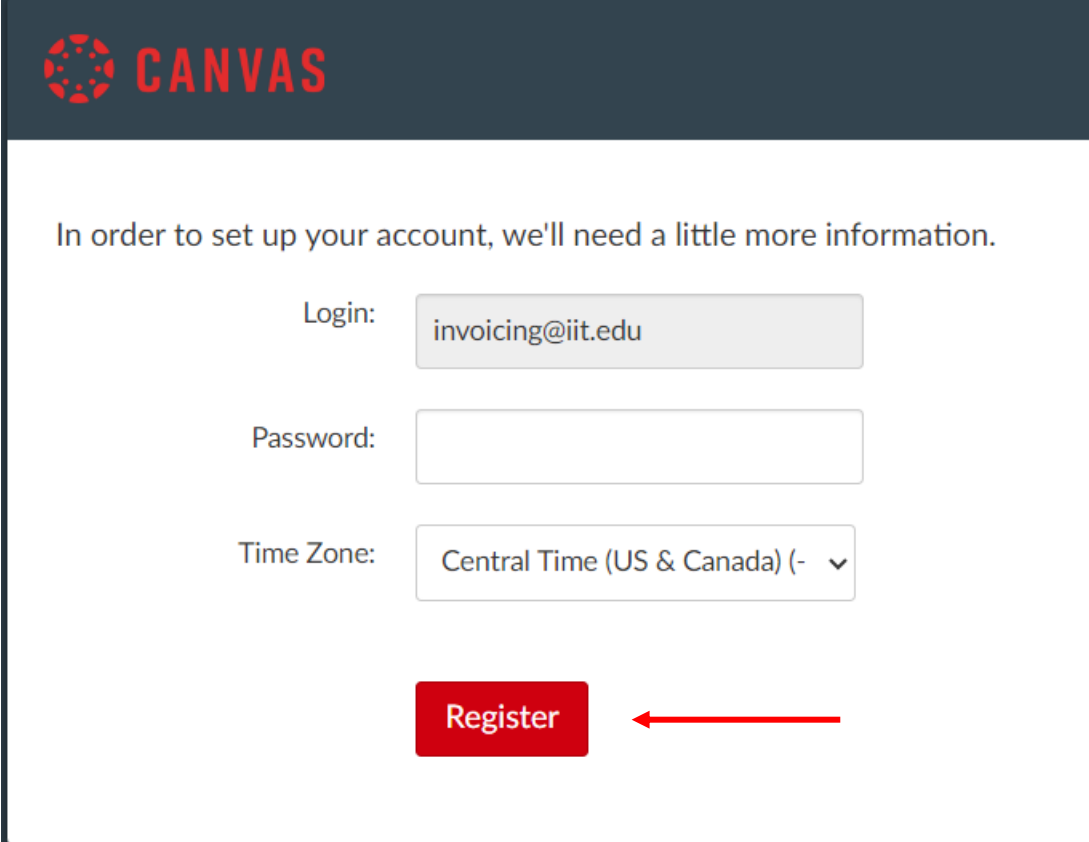
Locate it and follow the instructions to complete the registration process.

Please check your email account now.

Can't find your email?

Send Again

After clicking on the email verification link, you will need to create a password for your Canvas account



The image shows a screenshot of the Canvas account registration page. At the top, there is a dark blue header with the Canvas logo (a red circular icon with dots) and the word "CANVAS" in red. Below the header, the text "In order to set up your account, we'll need a little more information." is displayed. The form contains three input fields: "Login:" with the value "invoicing@iit.edu", "Password:" which is empty, and "Time Zone:" with a dropdown menu showing "Central Time (US & Canada) (-)". Below these fields is a red "Register" button. A red arrow points to the "Register" button from the right.

**CANVAS**

In order to set up your account, we'll need a little more information.

Login: invoicing@iit.edu

Password:

Time Zone: Central Time (US & Canada) (- ▼)

**Register** ←



Click Begin Course

# ILLINOIS TECH

In Progress

Completed

Not Completed

## Courses



### Procurement Card (P-Card) Training

Self-paced



Visa Spend Clarity for Enterprise Cardholder Training


# ILLINOIS TECH

Begin Course




Click on the PNC VISA Spend Clarity Training link


 PROC 002 > Modules




Account




Dashboard




Courses




Calendar



Inbox



History



Help


Home

Modules

Discussions


Grades


▼ Welcome to PCard Training

 Please review the training presentation, then take the quiz as many times as necessary. After successfully completing the training and test, please send your test score and filled cardholder agreement to [pcards@iit.edu](mailto:pcards@iit.edu) for processing.

▼ P-Card Training

Complete All Items

 **PNC VISA Spend Clarity Training.pdf**  
View

 **PNC VISA Card Training Test**  
100 pts | Score at least 100.0

Review the full presentation. Click on Zoom to adjust the size of the presentation. The dual arrow icon on the right will maximize the presentation to full screen, if that is easier to view.

ILLINOIS TECH

PROC 002 > Files > PNC VISA Spend Clarity Training.pdf

Home  
Modules  
Discussions  
Grades

Account  
Dashboard  
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Help

Download PNC VISA Spend Clarity Training.pdf (1.88 MB)

Page < 1 > of 62

— ZOOM +

Visa Spend Clarity Enterprise

VISA

# Visa Spend Clarity for Enterprise Cardholder Training

Welcome to Visa Spend Clarity for Enterprise

Username

Password

Log in

[Forgotten your password?](#)

◀ Previous

Next ▶

When the presentation is complete click on Next to navigate to the required test

The screenshot displays the Illinois Institute of Technology (ILLINOIS TECH) Learning Management System (LMS) interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The top header shows the breadcrumb path: PROC 002 > Files > PNC VISA Spend Clarity Training.pdf. Below the breadcrumb, there are links for Home, Modules, Discussions, and Grades. The main content area is titled "Download PNC VISA Spend Clarity Training.pdf (1.88 MB)". It contains a white rectangular box with the Illinois Institute of Technology logo in the top right corner. The text inside the box reads: "Thank you for completing this training session. Remember to take the test and, once you have answered all questions correctly, save the score sheet. You will need the results as proof that you have completed this training." At the bottom of this box is an orange footer bar with the text "Visa VISA Spend Clarity Spend Management", "Visa \*Confidential\*", and the page number "62". At the bottom of the interface, there are two buttons: "Previous" on the left and "Next" on the right. A red arrow points from the "Previous" button towards the "Next" button.

ILLINOIS TECH

PROC 002 > Files > PNC VISA Spend Clarity Training.pdf

Account  
Dashboard  
Courses  
Calendar  
Inbox  
History  
Help

Home  
Modules  
Discussions  
Grades

Download PNC VISA Spend Clarity Training.pdf (1.88 MB)

ILLINOIS INSTITUTE OF TECHNOLOGY

Thank you for completing this training session.

Remember to take the test and, once you have answered all questions correctly, save the score sheet. You will need the results as proof that you have completed this training.

Visa VISA Spend Clarity Spend Management Visa \*Confidential\* 62

Previous Next

Click on Begin to start the test



PROC 002 > [Assignments](#) > PNC VISA Card Training Test



Account



Dashboard



Courses



Calendar



Inbox



History



Help

[Home](#)

[Modules](#)

[Discussions](#)

[Grades](#)

## PNC VISA Card Training

The test may be taken more than once. Take the test until you have answered each question correctly.

You can always check your current score on the left side link: Grade.

ALL CARDHOLDERS MUST SUCCESSFULLY COMPLETE THIS TEST, PRINT OUT THE RESULTS, AND PROVIDE THE PRINT OUT AND THEIR IIT ID IN ORDER TO BE ISSUED THEIR CARD.



No Time Limit



No Due Date

Begin



Complete the test and click on Submit to receive the results

Confirm Submission

×

---

Upon submission you will not be able to change your answers.  
Are you ready to submit?

Cancel

Submit



Once 100% has been achieved take a screenshot of the results. The screenshot will need to be sent to [pcards-group@iit.edu](mailto:pcards-group@iit.edu) to pick up a new Pcard. Click on Return to return to the test home page

The screenshot displays a web interface for 'Results' under the 'Accounts Payable' section. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, and History. The top header features the 'ILLINOIS TECH' logo and a rocket icon. A red arrow points from the text above to a 'Return' button in the top right corner. The main content area shows a large green circle with '100%' inside, followed by '100 Out of 100 points' and '04:32 Time for this attempt'.

ILLINOIS  
TECH

Account

Dashboard

Courses

Calendar

Inbox

History

Results

Accounts Payable

100%

100  
Out of 100 points

04:32  
Time for this attempt

Return

Click on the course name to return to the course home page

**ILLINOIS TECH**

[PROC 002](#) > [Assignments](#) > PNC VISA Card Training Test

[Home](#)  
[Modules](#)  
[Discussions](#)  
[Grades](#) <sup>1</sup>

## PNC VISA Card Training

The test may be taken more than once. Take the test until you have answered each question correctly.

You can always check your current score on the left side link: [Grade](#).

ALL CARDHOLDERS MUST SUCCESSFULLY COMPLETE THIS TEST, PRINT OUT THE RESULTS, AND PROVIDE THE PRINT OUT AND THEIR IIT ID IN ORDER TO BE ISSUED THEIR CARD.

---:---  
No Time Limit    No Due Date

[View Results](#)

**Submission**

Dec 5 at 10:46am  
[Submission Details](#)  
Grade: 100% (100 pts possible)  
Graded Anonymously: no

**Comments:**

No Comments



Download and complete the Pcard Agreement. Leave the card number field blank. Send the Pcard Agreement and your test results to [pcards-group@iit.edu](mailto:pcards-group@iit.edu). You will be notified when your card is available for pickup from the Procurement Services office.

ILLINOIS  
TECH

Account

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1

▼ Welcome to PCard Training

Please review the training presentation, then take the quiz as many times as necessary. After successfully completing the training and test, please send your test score and filled cardholder agreement to [pcards@iit.edu](mailto:pcards@iit.edu) for processing.

▼ P-Card Training

Complete All Items ✓

PNC VISA Spend Clarity Training.pdf

Viewed ✓

PNC VISA Card Training Test

100 pts | Scored at least 100.0 ✓

▼ Useful Resources

PNC VISA Spend Clarity

PCard Agreement.pdf

Please contact [pcards-group@iit.edu](mailto:pcards-group@iit.edu) with any questions or concerns related to PCard training