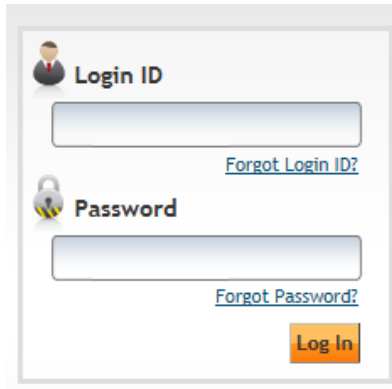


2015 Travel Card Cardholder Training – COVKC

<http://www.dhrm.virginia.gov/training>

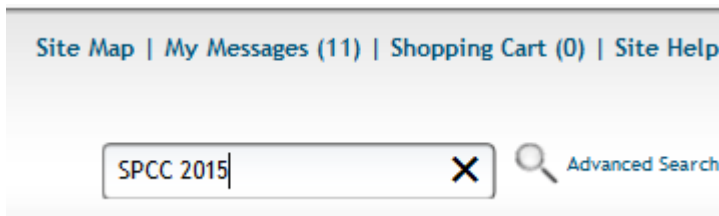
For browser setting questions please see the **Browser Setup Directions for 2015**

attachment. Log In



A screenshot of a login form. It features two input fields: the first is labeled "Login ID" with a person icon, and the second is labeled "Password" with a lock icon. Below each field is a "Forgot" link. At the bottom right is an orange "Log In" button.

In the Search Box type: **SPCC 2015**



A screenshot of a search interface. At the top, there are navigation links: "Site Map | My Messages (11) | Shopping Cart (0) | Site Help". Below this is a search box containing the text "SPCC 2015" and a clear button (X). To the right of the search box is a magnifying glass icon and the text "Advanced Search".

Press Enter and Click the Travel Card Cardholder Training 2015


[DOA - Travel Card Cardholder Training 2015](#)
Annual training required for all travel cardholders. Must review training and achieve 100% on th...

Click on Enroll

DOA - Travel Card Cardholder Training 2015



[Return](#)



DOA - Travel Card Cardholder Training 2015

No Rating Available

Course Provider : Department of Accounts (DOA)
Cost : \$0.00
Locale : English (United States)

Duration (Hours) : None
Credit(s) : None

Annual training required for all travel cardholders. Must review training and achieve 100% on the quiz to receive credit for the course.

[Enroll](#)

[Save Shortcut](#)

Type : SCORM 1.2

You must enroll in this item if you want to access it.

An Enroll Box will open. Do not make any changes, just click Enroll.

Enroll

Search for courses and curriculums and enroll in them. Enrollment may be automatic.

Review the information below to ensure that you are enrolling in the correct course. Select the options you want (if options are displayed) and click Enroll.

Title : DOA - Travel Card Cardholder Training 2015
Type : SCORM 1.2
Description : Annual training required for all travel cardholders. Must review training and achieve 100% on the quiz to receive credit for the course.

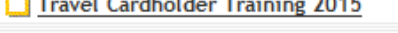
* Course Credit Options
 Credit No Credit


* Course Mode Options
 Normal Browse Review

[Enroll](#) [Cancel](#)

The system will process for a few moments and then the Enroll icon will change to an Access Item icon.



Click on the training. Select the  at the top left of the screen.

Click the  icon at the top right. The system will load and the training will begin.

Controller's Office Procedure

I suggest taking screenshots of the quiz questions just in case you do not pass the first time.

To obtain the PDF copy of your certificate of completion click on the View Certificate icon below found in your transcript list.

Please email the PDF copy of your training completion certificate to travelcard@vt.edu.

Congratulations! You passed the annual Travel Program Administrator training! You may print the results from this page, or print a certificate from the Knowledge Center. Go to "My Workspace" > "My Transcript" and click on this course title. Click the "View Certificate" instructions to print your certificate.

no employee paid individual liability (IL) travel card. must review training and achieve 100% on quiz to receive credit for the course.

Open Current Attempt

[What's this?](#)

Open New Attempt

[What's this?](#)

View Certificate

With questions contact: travelcard@vt.edu