To access the online P-Card training, you must first enroll in DoIT’s Self-paced Online Learning.

1. Go to http://doit.niu.edu/doit/training/index.shtml
2. Scroll to the bottom of the Training and Learning page and click on Self-paced Online Learning.
3. Click Submit to proceed to Self Enrollment.
4. Click **OK** on the screen displaying, “Action Successful”.

5. Select **P-Card Training for Card Holders, Authorizing Managers, and Proxy Reconcilers**
6. Review the training material and complete two assessments. Section 4 Assessment – Business Procedures, Workflows, Responsibilities. Section 6 Assessment – Using, Rules, and After Purchase Actions

You must score 50 on both assessments. If you have not scored 50 after 3 attempts, please contact P-Card@niu.edu. P-Card Administration will reset your training attempts so you can try again.
Once you have enrolled in DoIT’s Self-paced Online Learning, you can access P-Card training through Blackboard.

7. Go to the NIU website. Select **Quick Links**. Click on **Blackboard**.

8. Click the red **LOG IN** bar and sign in using your “……@mail.niu.edu” account and your network password.
9. Select **Community**

10. Select **Division of Information Technology Training**
11. Select **P-Card Training for Card Holders, Authorizing Managers, and Proxy Reconcilers**

12. Review the training material and complete two assessments. Section 4 Assessment – Business Procedures, Workflows, Responsibilities. Section 6 Assessment – Using, Rules, and After Purchase Actions

You must score 50 on both assessments. If you have not scored 50 after 3 attempts, please contact **P-Card@niu.edu**. P-Card Administration will reset your training attempts so you can try again.