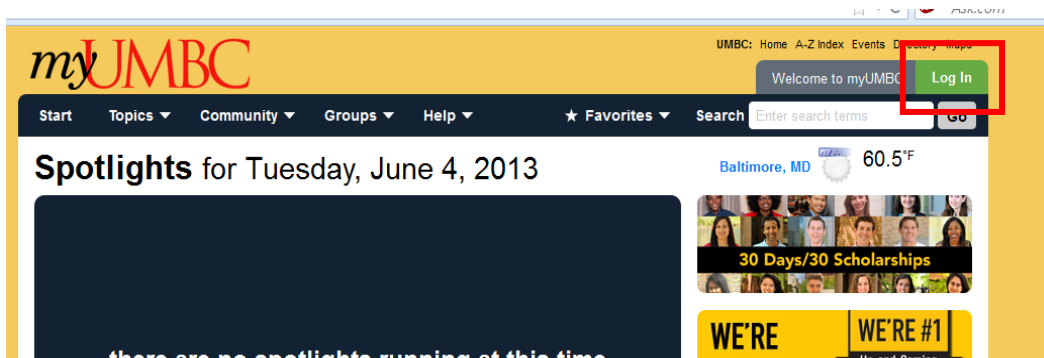
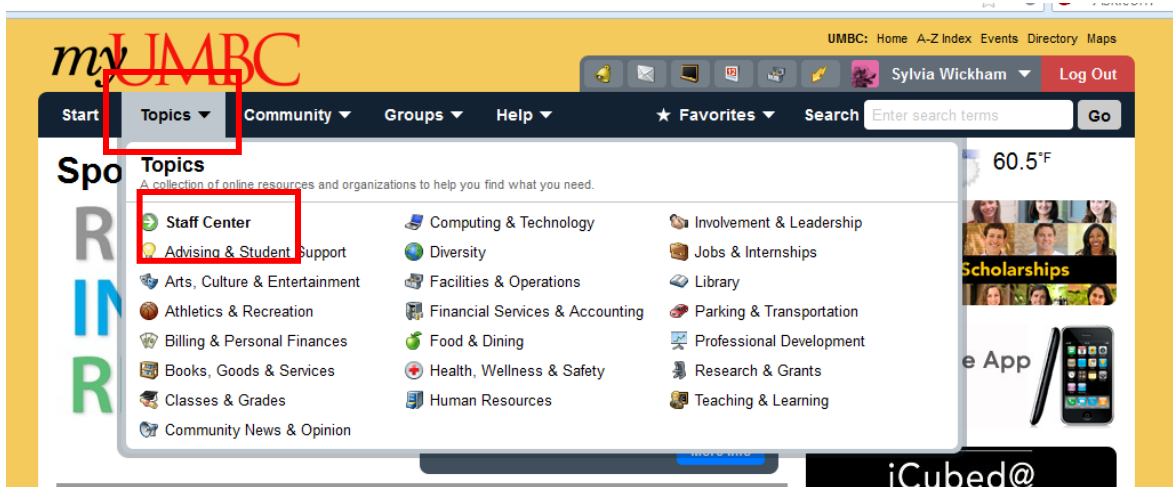


Registering for a Training Class

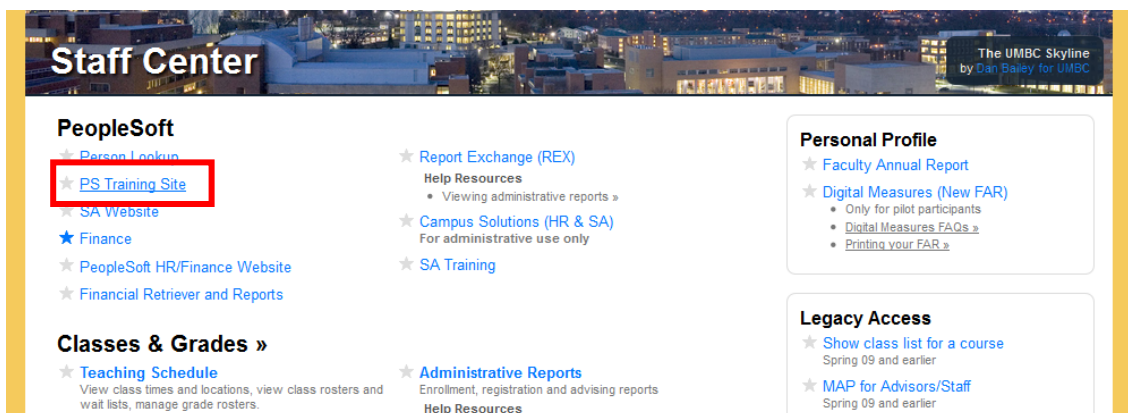
To Register for a training class or event, go to myUMBC and log in.



Click on Topics and select Staff Center.



Select PS Training Site.



Registering for a Training Class

Select the class/event you would like to attend and click on the heading of the class/event. When the description opens up click the I Can Attend button.

The screenshot shows a web application interface for registering for a training class. The page is titled "Training" and features a navigation menu with options like "Start", "Topics", "Community", "Groups", "Help", "Favorites", and "Search". The main content area displays details for a "P-Card Training" event, including the date (Tuesday, June 11, 2013), time (10 AM - Noon), and location (Administration : 929). The event description states that this two-hour training is required by the Purchasing Card Program Policy for new cardholders and their P-Card Supervisors. It also provides instructions for attendees to bring a copy of the UMBC Purchasing Card Program User's Guide. The "Attendees (1)" section shows "7 seats available" and a prominent green "I Can Attend" button, which is highlighted with a red box. Other buttons include "Add to Calendar" and "Download CSV". The right sidebar contains "Event Info" (Workshop/Training, April 11, 2013, Procurement sponsor, Financial Services & Accounting topics) and "Recent Events" (REX (ProClarity) Advanced Features and REX (ProClarity) Fundamentals).

Training

Home Events News Discussions Media Documents Members

P-Card Training
Training for New Cardholders and their P-Card Supervisors

Tuesday, June 11, 2013 - 10 AM - Noon
Administration : 929

This two hour training is required by the Purchasing Card Program Policy for new cardholders and their P-Card Supervisors. Training will cover the Policies and Procedures in the UMBC Purchasing Card Program User's Guide.

Cardholders must attend this training before they are able to receive and use their purchasing card. Supervisors must attend this training before they are allowed to review and approve the cardholder's transaction log.

Print and bring to the session the UMBC Purchasing Card Program User's Guide which can be found on the Dept. of Procurement's website <http://www.umbc.edu/procurement> under Departmental Information.

Add to Calendar

Attendees (1) 7 seats available **I Can Attend** Download CSV

Event Info
event type Workshop/Training
posted April 11, 2013
sponsor Procurement
topics Financial Services & Accounting
share [Email](#) [Twitter](#) [Facebook](#) [LinkedIn](#) [Google+](#) [Tumblr](#)
[add to calendar](#)
Edit Copy Cancel

Recent Events
[REX \(ProClarity\) Advanced Features](#)
Jun 13 at 9:30 AM
[REX \(ProClarity\) Fundamentals](#)