

## How to Complete Your New Cardholder Training

Prior to having access to a WVU or WVURC PCard, training must be completed. To complete your training, please use the following instructions:

### State Cardholders:

1. Email [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu) to request your training. Please include your full name as it appears in Payroll, email address, and EPICS ID.
  - If you are not a State of West Virginia employee (i.e. WVU Research Corporation or University Health Associates), please include that in your email.
  - Instructions will be sent via email how to create your MyApps account, (if applicable), notify [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu) once you have successfully created your account.
2. PCPS PCard Administration will verify your MyApps account and email instructions how to access the WV State Auditor's Office training website.
3. View each of the Ethic videos and read the Policy Manual prior to completing the quizzes.
4. Complete the Cardholder Training and the Ethics Training quizzes.
5. Electronically sign the WVU State Cardholder Agreement (simply accept it).
6. If required, please print and forward copies of your Completed Certificates to your Business Office. **(PCard Administration does not need copies of these certificates.)**
7. Contact your supervisor, Departmental Card Coordinator or CBO, you will be given a paper application to complete, sign and return to your Business Office for approval.
8. Once approved, your Business Office will email the completed application directly to PCard Administration for review and verify that you have successfully passed your quizzes and accepted the cardholder agreement.

### **WVU Research Corporation Cardholders (\*)**

1. Email [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu) to request your training.
2. PCPS PCard Administration will then email you directions how to self-register on eCampus to access the WVU Research Corporation Procurement Card Training.
3. Complete each training module.
4. Complete the "WVURC PCard Assessment".
5. Electronically sign the WVU Research Corporation Cardholder Agreement (simply accept it).
6. Email [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu) when you have completed your training, quiz and signed the cardholder agreement.
7. After PCard Administration has verified that you have successfully passed your quiz and accepted the cardholder agreement, instructions will be sent via email how to complete your application with Citibank.

\*Please note: If you have both a State and Research PCard, you are only required to complete your training through the State Auditor's Office training portal.

If you have any questions regarding your Cardholder training, please feel free to contact PCard Administration at [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu).