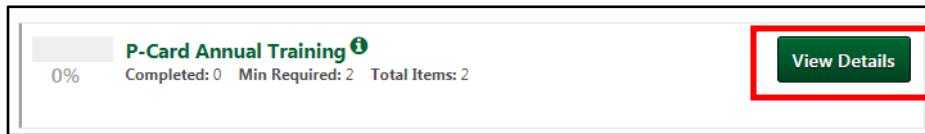
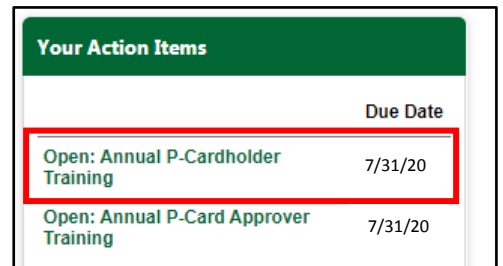


# Annual P-Card Training Guide

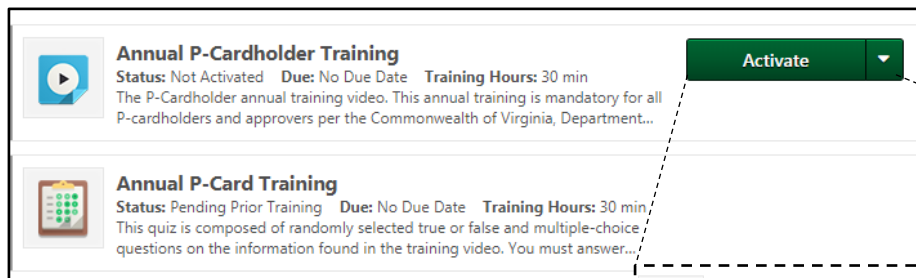
The Commonwealth of Virginia requires annual training for all P-Cardholders and Approvers. Mason’s annual training is now available on Mason Leaps. To complete the training, individuals must view the training video in its entirety and then complete the quiz with 100% accuracy. The quiz may be retaken until a score of 100 is received. The P-Card team will verify that the training video is viewed in its entirety and a score of 100 on the quiz is achieved before recording individual completion of the annual training. Instructions for accessing and completing the annual training are noted below.

## Step-by-Step

1. Go to <https://workshops.gmu.edu/> and select “Register for Training” to login with your Mason Net ID and password.
2. Cardholders and approvers have already been assigned the training. Locate the “Your Action Items” block and select a training to continue. *If you are a P-Cardholder and Approver you will need to take each course separately.*
3. Click on the course to begin. Review the information and then click on “View Details” to continue.



4. Click on “Activate” and then “Launch” to load the training video. Click on the video to begin. *You must complete the video before you can take the quiz.*



5. Use the video menu bar to adjust the video.



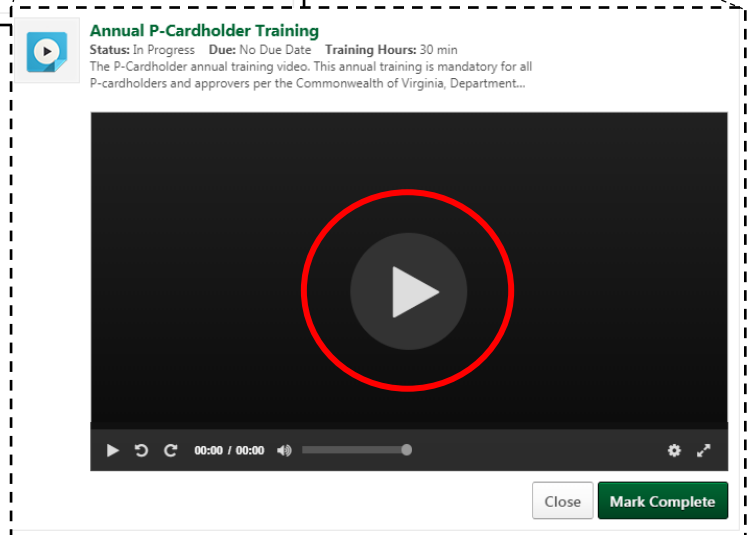
Volume Control



Adjust the speed of the video

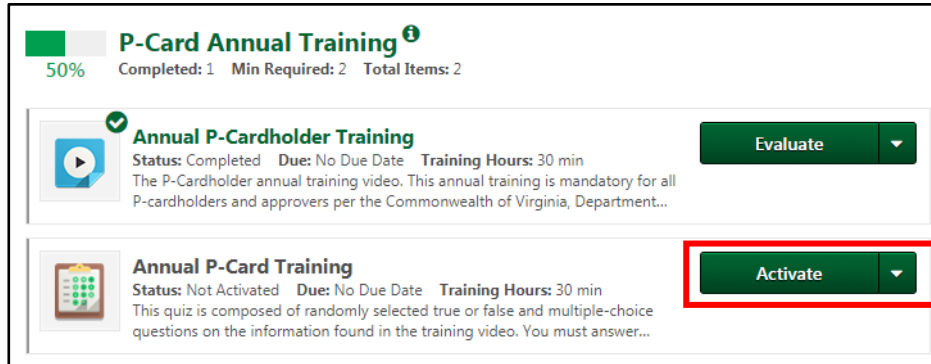


Expand the video to full view.



# Annual P-Card Training Guide

- Once you have fully reviewed the video click on **Mark Complete** at the bottom of the video.
- You are now ready to complete the quiz. Click on "Activate" and the "Launch." Review the test instructions and then select "Continue" to begin the quiz.

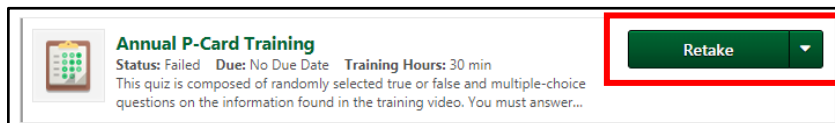


**P-Card Annual Training**  
50% Completed: 1 Min Required: 2 Total Items: 2

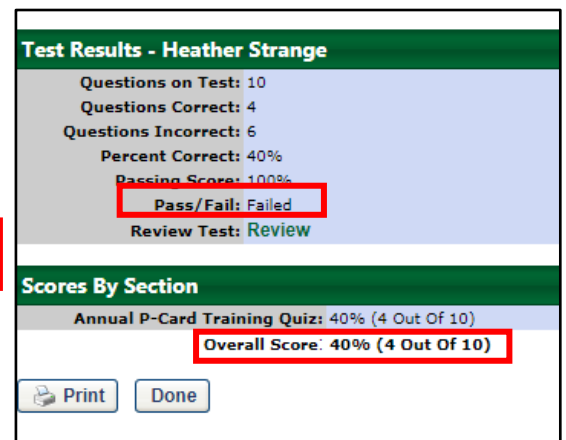
**Annual P-Cardholder Training**  
Status: Completed Due: No Due Date Training Hours: 30 min  
The P-Cardholder annual training video. This annual training is mandatory for all P-cardholders and approvers per the Commonwealth of Virginia, Department...

**Annual P-Card Training**  
Status: Not Activated Due: No Due Date Training Hours: 30 min  
This quiz is composed of randomly selected true or false and multiple-choice questions on the information found in the training video. You must answer...

- Review and answer each question carefully. Once you have answered all questions, click on the "Summary" button at the bottom of the quiz. If all questions display as "Answered" click on "Submit Final Answers."
- The quiz answers will then be graded and you will receive the "Pass/Fail" Test Results.
- If you did not receive a 100%, click on "Review" to identify the items you may have missed and/or click on "Done." You will then have the option to "Retake."



**Annual P-Card Training**  
Status: Failed Due: No Due Date Training Hours: 30 min  
This quiz is composed of randomly selected true or false and multiple-choice questions on the information found in the training video. You must answer...



**Test Results - Heather Strange**

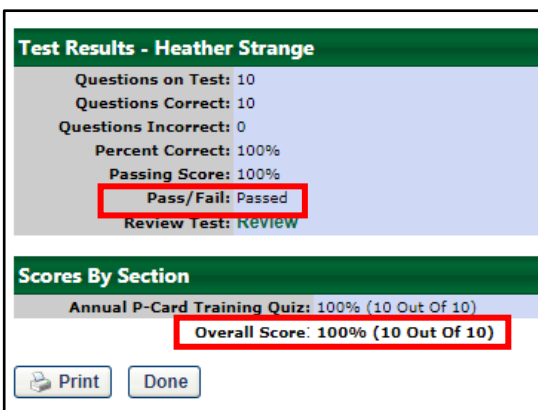
Questions on Test: 10  
Questions Correct: 4  
Questions Incorrect: 6  
Percent Correct: 40%  
Passing Score: 100%  
**Pass/Fail: Failed**  
Review Test: Review

**Scores By Section**

Annual P-Card Training Quiz: 40% (4 Out Of 10)  
**Overall Score: 40% (4 Out Of 10)**

Print Done

**You must receive a 100% to Pass and complete your annual training requirement. You may retake the Test as many times as necessary to reach 100%. You will receive a confirmation email from Mason Leaps to confirm your completion of the required annual.**



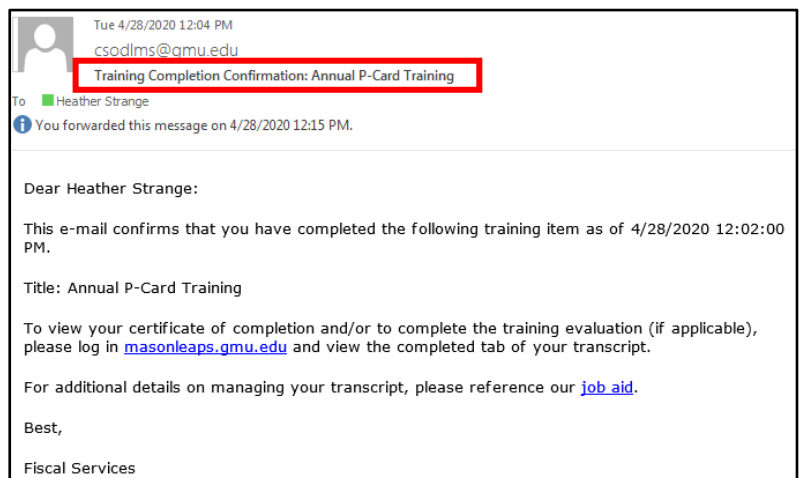
**Test Results - Heather Strange**

Questions on Test: 10  
Questions Correct: 10  
Questions Incorrect: 0  
Percent Correct: 100%  
Passing Score: 100%  
**Pass/Fail: Passed**  
Review Test: Review

**Scores By Section**

Annual P-Card Training Quiz: 100% (10 Out Of 10)  
**Overall Score: 100% (10 Out Of 10)**

Print Done



Tue 4/28/2020 12:04 PM  
csodlms@gmu.edu  
**Training Completion Confirmation: Annual P-Card Training**

To: Heather Strange  
You forwarded this message on 4/28/2020 12:15 PM.

Dear Heather Strange:

This e-mail confirms that you have completed the following training item as of 4/28/2020 12:02:00 PM.

Title: Annual P-Card Training

To view your certificate of completion and/or to complete the training evaluation (if applicable), please log in [masonleaps.gmu.edu](http://masonleaps.gmu.edu) and view the completed tab of your transcript.

For additional details on managing your transcript, please reference our [job aid](#).

Best,  
Fiscal Services

**Please contact the P-Card Office at [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu) if you experience any issue with accessing the annual training or completing the quiz.**