

REE NEW PURCHASE CARD APPROVING OFFICIAL TRAINING DIRECTIONS AND LINKS

Please contact the Purchase Card Program and Oversight Branch (PCPOB) at pcpob@usda.gov if you have any questions or issues with the training.

AgLearn: requirements 1., 2., 3., and 4. below are in AgLearn. You must login to AgLearn and use the search feature to find the courses using the bolded course titles. The Certificates of Completion, not the Course Summary that is displayed after passing the test, must be included with the scan of training certificates.

1. [USDA Purchase Card Training for New Cardholders/Approving Officials](#)
2. [USDA Federal Appropriations Law Training \(FALT\)](#) (FALT Part 2 is not required)
3. [AbilityOne Program Training](#)
4. [Ethics: Government Purchase Card Training](#)
5. [Buy Green GSA SmartPay® Purchase Card Blueprint for Success](#): The link will take you to a four-page document to read and certify.
6. [Micro-purchases and Section 508 Requirements](#): The link will take you directly to the start of the course. Complete the course, then at the conclusion, click 'Select this link to download your course certificate'. On the Certificate of Completion, enter your name.
7. [US Bank Access Online Web-Based Training \(WBT\)](#): Email PCPOB@usda.gov to request an US Bank Access Online (AXOL) user ID (include you are training to become an Approving Official). Once you receive your User ID, log in to AXOL and click on "Training" on the left-side menu. The WBT will open in a new browser tab. Ensure the training role you are taking is "**Government Administrator**" (should be default role) on the right-side menu. Listed below are the seven (7) lessons that are required. All lessons must be listed on one Certificate of Completion, which must be included with training certificates submitted to be set up as an Approving Official.

Steps to get Certificate of Completion: **A)** Complete one lesson at a time. **B)** On the content selection/WBT homepage, expand topic area; check one box under Lessons tab; then click Start Training button to take lesson (some have a practice test); close tab for lesson. **C)** Click [Add more training content](#) to return to content selection; 'COMPLETED!' will show on [Lessons](#) tab; select [Certifications](#) tab and check box of lesson that you just completed; then click [Go to my learning plan](#). **D)** On learning plan, check box on [Certifications](#) tab again; then click [Go to certification](#). **E)** Pass exam or repeat step D) only. **F)** Repeat steps B) through E) for all seven lessons. **G)** Click [Print certificate](#) on 'My learning plan' page to create PDF.

- Lessons under '[Get started using Access Online](#)':
 - 1) Alerts and Notifications
 - 2) My Personal Information
 - 3) Navigation Basics
- Lessons under '[Manage Approvals](#)':
 - 4) Transaction Approval Process (DOT, USDA, GAO)
- Lessons under '[Create and Run Reports and Statements](#)':
 - 5) Standard Reports
 - 6) Scheduled Reports
 - 7) Flex Data Reports