Quick Reference Guide to Accessing the Small Purchase Charge Card Training – Radford University Knowledge Center

1. Log in to Radford University’s link to the Commonwealth of Virginia Knowledge Center at https://covkc.virginia.gov/ru/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx
   - You will be asked to enter your username and password.
   - Your Login ID is your State Employee ID (without any leading zeroes), not your RU Username. Your Login ID is your State Employee ID (without any leading zeroes), not your RU Username. To find your state ID, sign on to the RU Portal, navigate to the "My Accounts" tab and look in the "Personal Information and Emergency Contacts" channel. If this is your first time in the Knowledge Center, enter your Login ID, click "Forgot Password" and follow the instructions.

   If you have problems, please use the "email Administrator" link at the top right of the screen.

2. From the Knowledge Center Home Page
   - Click on Learning Center
   - Click on Course Catalog
   - Enter “DOA 20XX” (year adjusts to reflect current year e.g. 2013) in the Search Text field and click “Search”
   - Find Course name –
     o Cardholders will be asked to complete “SPCC Cardholder Training 20XX” Annually
     o Supervisors/Reviewers are also required to complete “Cardholder Supervisor/Reviewer Training 20XX” Annually
   - Click on the course you need.
   - Enroll
     *Course Credit Options, select for credit
     *Course Mode Options, select Normal
     Then Enroll
   - Select Access Item
   - New Window opens that lists SPCC Cardholder Training
   - Click on Training Link and complete.
   - Once training is complete you must take the Quiz.

Note: If you have multiple cards (SPCC & Travel) or have a card(s) and are also a supervisor/reviewer then you will be required to complete multiple trainings.