

## ProCard Information and Requirements

All ProCard users will need to complete a CIA form to indicate

Existing access and add ProCard

or

Add ProCard

**Cardholders with current PeopleSoft** (Finance, HR or SA) access will need to review a ProCard training document (Coming soon) and submit an Updated Computerized Information Access (CIA) request form.

**Cardholders who currently DO NOT have PeopleSoft access** will be automatically enrolled in and will need to complete (1) and (2) below (instructions how to access the courses is forthcoming to you via email during the week of August 23, 2010):

(1) Information Security training (ON- LINE COURSE)

If you have previously completed Information Security training, you will not be required to retake it.

and

(2) Intro to Finance course (ON- LINE COURSE)

Both courses are on-line. You will be permitted to complete the course on your own schedule within the assigned deadline by the Purchasing Office. Access will not be granted if the training requirements are not met.

In addition the ProCard training document will be available need to be reviewed.

Completion of training and receipt of approved CIA form will be verified prior to release of new ProCard.

**Contact:**

CMS Training Support Office for Training questions at 77270

Campus ProCard Coordinator – Vicki Clowdus at 73190

8/18/2010