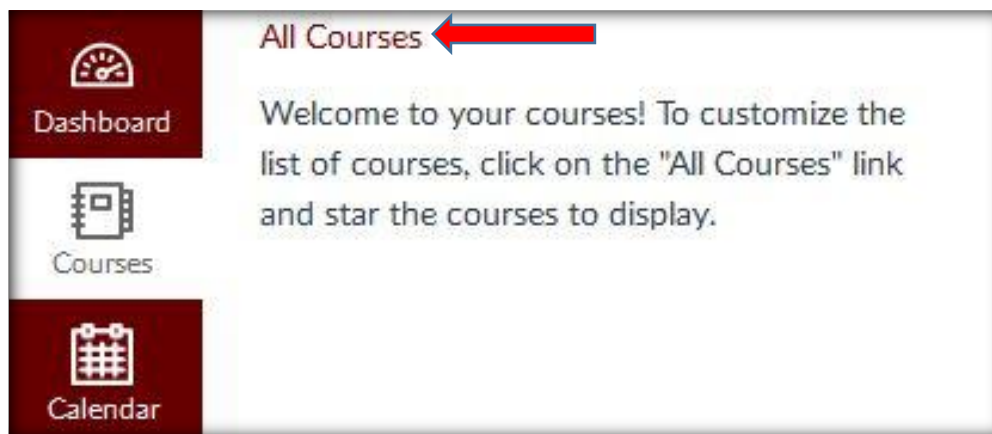


Accepting Payment Cards Training Course

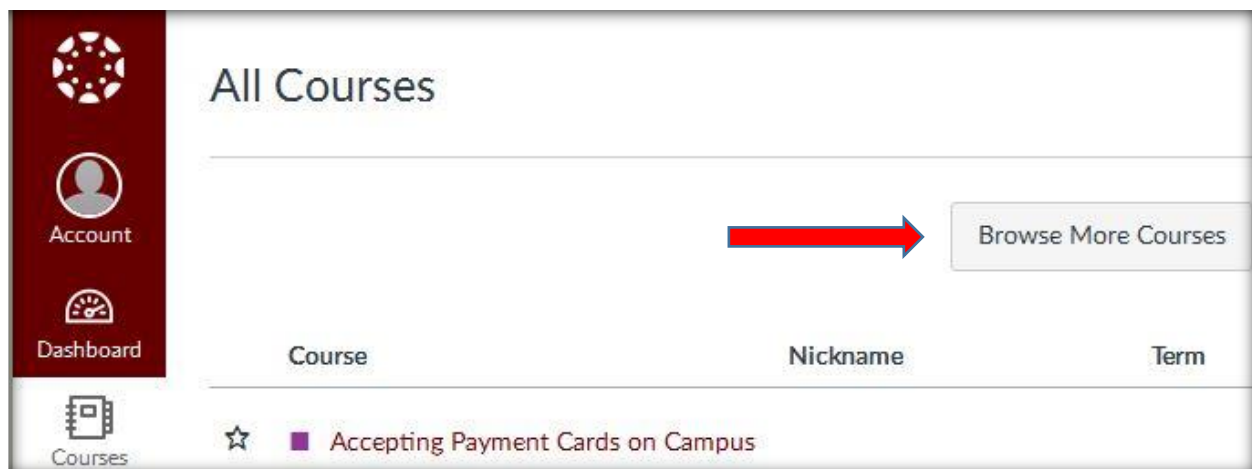
Provided by the University Bursar Office, this training introduces payment cards and payment card security standards. The training is approximately 15 minutes long and includes an assessment tool to document understanding of the information provided. Prior to requesting access to Commerce Manager or CASHNet E-Market payment reporting, both the training course/quiz and a ['Payment Card Security Agreement'](#) must be completed.

Payment card training is available on [Canvas](#) and requires [Adobe Flash Player](#). In order to view the training, log into Canvas and view the 'Accepting Payment Cards on Campus' course. If you have not joined the 'Accepting Payment Cards on Campus' course, follow these instructions:

1. Log into [Canvas](#) using your Virginia Tech PID and password.
2. Once logged in, click on 'Courses' in the left menu and select 'All Courses'.



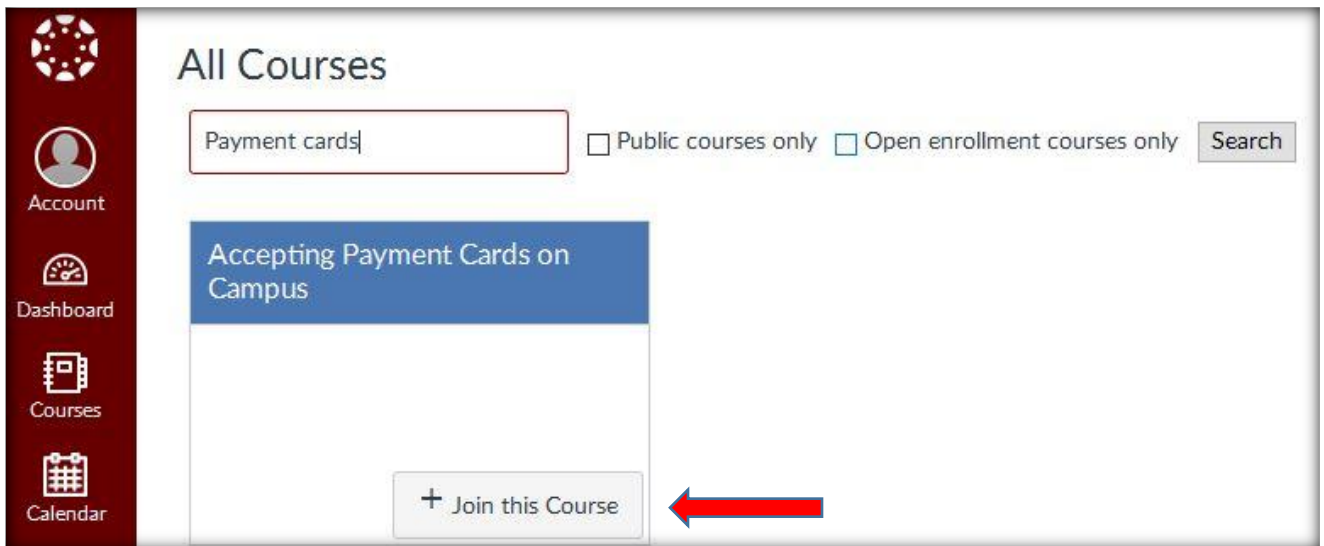
3. If the payment card course is not on your course list, click on 'Browse More Courses' near the upper right-hand corner.



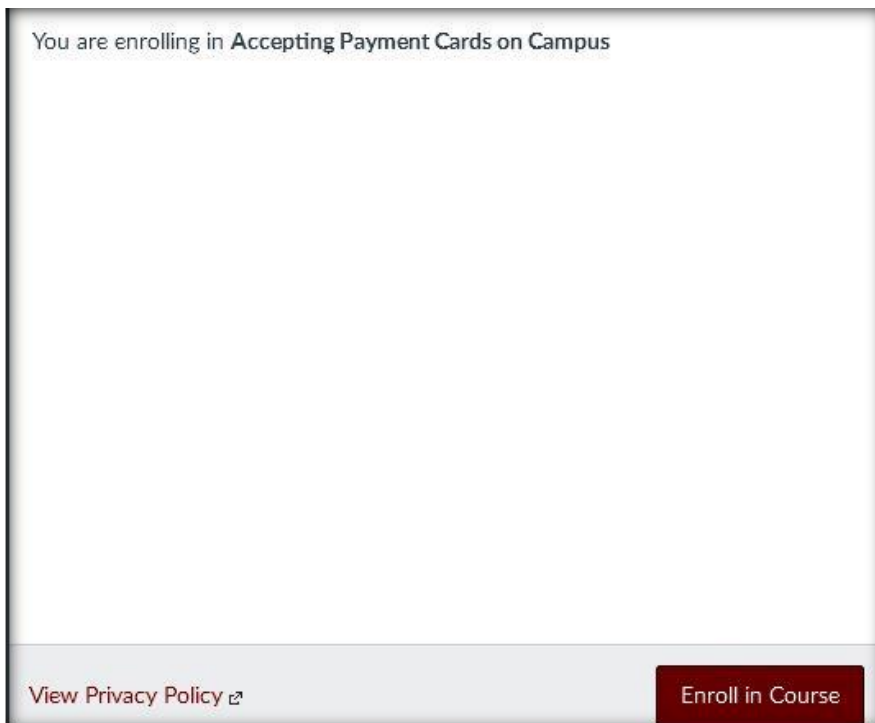
4. In the search field in the upper left-hand corner, enter 'Payment Card' as the search term.



- The results should provide a 'Join this Course' link that will add the 'Accepting Payment Cards on Campus' course to your Canvas account.



- An enrollment message will pop up. Select 'Enroll in Course'.



7. Once you have enrolled, you will see a confirmation message pop up. Select 'Go to Course' to visit the site.

