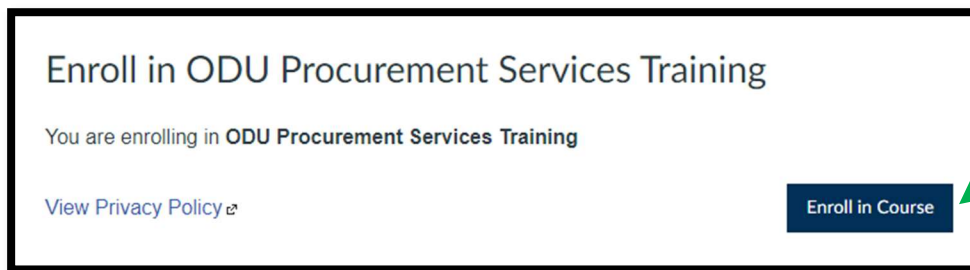


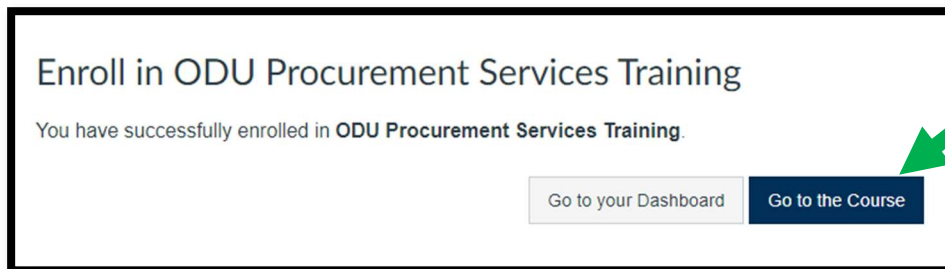
*ODU Procurement Trainings are housed in a self-enroll Canvas Course called ODU Procurement Services Training. Campus users may enter this area using their Midas ID & password.*

*The training is a module, with the quiz available after you view the training presentation.  
Users must get 100% of the answers correct to meet the training requirement.*

1. Click this [link](#) to self-enroll in ODU Procurement Services Training course. Click button to enroll in course. If there are issues enrolling, please try another browser. If you receive an error message not allowing access to the course, please reach out to ITS for assistance.



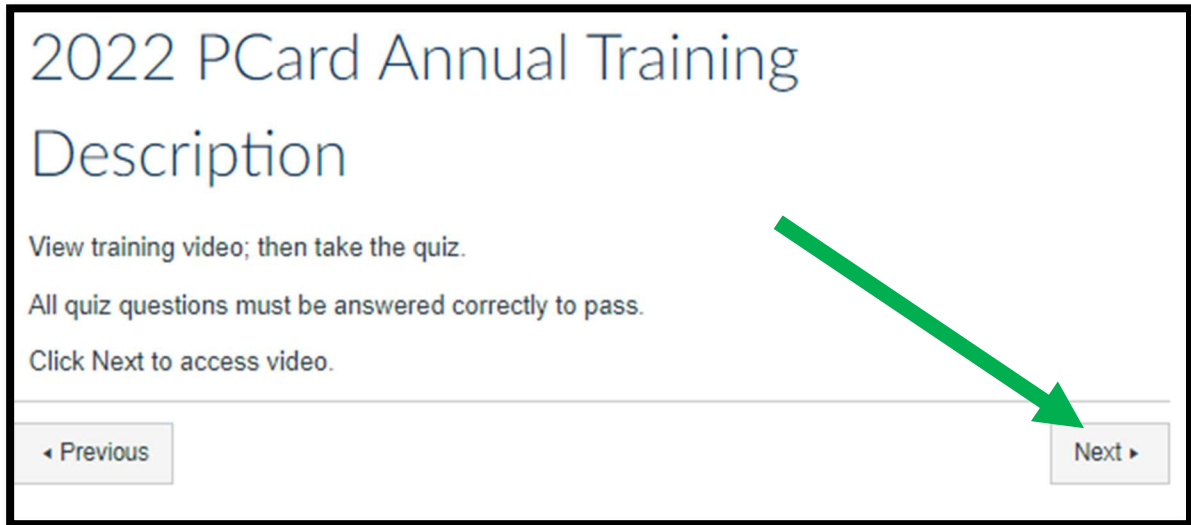
2. On the successful enrollment page that opens, click Go to the Course.



3. Scroll down to find training course desired and click to open. For example, to access PCard Training, scroll down and click the graphic showing PCard.



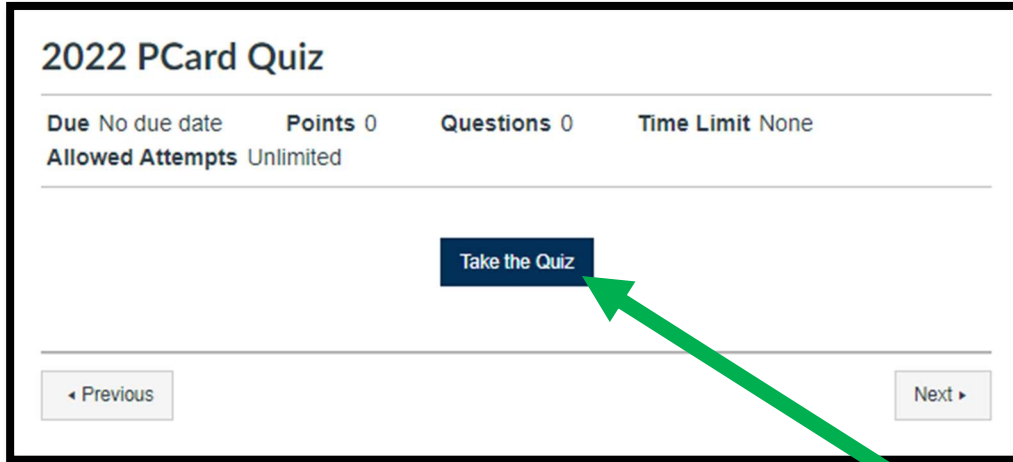
4. For each course, there is a description page giving overview. Read overview and click Next to go to training vide.



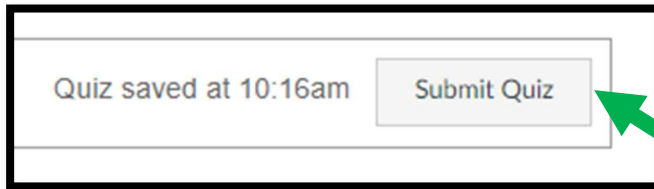
5. Click to play video. (Icon with arrows will enlarge video.) After video, click Next to go to quiz page.



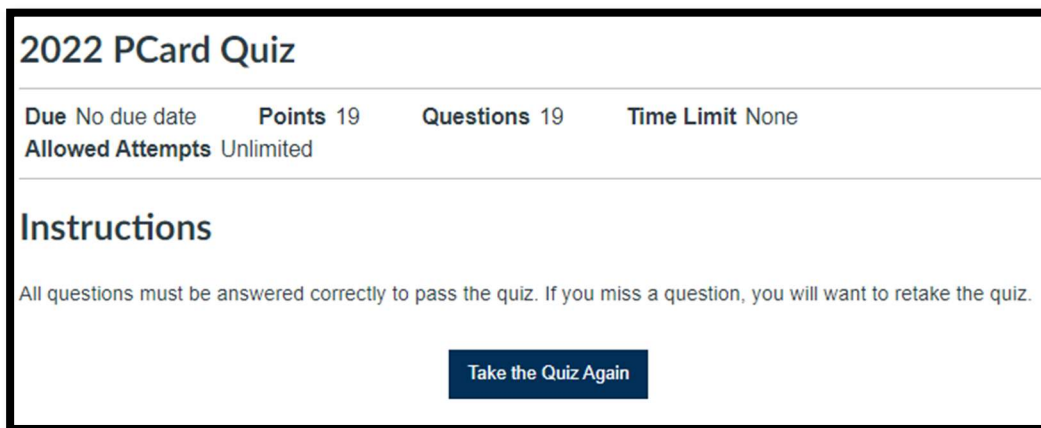
6. After playing video, click Next to go to quiz page. Click Take the Quiz



7. After answering all questions, Submit Quiz.



8. Quiz results will show at the top and top right. To pass the quiz, all questions must be answered correctly. If all questions are not answered correctly, retake the quiz.



**Last Attempt Details:**

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<b>Time:</b>	4 minutes
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<b>Current Score:</b>	19 out of 19
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<b>Kept Score:</b>	19 out of 19
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3 Attempts so far  
[🕒 View Previous Attempts](#)  
Unlimited Attempts

[Take the Quiz Again](#)  
(Will keep the latest of all your scores)