



## SmartPay2 Training - Required Approving Official Training

Link for the below listed required training: [www.usda.gov/procurement/ccsc/purchase\\_card.htm](http://www.usda.gov/procurement/ccsc/purchase_card.htm)

- **Ethics—Government Purchase Card\***
  - Link for Ethics: <http://www.aglearn.usda.gov/>
- **Green Purchasing\***
- AbilityOne (under development)
- **Section 508 (“Micro-purchases and Section 508”)\***
  - Link for Section 508: <https://www.section508.gov/training/index.cfm>
  - Follow the instructions below to access the lesson:
    1. Go to the website listed above.
    2. If you have never registered for the training, click the link: **Register for 508 Universe**. If you have already registered, click the **Secure Login**.
    3. Click “login”.
    4. Under “**My 508 Universe**” (on the left), click **508 Training Courses**.
    5. On this page, choose “**Micro-purchases and Section 508**”
    6. When you complete the lesson, you will be returned to the “**508 Universe Menu**” page. Under “My Account”, click “view transcript. Click view Certificate of Completion and print your certificate.

Website for Access® Online web-based training: <https://wbt.access.usbank.com>

- Access® Online\*
- (NOTE: Certification is required for each of these modules, including *Purchase Card Policy*)

The following modules are required:

- **Navigation Basics\***
- **Transaction Approval Process\***
- **Purchase Card Policy\***

The following modules are optional:

- Account Profile
- Reporting
- Transaction Management
- My Personal Information

***Please Note:** AOs who **are also** cardholders must take all the required cardholder modules—even if these are not required of AOs. The only module required solely of cardholders is *Online Registration*, which does not apply to AOs. With one exception (*Purchase Card Policy*), no module must be taken more than once. The *Purchase Card Policy* module for AOs is oriented towards this role, while the policy module for cardholders has a cardholder orientation.*

### **Technical Help:**

Access® Online – 1-800-254-9885, option 2  
Cardholders/AOs – 1-888-994-6722

\*Certification is required for all modules.