



SmartPay2 Training

Please Note: For Access® Online certification purposes, users with multiple roles (e.g., coordinator, approving official, and cardholder) are to take web-based training and certification exam at their highest role. In this example, the highest role is coordinator. For Purchase Card Policy Training, users with multiple roles are to register for each role and take the required certification exam for each role.

I. Required Approving Official Training

Link for the below listed required training: 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
Cardholders/AOs – 1-888-994-6722

*Certification is required for all modules.

II. Required Cardholder Training

A. Non-warranted (non-procurement) Cardholders

Link for the below listed required training: 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 web-based training: <https://wbt.access.usbank.com>

- Access® Online*

(NOTE: Certification is required for each of these modules, *including USDA Policy*)

 - Online Registration*
 - Navigation Basics*
 - Account Profile*
 - Transaction Management*
 - Transaction Approval Process*
 - My Personal Information*
 - *Purchase Card Policy**

B. Warranted Cardholders

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



- Access® Online*
(NOTE: Certification is required for each of these modules, **including USDA Policy**)
 - Online Registration*
 - Navigation Basics*
 - Transaction Management*
 - Transaction Approval Process*
 - My Personal Information*
 - *Purchase Card Policy**

Technical Help:

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

*Certification is required for all modules.

III. Required Coordinator Training

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

- Access® Online*
(NOTE: Certification is required for each of these modules, **including USDA Policy**)
 - Navigation Basics*
 - Cardholder Account Setup and Maintenance*
 - User Profiles*
 - Account Profile*
 - Reporting*
 - Transaction Management*
 - Transaction Approval Process*
 - Data Exchange*
 - Flex Data Reporting*
 - Schedule Reports*
 - My Personal Information*
 - *Purchase Card Policy**

Technical Help:

Access® Online – 1-800-254-9885, option 2
LAPCs/APCs: 1-800-254-9885, option 3

*Certification is required for all modules.