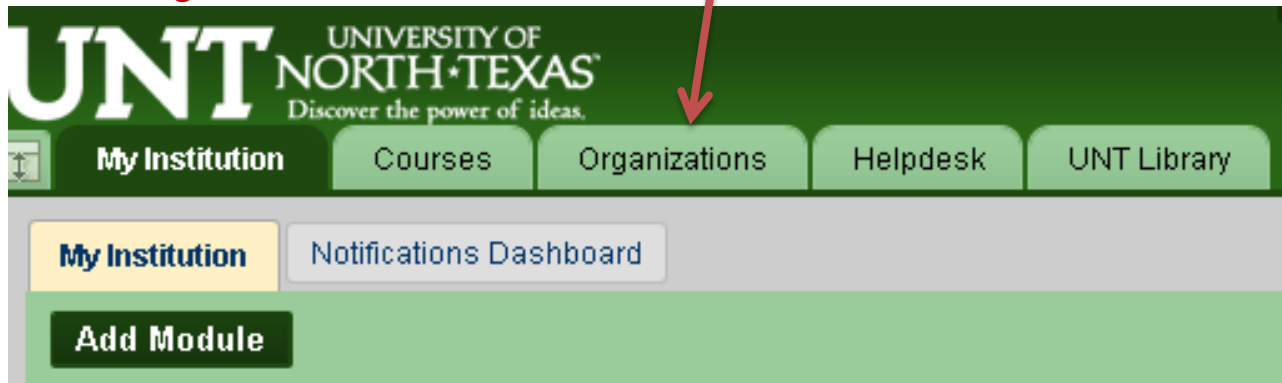


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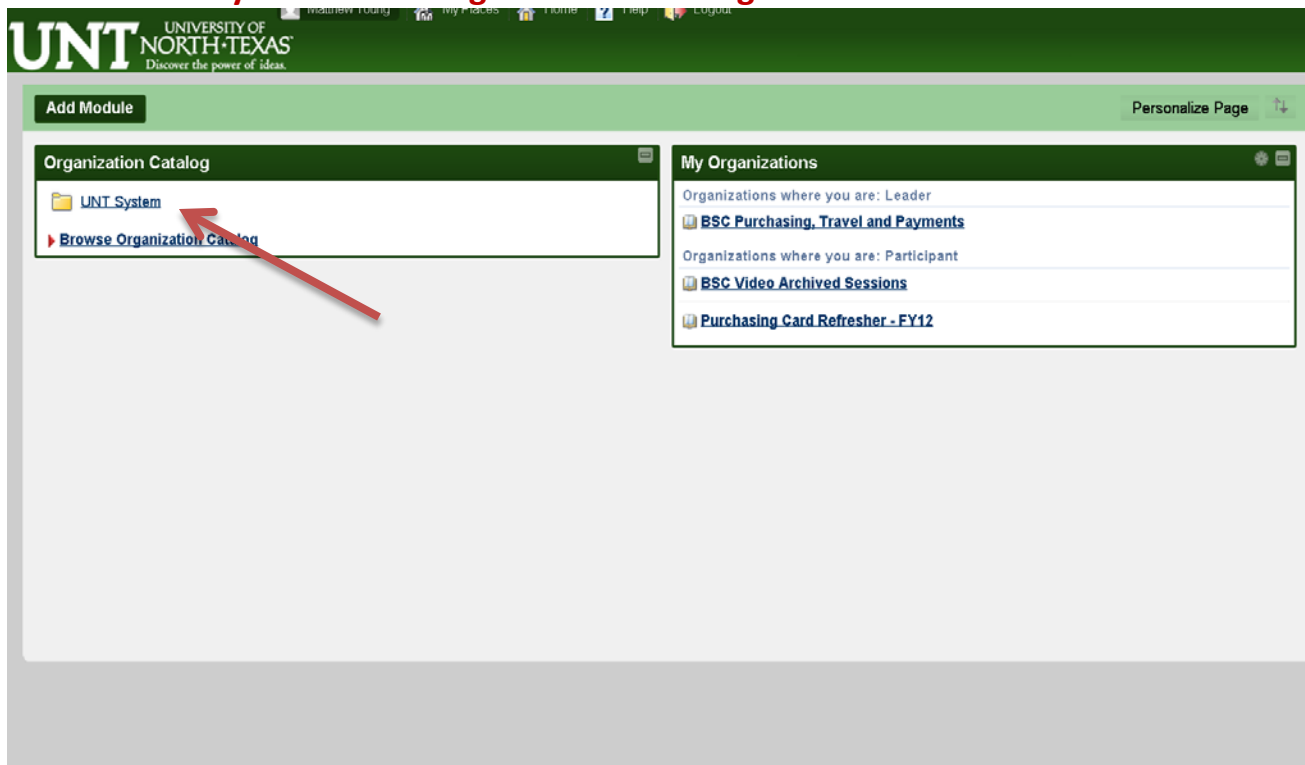
Log in at <http://learn.unt.edu>.

(Your password should be your EUID the first time you log in, but you should change it once you log in. Click this link to see how to [change your password](#).)

Click on Organizations tab.

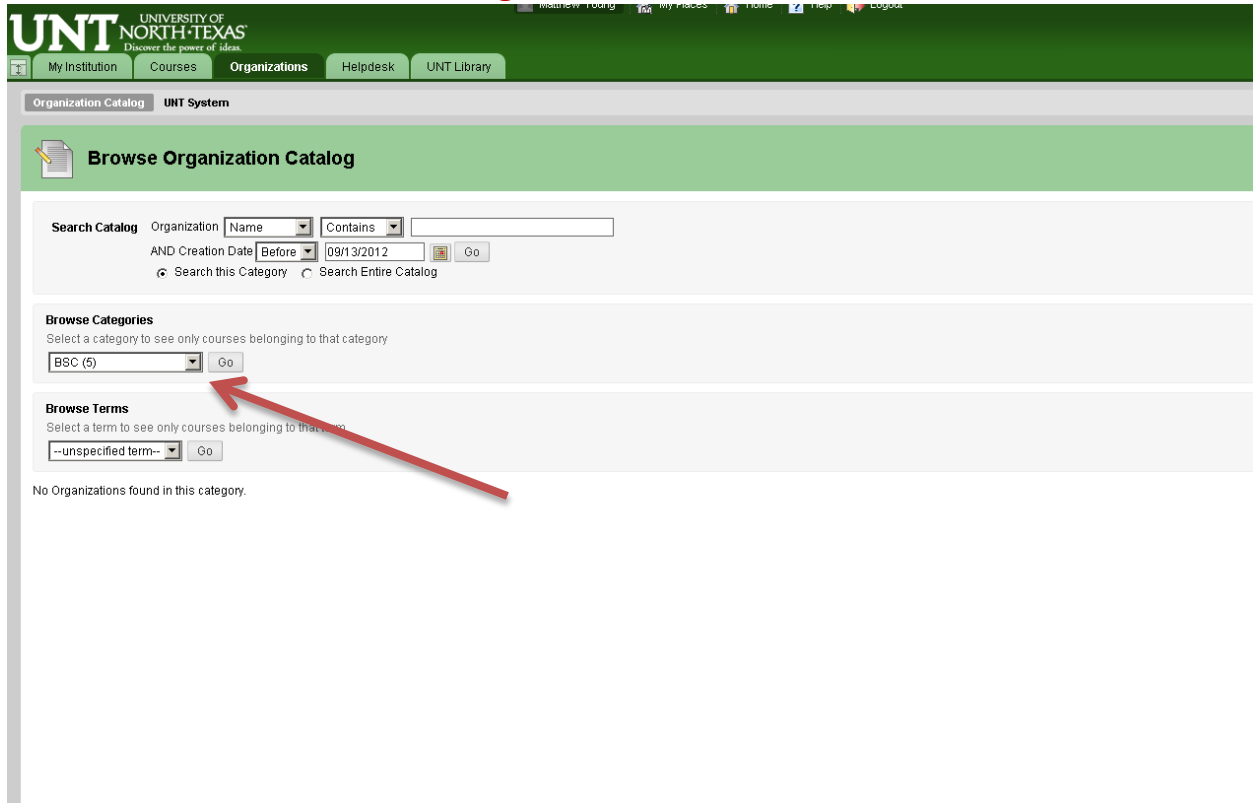


Click on UNT System in the Organization Catalog box.



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Click on BSC under Browse Categories.



Organization Catalog UNT System

Browse Organization Catalog

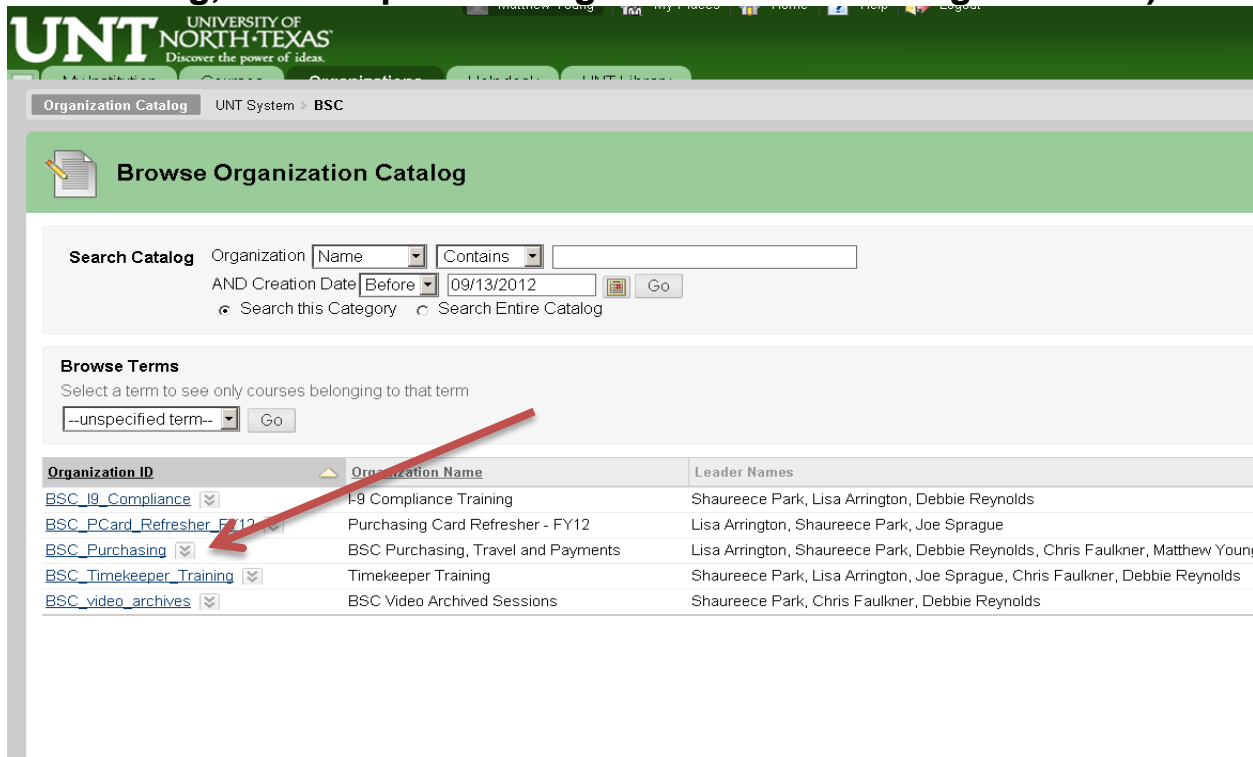
Search Catalog Organization Name Contains
AND Creation Date Before 09/13/2012 Go
 Search this Category Search Entire Catalog

Browse Categories
Select a category to see only courses belonging to that category
BSC (5) Go

Browse Terms
Select a term to see only courses belonging to that term
--unspecified term-- Go

No Organizations found in this category.

Click the double arrow icon next to the correct Organization ID link. (BSC Purchasing, Timekeeper Training or Archived Training Sessions)



Organization Catalog UNT System > BSC

Browse Organization Catalog

Search Catalog Organization Name Contains
AND Creation Date Before 09/13/2012 Go
 Search this Category Search Entire Catalog

Browse Terms
Select a term to see only courses belonging to that term
--unspecified term-- Go

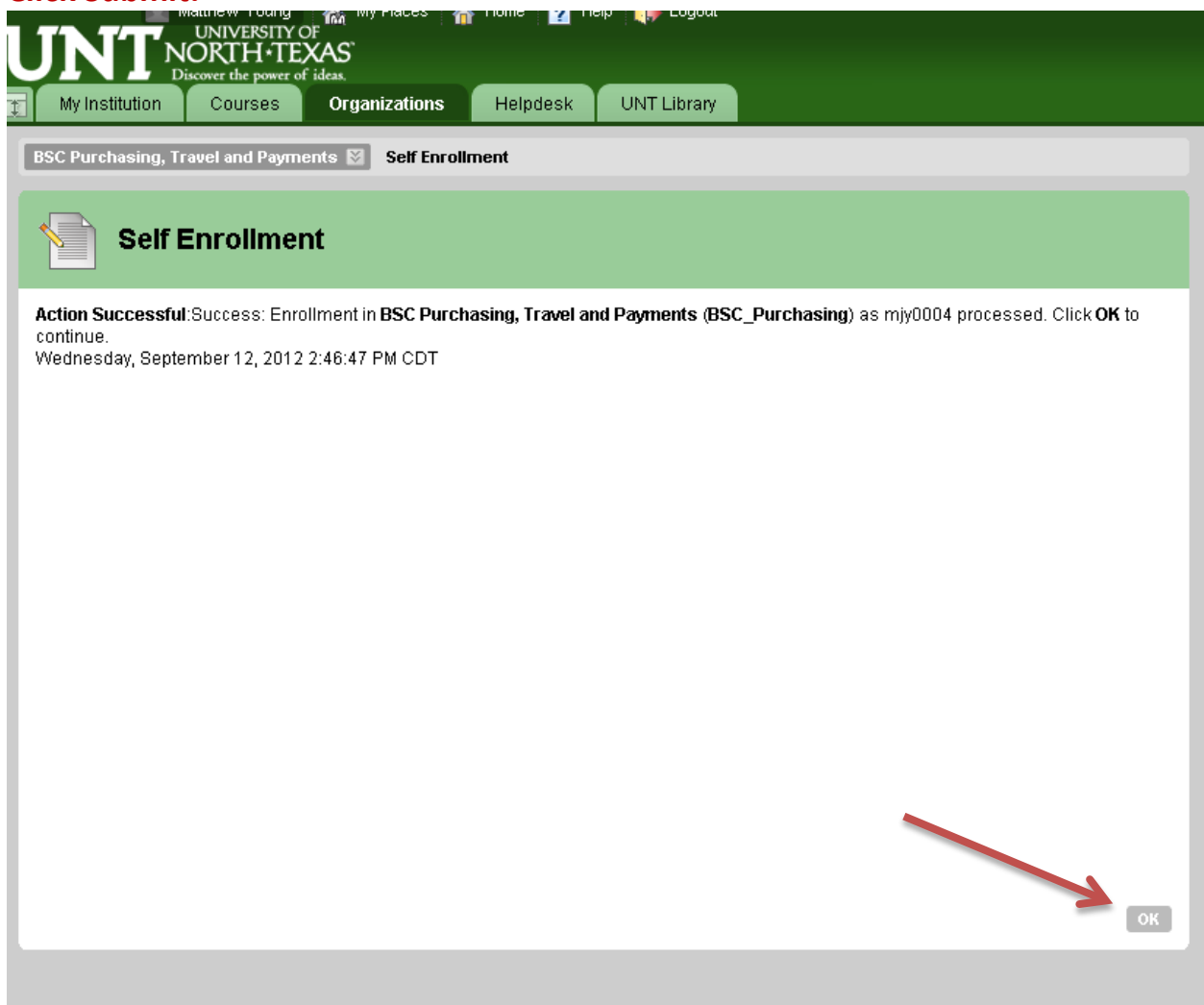
Organization ID	Organization Name	Leader Names
BSC_I9_Compliance	I-9 Compliance Training	Shaureece Park, Lisa Arrington, Debbie Reynolds
BSC_PCard_Refresher_FY12	Purchasing Card Refresher - FY12	Lisa Arrington, Shaureece Park, Joe Sprague
BSC_Purchasing	BSC Purchasing, Travel and Payments	Lisa Arrington, Shaureece Park, Debbie Reynolds, Chris Faulkner, Matthew Young
BSC_Timekeeper_Training	Timekeeper Training	Shaureece Park, Lisa Arrington, Joe Sprague, Chris Faulkner, Debbie Reynolds
BSC_video_archives	BSC Video Archived Sessions	Shaureece Park, Chris Faulkner, Debbie Reynolds

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Select Enroll.



Click Submit.



Find your desired role in the matrix of Course Modules and complete all courses with the green check mark. *Note: Purchasing 101 is a fundamental course required in addition to the specific module relevant to your desired role, excluding Travel.