

Accessing the Purchase Service & Goods Processing Training

- Open internet explorer. Go to the training website by clicking [here](#) or typing <http://www.tntraining.us> in the address bar.
- Click on "Online Training."
- Click on "Financial."
- Click on "Purchase Service & Goods Processing." If you already have a training account, log in with your user name and password. If you cannot remember the username and password that you have previously created, please do not create a new account. Contact Stacy Cole or Unika Wilson and they will reset it for you. Then proceed to Step 9.
- If you are a new user, click on "Create New Account" in the section titled "Is this your first time here?" It is located on the right side of the screen.
- Enter a user name and a password. You may use whatever you wish in these fields, but you will need to remember these for future use on the training website. Complete the rest of the fields on the form. NOTE: Please be sure to enter your correct Groupwise or other email address or the system will automatically kick out the account. Also, in the "City" field, type in your DCS REGION instead of the name of the city in which you work.
- Within a few minutes an email will be sent to you in GroupWise confirming your new account. Open the email and click on the link provided.
- You may be prompted to enter an "Enrollment Key" at the bottom of the next page. For the "Purchase Service & Goods Processing" training, enter PSG. Then click "Enroll me in this course."
- On the next page, under "Topic outline," click on "PSG CBT."
- If a yellow information bar appears at the top of the screen, click on it as instructed. Then click "Download file" and then "Open." But, if you receive an error message about the Active X settings on your computer, you will need to contact the DCS Helpdesk to proceed. Ask the Helpdesk representative to log on to your system so that they can see the message and install or update the proper software. You may need an update to your flasher player. Be sure that you can view the actual training before the representative logs off of your system.
- The training will begin. Click your mouse to proceed through the training.
- At the end of the training presentation, close the blank window; then log out of the training website in the upper right hand corner of the screen. Your participation in the training is automatically recorded.
- For future trainings, you will only need to enter the username and password you created to log in and to access courses. If you cannot remember your username and /or password, please do not create another account. Contact the Technical Clerks as soon as possible. They will be glad to assist.
- If you need assistance with creating an account or have problems enrolling contact the Technical Clerks in the Training Division.