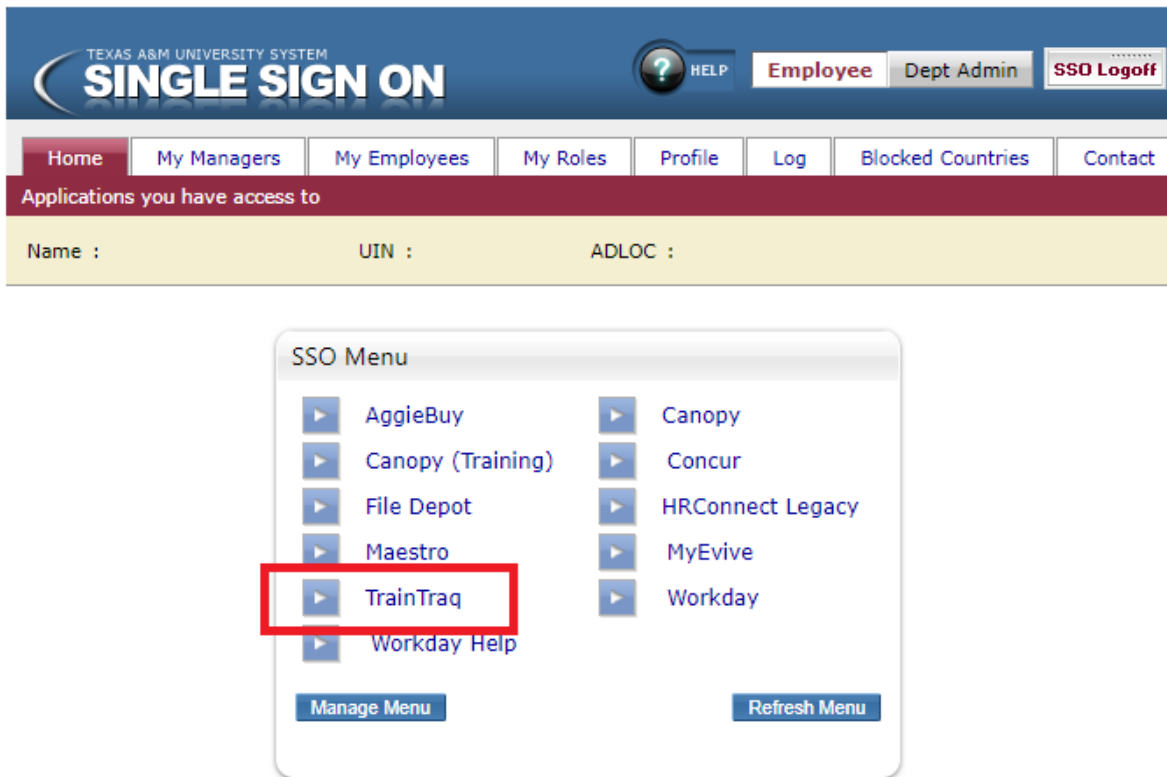


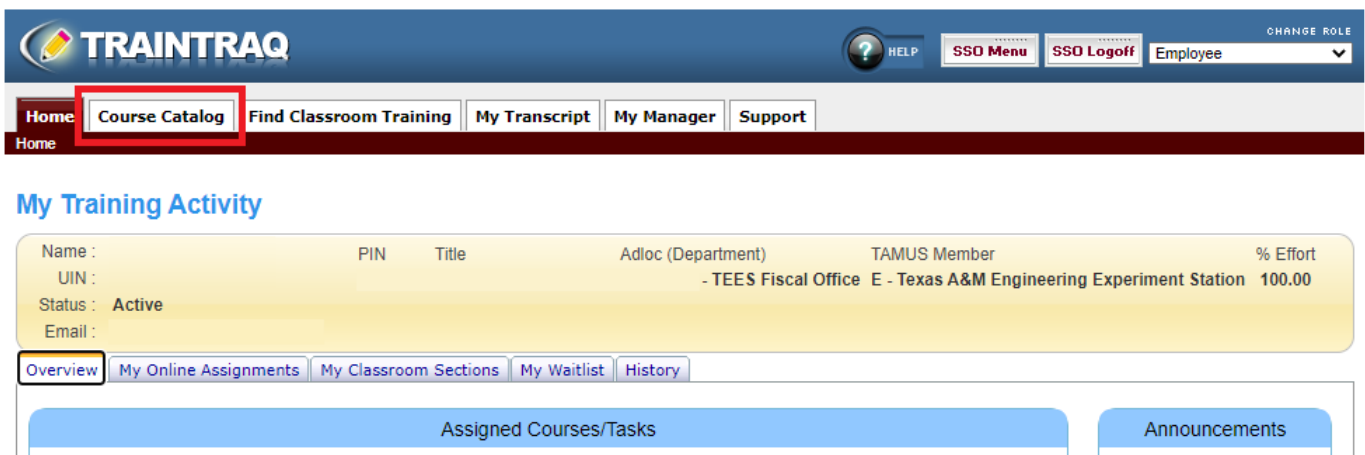
# TEES Travel Card Training

To complete the TEES Travel Card training course, you can access it any time through Single Server Sign On. Follow these easy steps:

1. Log into Single Server Sign On. <https://sso.tamus.edu/>
2. Select TrainTraq from the SSO Menu:



3. This will take you to the following screen where you need to select the tab titled “Course Catalog”:



4. In the “Course Name” field input “TEES travel card” and press the “Search” button:

## Course Search

Search course name and description

Category: -- All --

TAMUS Member (Univ/Agency): All    Course Tag: --All--    Course Type: Online

Search

Reset

5. Select course number 2113989: TEES Travel Training

Name	TAMUS Member / NodeAdloc
<b>2113989 : TEES Travel Card Training</b> Finance & Business - Payment processing This course provides information, rules, and regulations regarding the use of TEES Travel Cards, which are provided through the TEES Fiscal Office. ...	E - Texas A&M Engineering Experiment Station 2832102 - Engineering Human Resources

6. When the course details pull up, press "Start Course" button.

Home Course Catalog Find Classroom Training My Transcript My Manager Support

Courses > Course Details

### Course Details

Course Details

**2113989 : TEES Travel Card Training**

This course provides information, rules, and regulations regarding the use of TEES Travel Cards, which are provided through the TEES Fiscal Office.

**TAMUS Member** E - Texas A&M Engineering Experiment Station

**Type** Online

**CEU** 0.00

**CPE** 0.00

**Contact** [danaethridge@tamu.edu](mailto:danaethridge@tamu.edu)

Start Course

7. Once you have successfully completed the course, you will receive an email from the TrainTraq Robot. Your TrainTraq transcript will reflect that the course has been completed.