## **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:

	ARM UNIVERSITY S	IGN ON		P HELP	Emplo	yee Dept Admin	SSO Logoff
Home	My Managers	My Employees	My Roles	Profile	Log	Blocked Countries	Contact
Applications	you have acces	ss to					
Name :		UIN :	ADLO	)C :			
		SSO Menu AggieBuy Canopy (Train File Depot Maestro Maestro Vorkday Hel Manage Menu	ning)	Canopy Concur HRConne MyEvive Workday	ect Lega ; ; Refresh Mi	cy	

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

⊘ TR	AINTR	AQ				HELP	SSO Menu	SSO Logoff	Employee	CHANGE ROLE
Home Cou	urse Catalog	Find Classroom Trainir	g My Transcript	My Manager	Support					
My Traini	ing Activit	Ŋ								
Name : UIN :		PIN	Title	Adloc (Depar - 1	tment) FEES Fiscal (	TAMUS Office E - Texa	Member as A&M Engin	eering Exper	iment Station	% Effort 100.00
Status : A	ctive									
Overview	My Online Assig	nments My Classroom S	Sections My Waitlis	History						
			Assigned Courses	s/Tasks					Announcen	nents

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

	HELP
Home         Course Catalog         Find Classroom Training         My Transcript         My Manager         Support           Courses         Courses         Support         Support	

## **Course Search**

Course Name   Course Name  Course Number  Course Nu		
Category All	~	
TAMUS Member (Univ/Agency)	Course Tag	Course Type Online

## 5. Select course number 2113989: TEES Travel Training

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

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

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ard Training	
ion, rules, and regulations regarding the use of TEES Tra	avel Cards, which are provided through the TEES Fiscal Office.
A&M Engineering Experiment Station	
ige@tamu.edu	
	ge@tamu.edu

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.