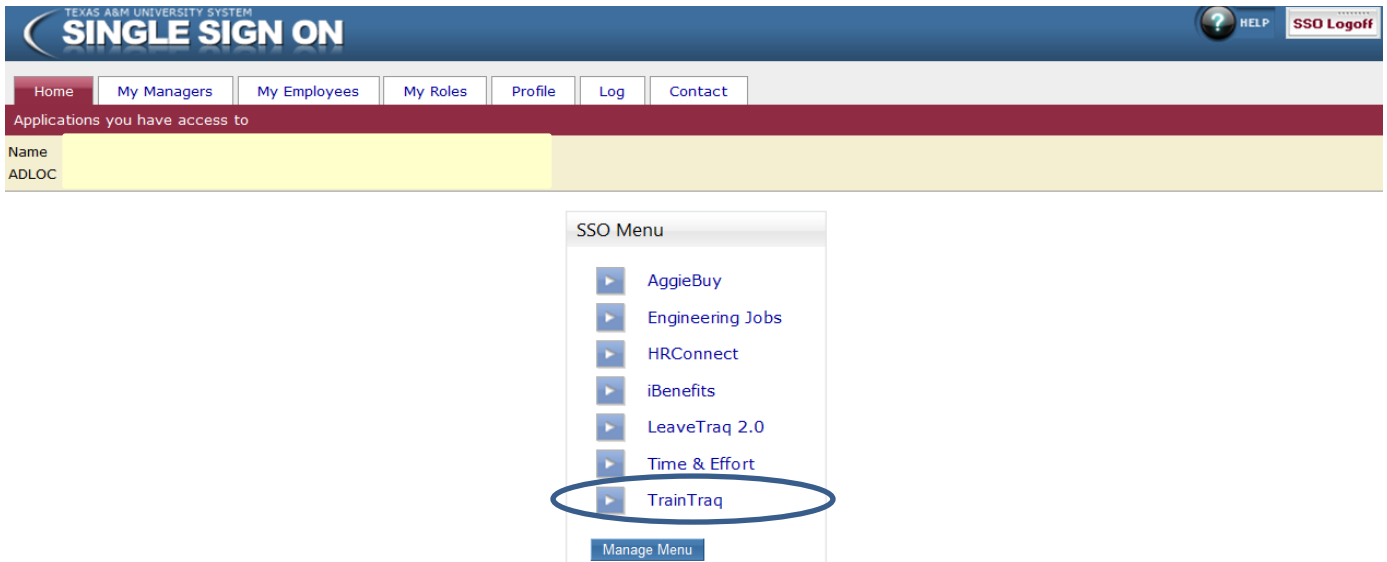


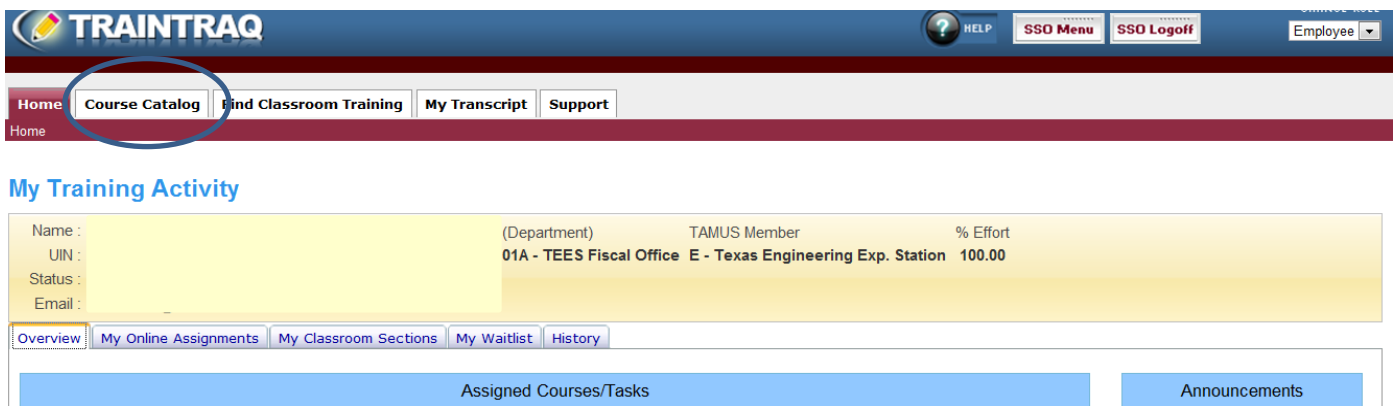
TEES Disbursement of Funds Training

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

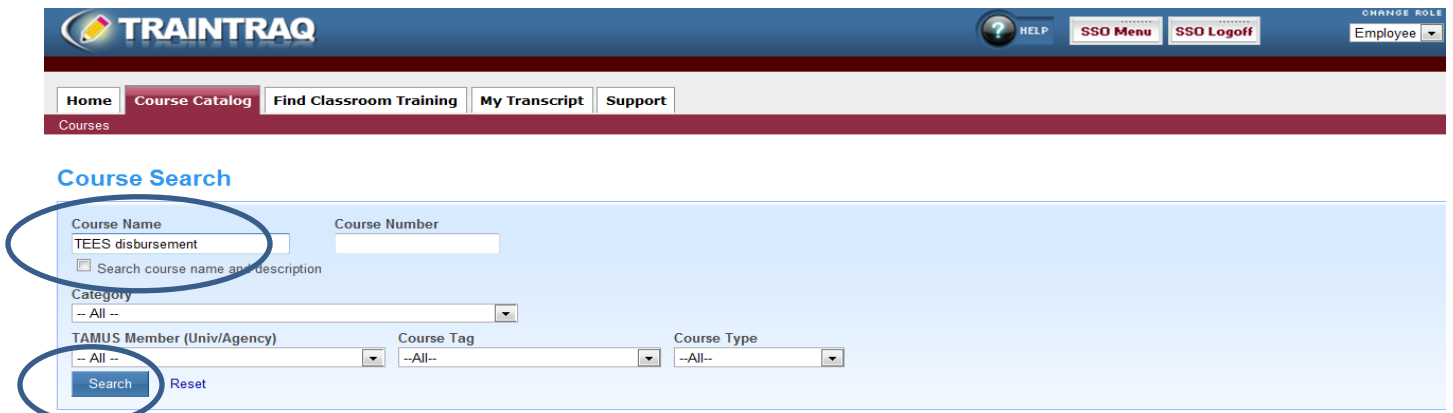
1. Log into Single Server Sign On. <https://sso.tamus.edu/>
2. Select TrainTraq from the SSO Menu:



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 disbursement and press the “Search” button:



5. Select course number 211167: TEES Disbursement of Funds

TRAINTRAQ HELP SSO Menu SSO Logoff Employee

Home Course Catalog Find Classroom Training My Transcript Support

Course Search

Course Name: TEES disbursement Course Number:

Search course name and description

Category: -- All --

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

Search Reset

First Previous Next Last Displaying Page 1 of 2.

Name	TAMUS Member / NodeAdloc	CEU	CPE	Type
211167 : TEES Disbursement of Funds	E - Texas Engineering Exp. Station	0.00	0.00	Online

Overview of general policies and procedures associated with purchasing guidelines, purchase vouchers, and travel vouchers. Required course for all cre ...

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

TRAINTRAQ HELP SSO Menu SSO Logoff Employee

Home Course Catalog Find Classroom Training My Transcript Support

Courses > Course Details

Course Details

Course Details History

211167 : TEES Disbursement of Funds

Overview of general policies and procedures associated with purchasing guidelines, purchase vouchers, and travel vouchers. Required course for all creators and/or approvers of TEES purchase and travel vouchers. For questions about this course please contact the TEES Fiscal Office at 979-458-7430.

TAMUS Member E - Texas Engineering Exp. Station

Type Online

CEU 0.00

CPE 0.00

Contact kfawcett@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.

If you have questions about these steps to take the TEES Disbursement of Funds Training course, please do not hesitate to contact the TEES Fiscal Office at 979.458.7430.