## 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:

SINGLE SIGN ON		
	Ny Roles Profile Log	Contact
Applications you have access to		
Name ADLOC		
	SSO	4000
	3501	nenu
	►	AggieBuy
	Þ	Engineering Jobs
	►	HRConnect
		iBenefits
		LeaveTraq 2.0
		Time & Effort
		TrainTraq
	Ma	nage Menu

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

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Home	Course Catalog   Find Classroom Training   My Trans	script Support					
Home							
My Trai	ning Activity						
Name :		(Department)	TAMUS Member	% Effort	t		
UIN :		01A - TEES Fiscal Office	E - Texas Engineering Exp. Station	100.00			
Status :							
Email :	_						
Overview	My Online Assignments My Classroom Sections My V	Vaitlist History					
	Ass	igned Courses/Tasks				Ann	ouncements

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

		SSO Menu SSO Log	off Employee
	Home Course Catalog Find Classroom Training My Transcript Support		
	Courses		
	Course Search		
	Course Name Course Number		
	Category		
	- All TAMUS Member (Univ/Agency) Course Tag Course Type		
$\left( \right)$	- All - Search Reset		

5. Select course number 211167: TEES Disbursement of Funds

	HELP	SSO Menu SSO Logoff	CHANGE ROLE Employee
Home         Course Catalog         Find Classroom Training         My Transcript         Support			
Courses			

## **Course Search**

Course Name	Course Number			
TEES disbursement				
Search course name and descrip	tion			
Category				
All	<b>•</b>			
TAMUS Member (Univ/Agency)	Course Tag	Course Type		
All	All	<ul> <li>All</li> </ul>		
Search Reset				
First Previous Next	Last Displaying Page 1 of 2.			
Name			TAMUS Member / NodeAdloc	CEU CPE Type
	nt of Funds		E - Texas Engineering Exp.	

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

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Home Course Courses > Course	e Catalog Find Classroom Training Details	My Transcript Suppo	t						
Course Det									
/	ES 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 questoins about this course please contact the TEES Fiscal Office at 979-458-7430.									
TAMUS Membe	er E - Texas Engineering Exp. Station								
Туре	Online								
CEU	0.00								
CPE	0.00								
Contact	kfawcett@tamu.edu								
Start Course	$\mathbf{)}$								

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.