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To: Faculty and Staff
From: Ed Rios 
Date: August 12, 2014
Subject: CUNYfirst Accounts Payable Travel and Expense Reimbursement Training

The CUNYfirst Credit Card Holders and Travel and Expense Modules launched in July 2014.

In the upcoming weeks, the Procurement and Accounts Payable staff and managers will be hosting training courses on Travel and Expense and Credit Card Holders.

The course dates are Tuesday 8/19, Wednesday 8/20 and Wednesday 8/27 from 10:00-11:30am and also from 2:00-3:30pm. We will have one additional course on 9/4 from 2:30-4:00pm ONLY. All courses will be in Building 2N-115. All users are welcome to attend the above mentioned course.

Please see course registration instructions below:

1. Claim your CUNYfirst account at: home.cunyfirst.cuny.edu (if applicable)
2. Log into CUNYfirst
3. Select **Enterprise Learning Management** from the Enterprise Menu.
4. Select **Self Service** from either the Menu or Main Menu.
5. Select **Learning** from either the Menu or Main Menu.
6. Select **Browse Catalog** from the Main Menu.
7. Select the "**CUNYfirst Training Program**" link.
8. Click the "**Next**" link to the right of **Related Categories**.
9. Select the "**Financial Applications**" link.
10. Select the "**Credit Card Holders, Travel and Expense, and Supplier Contracts**" link.
11. Select "**Self Service: P-Card, Travel Authorization, Expense Reports, and Approvals (FIN-PRO-003)**" link.
12. Locate the course and date. Click "Select". (If the course is not listed on the first page, click the "**Next**" link to the right of **Catalog Items.**)



13. **NOTE:** This course is being offered at each CUNY campus. Please locate the course that is being offered at CSI. The activity will contain course code CSI01. The courses can be sorted by clicking on the Activity Code at top left hand column. All CSI courses will then be listed together. ALL CSI Courses will start with **FIN-PRO-003-CSI**.
14. Click the "**Enroll**" button.
15. Click the "**Submit Enrollment**" button.
16. An email confirmation will be sent confirming your registration. Note: Notification is not instantaneous.
17. Additional instructions regarding accessing the class material will be provided by your Trainer on the day of the class.

Additionally, please click on the following link to preview Training Instructions:

<http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/administrativestaff/financials.html>

Please register as soon as possible in order to ensure your place.
Should you have any additional questions, please contact Sherry Heller at x2462 or Dina MacLeod at x2483.

Thank you.