Participate in the “DDAR Best Practices for Credit Card Information Processing” On-line Training Module

Step 1 – Are you already Enrolled?:

- If you have participated in the ‘DDAR Best Practices for Credit Card Information Processing’ on-line training module in previous years, then you are already enrolled and can go directly to Step 2 – Access the On-line Training Module. If this is the first time that you are participating, then please email me to request enrollment at agrattan@psu.edu.

Step 2 – Access the On-line Training Module:

- Once you have been enrolled, visit http://cms.psu.edu (without the www).

- From the PSU ANGEL Course Management System Home page, click the Log On button to log in with your ITS Access Account userid and password.
Your 'My Profile' page will appear and list any courses and/or groups in which you are enrolled. Under 'My Groups', expand the 'Training / Professional Development' folder and then click on the link for 'DDAR Best Practices for Credit Card Information Processing'.

![Image of ANGEL Course Management System with 'DDAR Best Practices for Credit Card Information Processing' highlighted.](image-url)
Step 3 – Access the Training Content:

- Once in the ANGEL group, you will be taken directly to the Content page which will display links to Instructions, the ‘Best Practices for Credit Card Information Processing’ document, the ‘Best Practices for Credit Card Information Processing’ Quiz, and the ‘Evaluation Survey for the Training Module’ (optional).

![Content Page](image)

- Click on the link for the "Document: Best Practices for Credit Card Information Processing" to view the best practices/guidelines for working with credit card data.

- When finished viewing the document, reselect the 'Content' tab across the top of the ANGEL group.

- Click on the link for the "Quiz: Best Practices for Credit Card Information Processing". Complete the 10 question quiz by selecting the best answer for each question. When you have finished answering all questions, click the Submit button at the bottom of the quiz page to submit your quiz results and view your answers and quiz score. Then click the Continue button appearing at the bottom of the quiz results page.

**Notes:**

- Quizzes can be taken again and resubmitted.
- The quiz must be taken and passed each year. Those who successfully submit a quiz score of 80% or higher, will receive a passing score.

- After viewing the document and completing the quiz, please consider completing the optional Evaluation Survey for the training module. Your answers to the questions included in this survey will remain anonymous. To access the survey, reselect the 'Content' tab across the top of the ANGEL group and select 'Optional: Evaluation Survey for Training Module'.
To log out of ANGEL, click the Log-off button.