When are eCommerce training sessions offered?

Tell Me

Initial training
1. Initial training sessions are typically offered on the first Wednesday of every month from 2:00-3:30 p.m. in the Reese Building, Room 211.
2. View the current training schedule on the eCommerce training web page.

Annual training
1. Annual training occurs during the spring/summer months and is scheduled through the e-Commerce department.
2. Contact the eCommerce department for more details.

Note
Annual eCommerce training is required under PCI DSS and the University's Payment (Credit/Debit) Card Processing Procedures for all campus merchants.

Related FAQs
- What approval is required to allow a department to accept credit cards?
- How do I begin the process to start accepting credit cards?
- How do I know which eCommerce access to request for a new user?
- May I still submit the scanned or hard copy of the “EC-AR - Access Request to Reporting Systems?”
- How long does it take for the access request to be granted?