

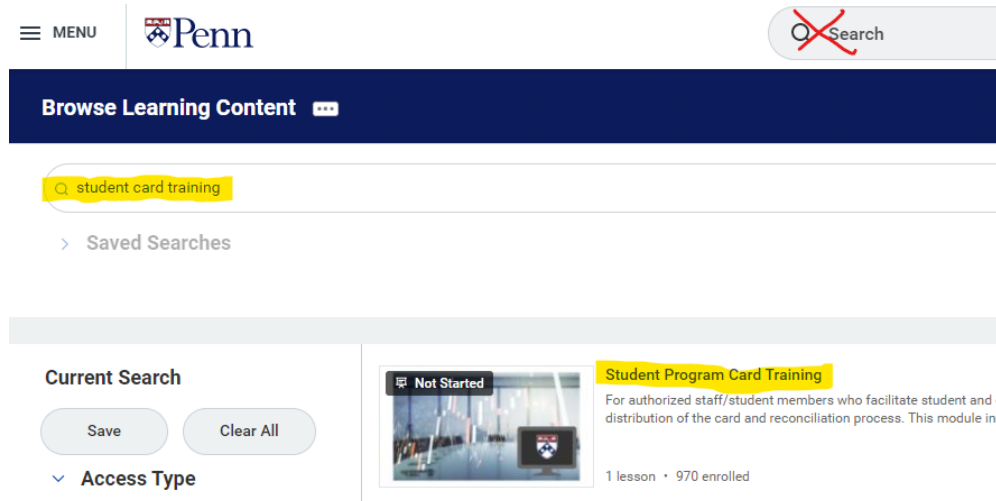
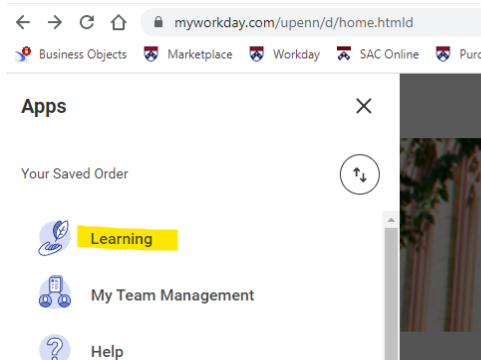
# University of Pennsylvania

## Student Program Card Application Process

1. Complete the required Student Program Card training and quiz at [workday.upenn.edu](http://workday.upenn.edu).

- Log in with PennKey and click the menu in the upper left corner, select "Learning"
- Select "Browse Learning Content"
- Search for training name "**Student Card Training**" in the lower search bar (not the one at the top of the screen). Be sure that you take the "Student Program Card Training" and NOT the "Purchasing Card Knowledge Training", the latter course will not count.

**Note:** if you do not see Workday Learning as an option you will need to activate it. From the Workday homepage, find the Announcements section. Click on the announcement called "Activate Learning Account". When the pop up window appears, click "Activate Learning Account".



Note for the quiz: When you finish answering all the questions you will get a link in the training window to print a training confirmation or certificate near the top of that window. This will open a window with your test results on top of the training window. At this point the quiz results have ***not*** been recorded in the system. The training window is still active in a window underneath. You must go back to the training window and scroll to the bottom where you will find a button to record your results. Once you click that button your results are recorded. If you close that window (the training window) without clicking that button at the bottom your results are not recorded. Because of auditing requirements, all cardholders need to have their training recorded in Workday.

2. Send the info sheet on Page 3 of this document and a screen shot showing your successful completion of the training to your Financial Coordinator. **YOU MUST SEND BOTH OF THESE ITEMS BEFORE YOU PROCEED TO STEP 3**
3. Once your FC has confirmed receipt of your form and passing screenshot, please fill out the Pcard application at the link below. Log in with your PennKey, select "Procurement" and then "Card Programs" and look for "Student Program Card" (see screenshot below).

<https://benhelps.upenn.edu/support/home>

Important Notes for completing the application:

- For "PaymentNet User ID" – enter your PennKey. If your PennKey is less than six letters add on letters to make it at least six.
- For "Cardholder Address", enter the OSA address: 3417 Spruce Street, 200 Houston Hall, Philadelphia, PA 19104.
- "Home Address" is your permanent address.
- "Access Code" is a 4-digit PIN you create for the card.
- On the Administrative Information Screen – in the Approval Section where they ask for "Business Administrator" please enter Angela Reason

You will be notified by email when we have your card is available. (If it has been longer than ten business days, contact Angela Reason (areason@upenn.edu))



[BEN Helps Support Portal](#) > [Solution home](#) > [Procurement](#)

 Enter your search term

## Card Programs

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| <ul style="list-style-type: none"><li>▶ <a href="#">Procurement Services Card Programs</a></li><li>▶ <a href="#">Meeting Card</a></li><li>▶ <a href="#">Penn Travel Card</a></li><li>▶ <a href="#">Amazon Business Account</a></li><li>▶ <a href="#">Amazon Business account Setup Guide</a></li></ul> | <ul style="list-style-type: none"><li>▶ <a href="#">Purchasing Card</a></li><li>▶ <a href="#">Student Program Card</a></li><li>▶ <a href="#">Fleet Fuel Card Program</a></li><li>▶ <a href="#">PaymentNet Online Application Guide for Applicants</a></li><li>▶ <a href="#">Bookstore Charge Card</a></li></ul> |
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## Student Program Card Information Sheet

Your Name \_\_\_\_\_

Personal Penn email \_\_\_\_\_

Penn ID# \_\_\_\_\_

Group \_\_\_\_\_

Position within organization \_\_\_\_\_

Term of office expires \_\_\_\_\_

Graduation date \_\_\_\_\_

\*\*\* FSC ONLY\*\*\*

Budget Code: \_\_\_\_\_