

1. Log in to Moodle through inside.sou.edu.
2. Type **Procurement** in the **Search courses** field and click **Go**.

Search courses:

3. Click on the course name- **Procurement Card Training**

 **Procurement** Card Training 

Super Administrator: Patti Eliot
Super Administrator: Deborah Jones
Super Administrator: Brian Kinsey
Super Administrator: Steven Larvick

Category: Programs and Clubs

Search courses:

4. If already enrolled (previously taken the test or enrolled), you will be taken to the course. If not, complete steps 5 and 6.
5. Enter **Procurement** in the **Enrollment key** field as written here.

Enrollment options

 Procurement Card Training

Super Administrator: Patti Eliot
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▼ Self enrollment (User)

Enrollment key Unmask

6. Click **Enroll me**