Required Annual Training Due
November 15, 2020
Employees that handle cash/checks, make deposits, or reconcile deposits must complete the UNI Deposit and Cash Handling Training. Employees that accept, process, or reconcile credit card payments must complete the UNI Credit Card Compliance Training (this is not PROCARD training).
Staff who have previously participated in either of these trainings are already enrolled in the courses.
To access, log in to MyUNIverse – eLearning (Blackboard), click on the UNI Cash Handling and Deposit Training or UNI Credit Card Compliance courses to complete.
Staff who are new to this training will need to self-enroll. Click Self-Enroll below for additional information.

Office Depot Employee Purchase Program
The University of Northern Iowa and Office Depot have teamed up to provide University employees the opportunity to shop at Office Depot online. This new program offers employees the ability to shop personally at Office Depot and receive the same great savings as the University.
Employees must register and provide home delivery information at registration. All shopping must be done while the employee is not at work and the individual must pay with a personal credit card.
The University will monitor any issues with the program and reserve the right to end it if there are any problems.

NEW: On Demand Videos
Since we are not able to get together in person for our regular training sessions, our team is working hard to create a variety of on-demand training videos to assist departments with their educational needs. Current videos include:
- ProTrav System: Applying for a Procurement Card
- Creating a Travel Expense Voucher
- Creating a Trip
- Navigating the ProCard Panel
- Reconciling a ProCard Voucher

To access on-demand offerings please visit TOOLS/BLACKBOARD, click on the Content Management tab, navigate to the Business Operations pagelet, and click on Business Operations Training. New videos will be added as they become available. You will need to request access to the folder. Once access has been granted you will receive an email that you are now able to view the contents of the folder.

RFP Export to Excel Now Available
New functionality was released on October 7, 2020 in the Request for Payment application that allows end-users to export their search results to Excel.