Accessing Financial Services
Online Courses

1. Navigate to the Online Learning page of finance.wfu.edu
   - From the left side menu, click Training Resources, and then Online Learning.

2. Log in with your WIN credentials
   - When the Online Learning page displays, click the link that says, “Use this link to log in with your WIN credentials.”
   - NOTE: You must either be on a campus network or connected via VPN to access these courses.

3. Begin the course
   - Once logged in, you will be returned to the online learning page. Scroll down to the course offerings section and click the ‘Begin Course’ link for the course of your choice.
   - NOTE: If for some reason you are returned to the Financial Services home page, simply follow step one again to return to the online learning page.

**Course Offerings**

*Sales Tax and the University PCard*
This tutorial provides information and hands-on practice opportunities related to knowing when to break out North Carolina sales tax on your PCard transactions, as well as how to accurately calculate the tax amount.

*Begin Course*

*PCard Refresher Training*
This is an online, self-paced course that will cover when to use your University credit card, NC sales tax and documentation requirements. In order to maintain an active PCard, cardholders are required to complete this training every three years, starting three years after their original PCard training.

*Begin PCard Refresher Course*

*How We Do Business at Wake*
This course is an orientation to how we conduct financial business at Wake Forest. It is intended to provide the key information that those with financial responsibilities as part of their role need to know within their first thirty days. It can also be used as a high level refresher for information that is used infrequently.

*Begin Course*