

Expiring Cards

In keeping with industry standards and program policy, all UI cardholders are required to complete Procurement Card training once every three years. This is to ensure all UI cardholders are kept informed of updated or changed policy. The date required to complete training coincides with the month and year in which your card expires.

To register for the online ICON course, follow the steps below:

1. Log into the Self-Service portal: Employee Self Service - Finance and Operations
<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>
2. Go to the **Personal** tab
3. Click **My Training**
4. Click **Available Online Icon Courses**
5. Click **Procure Card Training no Recon**
6. Click **Enroll in this course**
7. Click **Content**
8. Complete all three sections: **Buyer's Perspective, Fundamentals, and Travel**

PLEASE NOTE: If you exit ICON before completing the course, you may re-access the course through Self Service from the **Personal** tab by clicking the **My Training** link, and looking under **ICON Courses Currently Enrolled In**.

If the refresher course is not completed by the end of the month your card expires, your purchasing privileges may be suspended until course completion.

Reminders will be sent to cardholders well in advance of card expiration to allow adequate time for course completion.