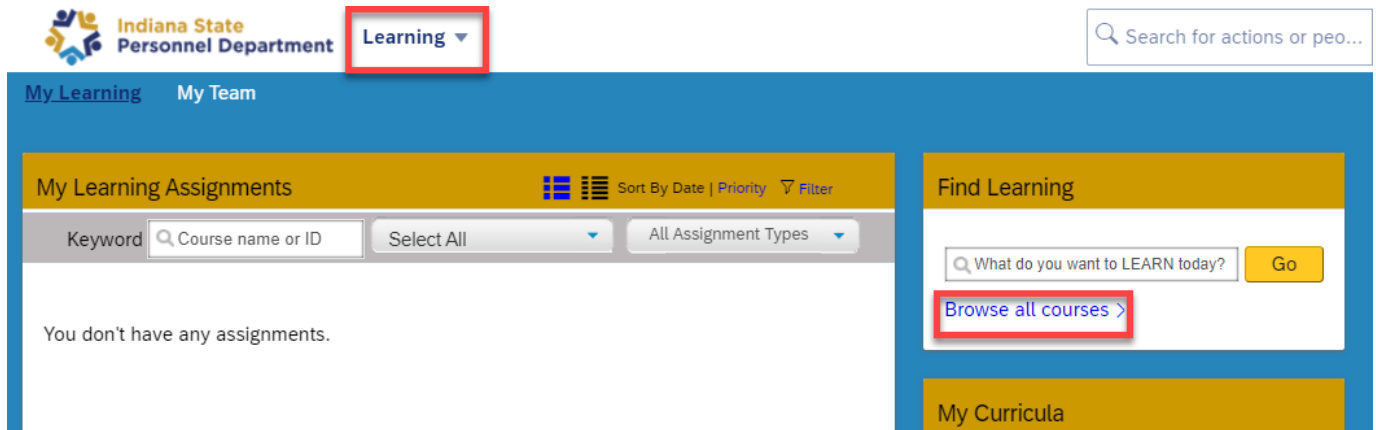
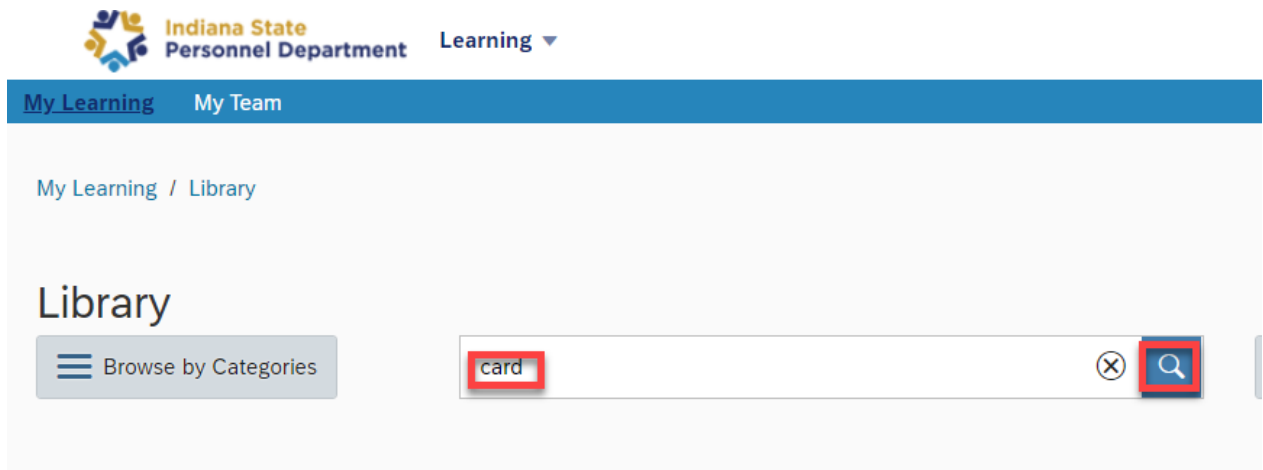


Applying for a USBank Travel Card

1. Sign into the Success Factors:
(<https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff>)
2. Then select [Learning](#) from the drop down at the very top of the window.
3. Then select [Browse all Courses](#) under *Find Learning*.

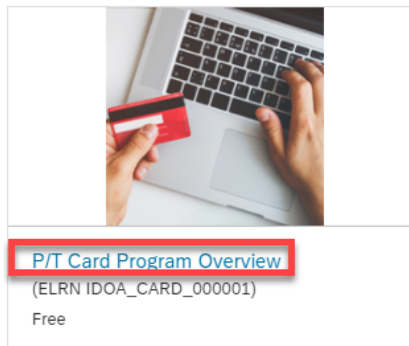


4. On the My Learning Page, enter the word "Card" in the search field and click the magnifying glass.

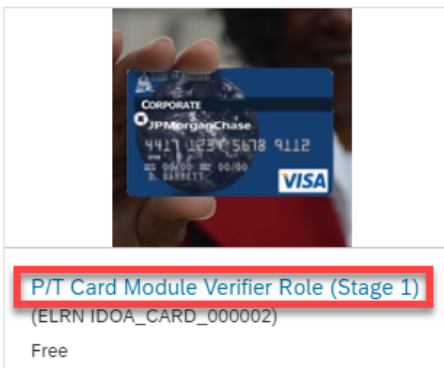


A list of classes will show on the screen.

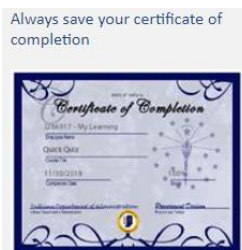
5. Locate [P/T Card Program Overview](#) (ELRN IDOA_CARD_000001) and complete the training.



6. Locate [P/T Card Module Verifier Role - Stage 1](#) (ELRN IDOA_CARD_000002) class code and complete training.



7. Forward copies of both certificates awarded at the end of each training to FSSA Travel along with the original signed forms below for further processing:



1. State Form#[54699](#) (Application for P/T State Credit Card)
(Page 1- Sign as Cardholder, have supervisor sign as Cardholder Manger. Leave amounts & other two signatures blank.)
(Page 2 - Sign and print as Cardholder, enter FSSA as Agency, leave other fields blank.)
2. State Form #[55784](#) (P/T Cardholder Disclosure Acknowledgement)
(Complete top portion only)

You should receive your T-Card within 30 days after submission.

(FSSA Travel will contact you to ask you to come pick it up if you are local or it will be mailed to your work address if not.)