Follow the self-enrollment steps outlined below to access ‘PCI Supervisor Compliance Training 2018-2019’ in cuLearn.

- **URL:** https://culearn.carleton.ca/moodle/course/view.php?id=109259
- **Enrollment Key:** PCITraining

**Step 1a:** Open your favorite web browser (e.g. Firefox, Chrome).

**Step 1b:** Copy and paste the URL provided into your web browser.

**Step 2:** This cuLearn login webpage should now be open on your screen. Enter your MyCarletonOne username and password and click ‘login’.
Step 3a: Once you have logged into cuLearn, this webpage should now be open on your screen. Enter the enrollment key (i.e. PCITraining) in the ‘Enrollment Key’ field.

Step 3b: Once you have entered the enrollment key, click the ‘Enroll me’ button.
Step 4: The ‘PCI Supervisor Compliance Training 2018-2019’ webpage should now be open on your screen. Supporting Materials will provide you with the information needed to succeed on the Supervisor Test.

Step 5: Follow on-screen instructions to complete the training. **NOTE that the Supervisor Test must be completed in order to receive credit for the course.**