Follow the steps outlined below to access the training.

- **URL**: https://culearn.carleton.ca/moodle/course/view.php?id=55036
- **Enrollment Key**: PCITraining

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

**Step 1b**: Copy and paste the URL provided above 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 box provided.

**Step 3b:** Once you have entered the enrollment key, click the ‘Enroll me’ button.
Step 4: The ‘PCI Compliance Training 2016/17’ webpage should now be open on your screen. Click on ‘PCI Compliance eLearning’ to open the training. **NOTE that the eLearning portion of the training must be completed before you will be given credit for the course.**

![PCI Compliance eLearning webpage](image)

Step 5: Once the PCI Compliance eLearning webpage has opened, you will see the following in the middle of the screen. Simply click on the ‘Enter’ button to access the training.

![Enter button](image)

Tip: Ignore the ‘Mode’ and keep the default ‘normal’ setting.

Step 6. Follow on-screen instructions to complete the training.