Required BuckeyeLearn Training

1. **B&F Core Curriculum**
   a. This is a series of trainings. You must complete all required training in this section including:
      i. Business Expenditures
      ii. Business Responsibilities
      iii. Financial Onboarding
      iv. Internal Controls
      v. Understand and Prevent Fraud

2. **PCard 1: PCard Use**

3. **Institutional Data Policy (required annually)**
   i. Institutional Data Policy
   ii. Institutional Data Policy Assessment
   iii. Institutional Data Usage and Confidentiality Agreement

**Instructions**

- Navigate to [http://buckeyelearn.osu.edu/](http://buckeyelearn.osu.edu/) and log in with your name.# and OSU password.
- Search for training by typing in the search bar in the upper right-hand corner.
- Add training to your transcript by selecting the desired training and select “request”.
- View your transcript by selecting “My Transcript” from the home page.
- Click “Open Curriculum” and “Launch” to open the eLearning window to begin your training.

Please call or email Pam Patterson when the training has been completed or if you have any questions.

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