

Credit Card Instructions for Training

MYARLEARNING



Please log in to begin using SuccessFactors for **stateofark**, or you can [enter a different company ID](#). Both your username and password are case-sensitive.



Username



Enter Password



Log in

MyARLearning

MyARLearning is a web-based application that allows you to take courses established for the State of Arkansas.

The MyARLearning application can be accessed using your MyARCareers Username and Password.

The link to MyARLearning is as follows:

[SuccessFactors Log in \(sapsf.com\)](#)

If you have any questions or need help using the ARCareers Website, please contact the Office of Personnel Management at 501-682-8197 or 501-682-1753, or email us at arcareers@arkansas.gov.

MyARLearning

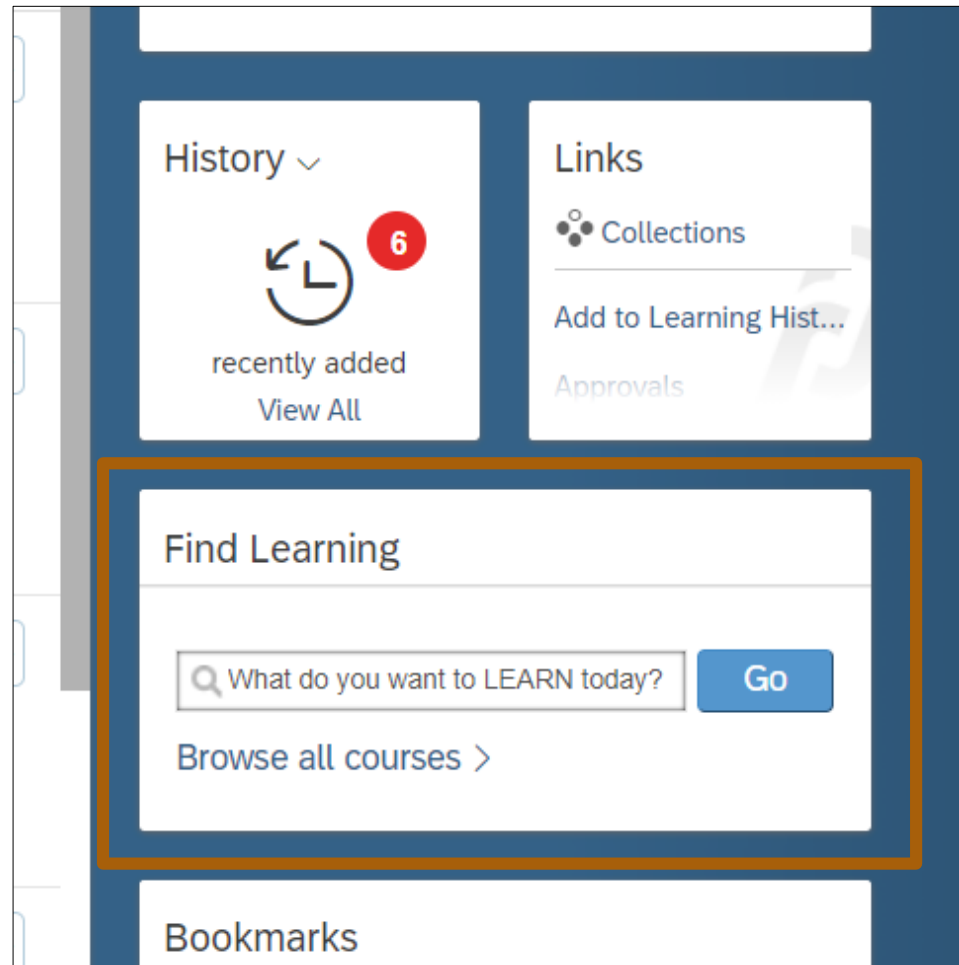
Click the “MyARLearning” tile from your profile screen

The screenshot shows a user profile dashboard with a dark blue header and white content tiles. The 'To-Do' section at the top left contains two tiles: 'Take Courses' with a graduation cap icon and the number '6' (Courses Due Anytime), and 'Take Survey' with a survey icon and the number '1' (Survey Due Anytime). Below this is the 'My Info' section, which includes a 'My Profile' tile with the Arkansas State Government logo, a 'Quick Links' tile with a link icon, a 'Careers' tile with a briefcase icon and '386 Open Jobs', a 'MyARLearning' tile with a graduation cap icon (highlighted with an orange border), a 'Mobile Application' tile with a smartphone icon and 'Activate your device', and an 'Org Chart' tile with a hierarchy icon and '5 Peers'.

Training Courses


Training Courses can be using the Find Learning search tool.

In the search bar, enter "Card"




The screenshot displays a user interface with a dark blue header and a white content area. The content area is divided into several sections:

- History**: A section with a circular arrow icon and a red badge with the number '6'. Below the icon, it says "recently added" and "View All".
- Links**: A section with a cluster icon and the text "Collections". Below it, there is a link "Add to Learning Hist..." and another link "Approvals".
- Find Learning**: A section highlighted with an orange border. It contains a search bar with the placeholder text "What do you want to LEARN today?" and a blue "Go" button. Below the search bar is a link "Browse all courses >".
- Bookmarks**: A section at the bottom of the visible area.



PROGRAMS

[Travel Card - Obtain & Manage Certifi...](#)
Open-ended Program



PROGRAMS

[Purchase Card - Obtain & Manage Cer...](#)
Open-ended Program

Training Courses

Choose the following Courses that apply:

- Purchase Card – Obtain & Manage Certification
- Travel Card – Obtain & Manage Certification

Course Sections

The training Course will be broken down into sections. Each section must be completed prior to receiving a credit card.

- Overview
- Card Activation
- Card Purchase
- Card Re-allocation
- Card Statements
- Card Assessment

Travel Card or CTS

- > Travel Card Overview
- > Travel Card Activation
- > Travel Card Purchase
- > Travel Card Re-allocation
- > Travel Card Statements
- > Travel Card Assessment

Purchase Card

- [eLearning] Purchase Card Overview
- [eLearning] Purchase Card Activation
- [eLearning] Purchase Card Purchases
- [eLearning] Purchase Card Re-allocation
- [eLearning] Purchase Card Statements
- [Assessment] Purchase Card

Completing Assessment

Upon completion of the Card Assessment, you will need to print your certificate.

The certificate must be submitted with your application.

From the Course Screen:

- Click [Review Content](#)

T* Final Steps for Obtaining a Purchasing Card

Completed

Once you have successfully completed the Assessment for Purchasing Card and have obtained a passing score, please print your certificate to submit with your application for a purchasing card.



* [\[Assessment\] Purchase Card](#)

Completed



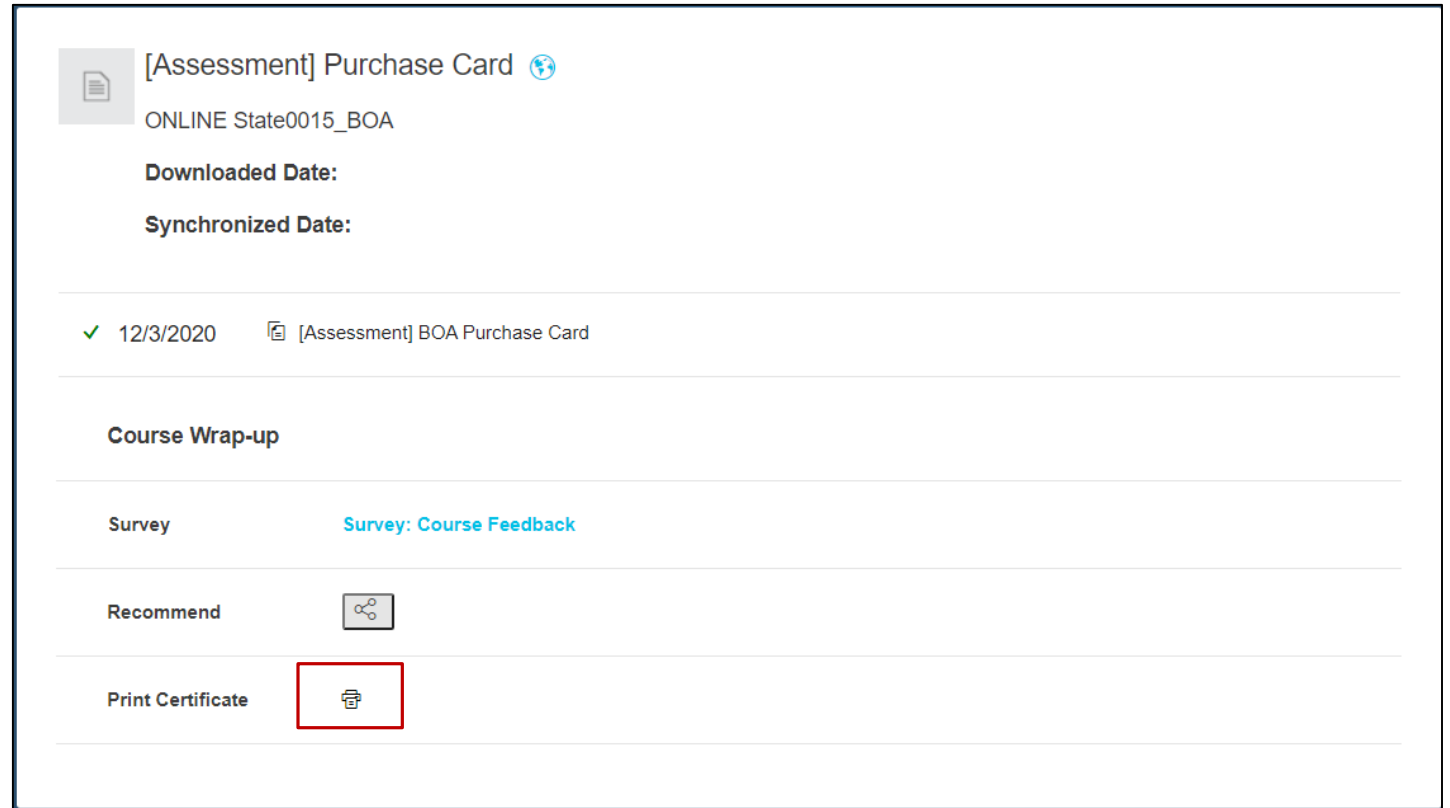
[Review Content](#)


Print Certificate

The Review Content Screen provides the following:

- Type of Training
 - Date the course was completed
 - Survey Option
 - Print Certificate Icon
- Click [Print Certificate](#)

The certificate must be printed and attached to your Credit Card Application




[Assessment] Purchase Card 

ONLINE State0015_BOA


Downloaded Date:

Synchronized Date:

✓ 12/3/2020  [Assessment] BOA Purchase Card

Course Wrap-up

Survey [Survey: Course Feedback](#)

Recommend 

Print Certificate 