



## TRANSACT PAYMENTS ACCESS AUTHORIZATION FORM

### Instructions:

Please fill in the appropriate information in the spaces provided below. Once you have completed this authorization form and the agreement (separate page), please email a scanned copy of both pages to [cashieroperators@byu.edu](mailto:cashieroperators@byu.edu).

If you have any questions, please call Sabrina Warren at 422-4759 or Dane Larsen at 422-5716.

Department			
First Name		BYU Net ID	
Last Name		Work Address [Rm, Bldg]	
Personal BYU Email		Work Phone #	

<b>Please select one of the options below and provide the required information to the right.</b>		
	Replace an existing employee who has the same access	Name of person being replaced _____ Net ID of person being replaced _____ Date to remove access _____ / _____ / _____
	Copy the access rights of an existing employee	Name of person to be copied _____ Net ID of person to be copied _____
	Specify employee's rights	

Please complete the agreement on the attached sheet.



## TRANSACT PAYMENTS TRAINING INFORMATION

To be given access to Transact Payments, you must complete the online training as stated below according to your responsibilities. To access the training database:

1. Login to “my BYU” by going to “my.byu.edu”. Under the “Work” tab of Campus Links, select “Training LMS”.
2. Once the site opens, click on the “Catalog” tab and then click on “Financial Services” folder.

### For Department Deposit Users:

- Click on “Enroll” for the option titled “Department Cash Handling Training & Assessment Program” box. Click “Start” button on the option “Dept Cash Handling”. Once you have completed the training, come back and Enroll/Start on “Dept Cash Handling Assessment”.

### For Cashiers:

- On the Financial Services page, click on “Enroll” for the “Cash & Check Handling Training & Assessment” and the "Transact Payments Cashiering Training".
- Then complete one of the following:
  - **Supervisors:** Click on “Enroll” for the “PCI Cashier Supervisor Training Program” box.
  - **Cashiers:** Click on “Enroll” for the “PCI Cashier Training Program” box.

*\*\*Please note: Cashiers must retake the PCI training each year within one month of their hire anniversary date.*

To do the training, at the home page of “Training LMS”, click on “My Courses” (of the blue tabs) then click “Start” on the desired course. A window will open titled “Course Content”. Click on the “Start” (or “Enroll” then “Start”). If there is an assessment, please get to it by following the same path. You **MUST** pass all required assessments before submitting the request for access.

## TRANSACT PAYMENTS USAGE AGREEMENT

By signing, you certify that you agree to and will abide by the following statements:

- ✓ I have taken all required training modules and have passed each assessment.
- ✓ I will **NEVER share** my operator id or password with another individual.
- ✓ I will only use Transact Payments for University approved transactions.

Employee Name		Phone	
Employee Signature		Date	
Supervisor Name		Phone	
Supervisor Signature		Date	
Supervisor Email			

**Employee:** Please complete this form, sign it, and submit the form to your supervisor.

**Supervisor:** Please sign this form and email a scanned copy of this completed form to [cashieroperators@byu.edu](mailto:cashieroperators@byu.edu).