

**To access the Procard Training**



**From Academica**

Step 1: Logon to **academica.wayne.edu** with your Access ID and passwordStep 2: Click on **Student Resources** located under the *WSU Resources* sectionStep 3: Click on the **Canvas** linkStep 4: Paste the following link into your browser:
 <https://canvas.wayne.edu/courses/93385>

You may also select from the shortcut by clicking on the Canvas Icon  at the top next to the Email Icon.

Here is the URL link to enroll into Training [**https://canvas.wayne.edu/enroll/3ERRW7**](https://canvas.wayne.edu/enroll/3ERRW7)

**To access the Procard Transaction Management System (PTMS)**

**From Academica**

Step 1: Logon to **academica.wayne.edu** with your Access ID and passwordStep 2: Click on **Employee Resources** located under the *WSU Resources* sectionStep 3: Click on the **Document Management** linkStep 4: Click on the **ProCard Transaction Management System** link.