Purpose: Use this job aid to provide steps for starting an online course, taking an exam, and confirming the completion of the course.

1. Log into **MYARCAREEERS**.
2. Select the **Learning** tile.
3. In **My Learning Assignments**, locate your online course.
4. Click **Start Course** to access it.

5. An acknowledgement message appears. Click **Agree**.
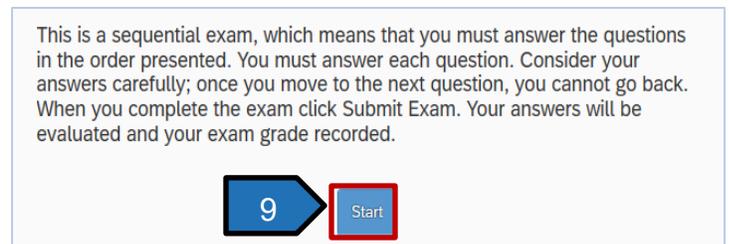
6. Click course name to launch the course.

> **NOTE:** A checkmark indicates completion. Not every item within a course will show completion.

7. To view the course in full screen mode, click **Full Screen** located in the lower right corner of the screen. To click **Exit Full Screen** to go back to normal screen.
8. To start the exam, click test name. I.E. Basic Procurement Test.

9. Read the statement, click **Start**.

> This is a sequential exam, which means that you must answer the questions in the order presented. You must answer each question. Consider your answers carefully; once you move to the next question, you cannot go back. When you complete the exam click Submit Exam. Your answers will be evaluated and your exam grade recorded.

10. Read this warning message, click **OK**.

⚠ Warning

If you exit or refresh the page before submitting the assessment, it could result in an incomplete or failure attempt.

10 → OK | Cancel

11. Read the questions and answer every question.
   a. This shows where you are in the test.
   b. Select the answer
   c. Click **Next** to advance to the next question.

0 of 6 questions answered ← 11 a
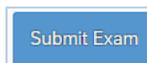
Question 1
Purchase requisitions (PR) with an Initial Contract Amount (ICA) greater than $2,000,000 must be:

☐ approved by the Governor.

☐ reserved for IT procurements.

11 b →
☐ filed with the Office of State Procurement.

☐ all of the above.

11 c → Next

12. On the final question, click **Submit Exam.**   Submit Exam
13. Read the submission message.
   a. Click **Yes**.
   b. You receive your results.

⚠ Confirm Exam Submission

After you submit this exam, you will not be allowed to change your responses and the exam will be graded. Do you want to continue?

13 a → Yes | No

Congratulations. You have passed the exam!

13 b →

100%

6 of 6 questions correct

Shared Administrative Services
Office of Personnel Management

14. The next step is to confirm that you completed everything by completing the following:

    a. Click **Confirm Participation**

    b. Complete course evaluation

    c. Exit the online course

Content	✕
Basic Procurement Course	
✓ Basic Procurement Test	
▣ Confirm Completion	

14 a

Congratulations! You passed this course.

14 b Give Us Your Feedback

⌂ Learning ⌄

My Learning   My Classes

14 c Back