UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

REQUIRED ANNUAL LMS TRAININGS - ANR Credit Card Machine Program

All employees who will be accepting credit cards or cash/cash equivalent need to take the trainings below. If a unit has volunteers, they will also need to take these trainings. After each course is completed, a copy of the certificate of completion must be emailed to bocsupport@ucanr.edu. If certification lapses, an employee cannot handle either University funds or equipment until they have a current certification.

A UC email address is required to log into the Learning Management System (LMS).

Credit Card Handling

This PCI* Security Awareness Training course is designed to familiarize university employees on the risks associated with credit card processing. It is also designed to enhance your skills and knowledge to provide best practices in maintaining the security and safety of the University's payment card environment, cardholder data and Ecommerce. This course is approximately 30 minutes.

*PCI stands for Payment Card Industry.

Cash Handling

This online module provides an overview of the policies and procedures for handling cash on campus. This information translates to handling cash at ANR sales and events. This course is approximately 30 minutes.

UC Cyber Security Awareness Fundamentals

Cybercrime happens far more often than you realize, and you are a target! This interactive Cyber Security Awareness training course provides information on some of the most common threats facing the University and facing us as individuals. The course is led by a social engineer who uses real life examples to highlight how we can minimize the risks to ourselves and the University from these cyber threats. This course is approximately 35 minutes.

Volunteers

If your unit chooses to allow volunteers to handle credit card payments & machines and/or cash/cash equivalent, they will also need to take the required trainings. We do recommend that volunteers are kept to a minimum.

Volunteers will need a UC Davis computing account. Computing accounts can be established by sponsoring the volunteers as temporary affiliates (TAF) of UC Davis. Information on the TAF process can be found at http://taf.ucdavis.edu. Once their computing accounts are established you would e-mail Credit Card/PCI Operations Manager in the BOC to ask to have UC Learning Center accounts set up.

TAF is a process created to grant external constituents (visiting faculty, concurrent students, vendors, and others) access to UC Davis computer resources. By registering for temporary access, affiliates have access to the UC Davis network, a ucdavis.edu email address, and a unique username and

password which is used to verify identity and enable subsequent access privileges to various parts of the network.

When a person has been approved as Temporary Affiliate by a sponsoring department and verified by Information & Educational Technology (IET), they are given an identity in the Identity Management System and will receive the following:

- An account (commonly referred to as a Kerberos ID)
- An email address (<someone>@ucdavis.edu)
- If they are a student, they will be issued a DavisMail account.
- If they are faculty or staff, they will be issued an Office365 account. (Non-students get access to Google Apps without Gmail (GAPP permit).
- Authorization to login to the UC Davis wireless network
- An entry in the Online Directory (https://directory.ucdavis.edu)
- An account in the UC Davis central Active Directory (uConnect)
- Directory information (name, account, etc.) will be set up in both the Active Directory and campus Lightweight Directory Access Protocol (LDAP) systems
- Access to add any "unrestricted" services offered through http://computingaccounts.ucdavis.edu
- By default, they are allowed access to the IET Campus Computer Labs (ILAB permit).

In addition to receiving access to these campus systems, it is important to note that with Kerberos ID and password, Temporary Affiliates may also have access to a number of other University applications owned by various departments. Therefore, care should be taken to ensure that affiliate access is granted and reviewed according to University policy.

The person who sponsoring the volunteer must be a UC ANR employee.

UCDAVIS | INFORMATION EDUCATIONAL TECHNOLOGY   UC Davis | IET Home | Help

Temporary Affiliate Form (excludes UC Davis Health)

Instructions

This section of the form is to be filled out by the sponsor. After the form is submitted, the temporary affiliate will be invited to complete the form and submit it for approval.

	First	Middle	Last
Affiliate's Name *			

☐ **Affiliate was previously a UCD student, or is a current student on PELP or filing fee status**
Enter the Student ID number, if known. This is **not** the Social Security Number.

☐ **Affiliate was previously a UCD employee**
Enter the Employee ID number, if known. This is **not** the Social Security Number.

Present email address of affiliate *

End date *   Day Month Year   [ ] [Jan ▼] [2023 ▼]
One year or less from today; renewable after this date

Type *
○ Visiting Teaching Faculty   ○ Consultant   ○ Visiting Graduate Student
○ Visiting Research Faculty   ○ Temporary Employee ○ Extension Student
○ Post-Doctoral Researcher   ○ Vendor   ○ Concurrent Student
○ Visiting Lecturer   ○ Grant Monitor   ○ Visiting Student
○ Contractor   ○ Public Service Partner ○ Foreign Exchange Student
○ Future Employee   ○ Volunteer

Department *   [203000 - BUSINESS OPERATIONS CENTER ▼]

Comments for affiliate   [   ]

* Required fields.

NOTE:
If you are currently a UC Davis faculty member on sabbatical, there may be a delay after submitting this form while Client Services confirms that you are eligible to sponsor a Temporary Affiliate.

Please contact the IT Express Computing Services Help Desk at 530-754-HELP (4357) if you have any questions.

Sponsor's Agreement:
I do hereby verify the above named applicant's affiliation with University of California at Davis and confirm that this applicant should be granted temporary use of the privileges selected above. I also certify that the intended use of this account clearly supports the UC mission and will be used only for the purpose of conducting business related to the applicant's affiliation with UC Davis. I understand that I may be contacted by IET in the event of problems with, or apparent abuse of, this account.

[Yes, I agree] [No, I do not agree]

Instructions

This section of the form is to be filled out by the sponsor. After the form is submitted, the temporary affiliate will be invited to complete the form and submit it for approval.

	First	Middle	Last
Affiliate's Name *			

UNIVERSITY OF CALIFORNIA
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Volunteer's Name

☐ Affiliate was previously a UCD student, or is a current student on PELP or filing fee status	
	Enter the Student ID number, if known. This is **not** the Social Security Number.
☐ Affiliate was previously a UCD employee	
	Enter the Employee ID number, if known. This is **not** the Social Security Number.

Only answer the above two questions if they apply

	Day	Month	Year
End date *		Jan ∨	2023 ∨
	One year or less from today; renewable after this date		

Input 1 year

Type *	○ Visiting Teaching Faculty ○ Consultant ○ Visiting Graduate Student ○ Visiting Research Faculty ○ Temporary Employee ○ Extension Student ○ Post-Doctoral Researcher ○ Vendor ○ Concurrent Student ○ Visiting Lecturer ○ Grant Monitor ○ Visiting Student ○ Contractor ○ Public Service Partner ○ Foreign Exchange Student ○ Future Employee ● Volunteer

Volunteer

Department *	203000 - BUSINESS OPERATIONS CENTER ∨

This should auto populate with the information of the person who is sponsoring the volunteer

NOTE:
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[Yes, I agree] [No, I do not agree]

Click *Yes I agree* so it will go to next step.

The TAF process can take up to 7 business days.

Once the volunteer has received their Kerberos ID, email address, etc we will work with Learning Management Systems (LMS) to get them added so they can take the required courses. This request is also done via email hr-learing@ucdavis.edu. This process is normally 2 business days.