Online PCI Training and PCI Training for Managers is available on BuckeyeLearn for individuals who handle, process, or support the systems that process payment card transactions. Instructions are currently available at the following link. [http://go.osu.edu/pci-training](http://go.osu.edu/pci-training)

Please scroll to the bottom of the page for Payment Card Industry (PCI) Training instructions.

Merchant Managers are responsible to insure that individuals in their department complete training annually or upon hire. Merchant Managers must maintain records of individuals who have completed training and provide this information to our external auditors during the annual audit. A report is available on BuckeyeLearn to confirm the individuals and the date training was completed. If you are a Merchant Manager and do not have the report loaded to the “Reports Tab” in Buckeye Learn, please send an email to the following address, buckeyeleansupport@osu.edu. For further information on downloading this report, please see the “Merchant Manager Report Role Quick Start Guide” at the following link on the Treasurer’s website.

[http://u.osu.edu/treasurer/treasury/paymentcardsandpci/](http://u.osu.edu/treasurer/treasury/paymentcardsandpci/)

If you have any questions, please contact The Office of the Treasurer, 614-292-7792.

Thank you!