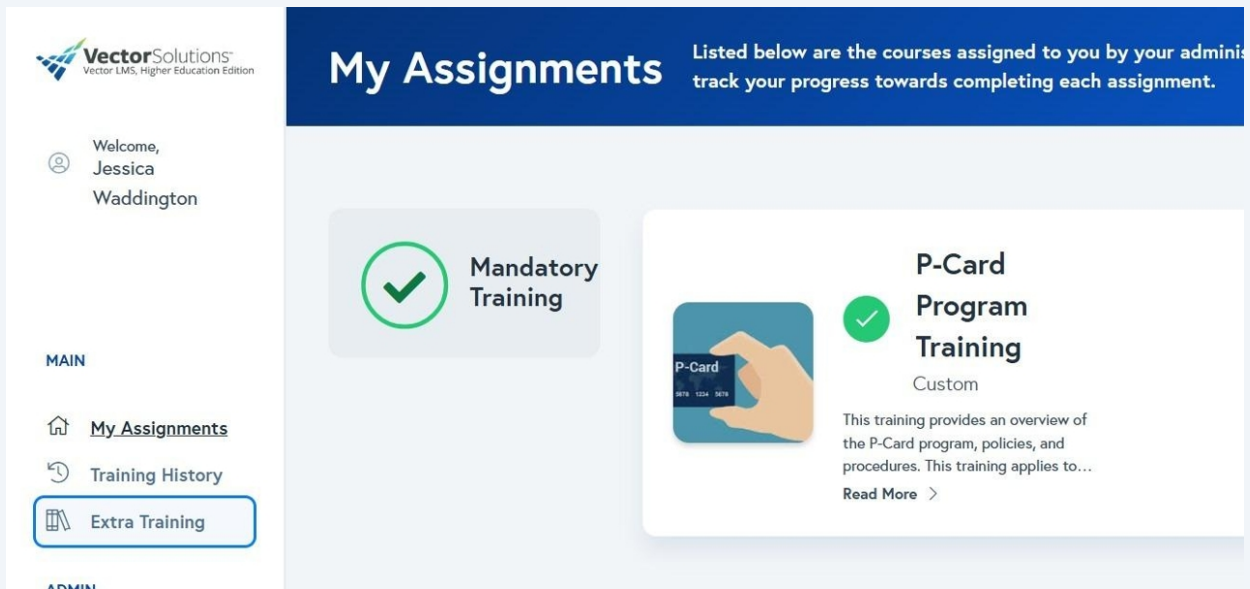


# How to access the Purchasing Training in Vector (SafeColleges)

1 Navigate to <https://lsc-id.safecolleges.com/training/home>



**Vector Solutions**  
Vector LMS, Higher Education Edition

Welcome,  
Jessica  
Waddington

MAIN

- My Assignments
- Training History
- Extra Training**

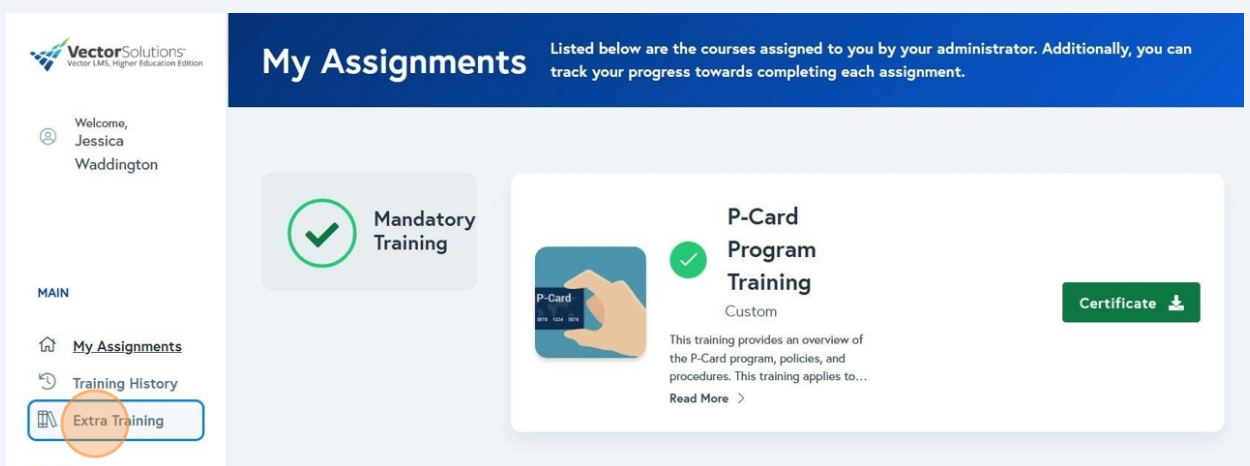
ADMIN

## My Assignments

Listed below are the courses assigned to you by your administrator. You can track your progress towards completing each assignment.

- Mandatory Training**
- P-Card Program Training**  
Custom  
This training provides an overview of the P-Card program, policies, and procedures. This training applies to...  
[Read More >](#)

2 Click "Extra Training"



**Vector Solutions**  
Vector LMS, Higher Education Edition

Welcome,  
Jessica  
Waddington


MAIN

- My Assignments
- Training History
- Extra Training**

ADMIN

## My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

- Mandatory Training**
- P-Card Program Training**  
Custom  
This training provides an overview of the P-Card program, policies, and procedures. This training applies to...  
[Read More >](#)  
[Certificate](#) 

3 Click the "Search for a course" field.

The screenshot shows the Vector Solutions LMS interface. On the left is a navigation menu with sections for 'MAIN' (My Assignments, Training History, Extra Training) and 'ADMIN' (Employees, Help, Log Out). The main content area is titled 'Extra Training' and includes a search bar with the placeholder text 'Search for a course', which is highlighted with an orange circle. Below the search bar are several course category tiles: 'All' (1 Course), 'Campus Prevention Network' (59 Courses), 'Carpentry and Hardware' (11 Courses), and 'Crane / Forklift Training' (1 Course). The Lewis & Clark State College logo is visible in the bottom left corner.

4 Click the "Search for a course" field.

This screenshot shows the same LMS interface as above, but with the search bar containing the text 'purchasing'. A dropdown menu is open, displaying search results for 'Purchasing Policy & Procedure Training Policy'. The search bar is highlighted with an orange circle. The course category tiles are now arranged in a 3x3 grid, including 'All' (1 Course), 'Campus Prevention Network' (59 Courses), 'Carpentry and Hardware' (11 Courses), 'Crane / Forklift Training' (1 Course), 'Cybersecurity' (8 Courses), 'Emergency Management' (5 Courses), 'Employment Practices/Supervisory' (1 Course), 'Environmental' (39 Courses), and 'General Safety' (3 Courses). A help icon (?) is visible in the bottom right corner.

5

Type Purchasing into the search bar. Click "Purchasing Policy & Procedure Training"

The screenshot shows the 'Extra Training' interface. At the top, a blue header reads 'Extra Training' followed by the text: 'Explore a variety of courses covering a wide range of topics. Please take the time to browse our library and view the courses that interest you.' Below this is a search bar containing the text 'purchasing'. A dropdown menu is open, showing a search result for 'Purchasing Policy & Procedure Training Policy' with a red circle highlighting the result. Below the search bar is a grid of nine category tiles, each with a background image and text: 'All' (1 Course), 'Crane / Forklift Training' (1 Course), 'Employment Practices/Supervisory' (1 Course), 'Campus Prevention Network' (59 Courses), 'Cybersecurity' (8 Courses), 'Environmental' (39 Courses), 'Carpentry and Hardware' (11 Courses), 'Emergency Management' (5 Courses), and 'General Safety' (3 Courses). A question mark icon is visible in the bottom right corner of the grid area.

6

Click here to start the training.

The screenshot shows the course page for 'Purchasing Policy & Procedure Training'. At the top, a breadcrumb trail reads 'All Categories / Policy / Purchasing Policy & Procedure Training'. The main content area features a large blue banner with the text 'Policy' and 'Purchasing Policy & Procedure Training'. Below the banner, it states: 'This training provides an overview of the Purchasing policy and procedures at LC State.' To the right of the banner, a box contains the text: 'To continue, please select a course version', 'Custom \* New', 'Custom Course', and '29 Minutes', with a right-pointing arrow icon. Below this is the 'Authors' section, which includes a profile icon for 'Staff AUTHOR' and a note: 'This content was created by our administration and is important for you to complete as assigned'.