Navigating to the DV Certification Program in the eTraining environment:

1. Navigate to onestart.iu.edu and login using your IU credentials.
2. Click the Services tab at the top of the page and then the E Training group on the left pane.
3. Click Launch E Training to open a new window for the eTraining environment.
4. In the eTraining environment, click on the Catalog button.

5. Click University-wide, then Accounting & Finance.
6. Click on the Enroll button on the Disbursement Voucher Certification Program.

7. Once enrolled, the button will change to **Open** and click it to view the courses within the program.

8. The program is broken into two sections, the Training section and the Quiz section. You have two options for attending a town hall meeting, either in person or via Adobe Connect.
a. If you choose to attend in person, click open next to **In Person Town Hall Disbursement Voucher Certification Enrollment** course and review the list of available Town Hall Meetings and choose the one that is most convenient for you.
b. If instead you choose to attend via adobe connect, click **open** next to **Adobe Connect Town Hall Disbursement Voucher Certification Enrollment** course and choose the time that best fits your schedule.

![Enrollment Options](image.png)

9. Once enrolled, you will be taken to a confirmation screen. You can cancel or change your enrollment at any time through the Town Hall Meeting course listing. If you cannot attend the session that you have enrolled in, please either change or cancel your enrollment as soon as you know that you cannot attend.