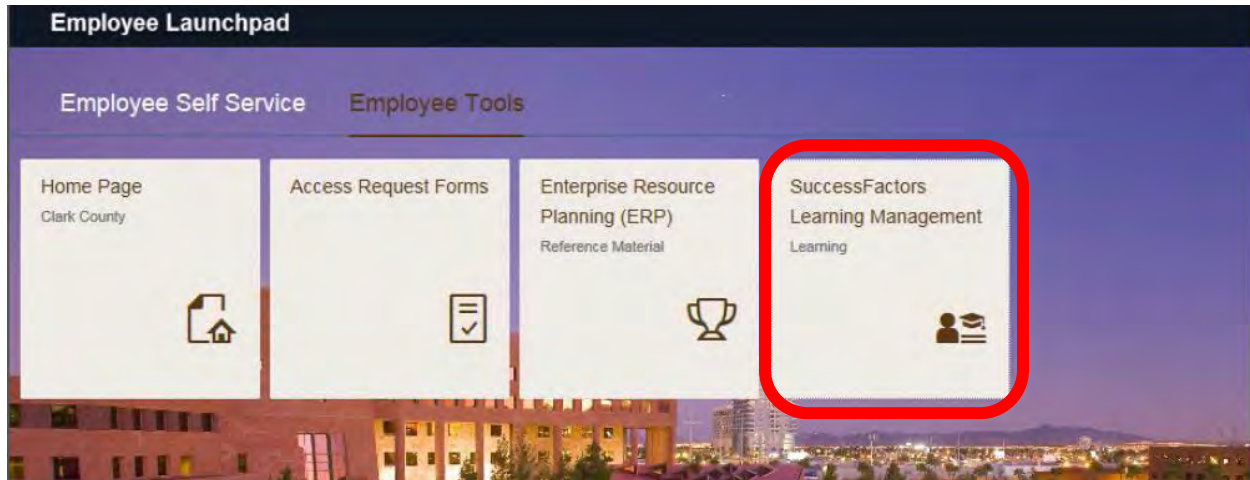# PCI Training Procedures for Employee Annual Renewal

The Employee must log into Employee Self-Service (ESS) and complete three Payment Card Industry (PCI) Data Security Trainings necessary for access to RecTrac. The trainings are in SuccessFactors:

If the 3 trainings have been assigned by the supervisor, then you will find them in "My Learning Assignments". If they have not been assigned, then search for each training, "PCI-101", "161", "141", and assign to yourself by clicking "Assign to Me" or the supervisor can assign the trainings to the staff.
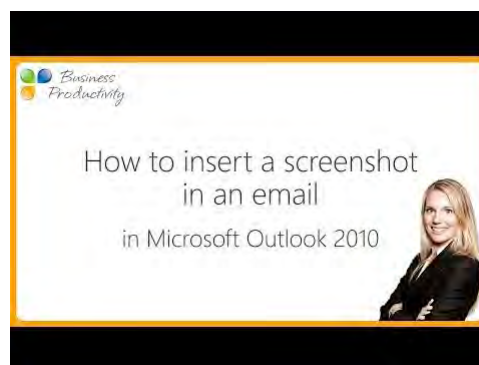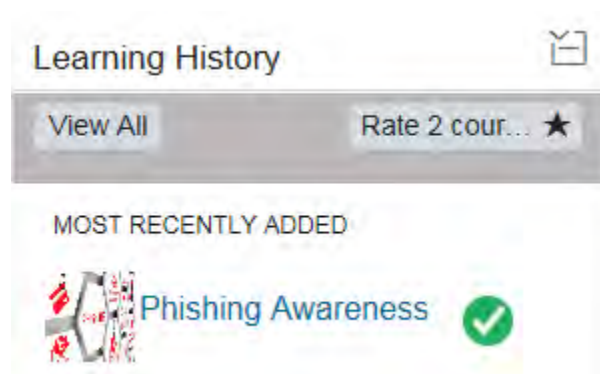

5. After the employee has completed the three trainings, the employee must read and review Parks and Recreation Fiscal Directive Policies:

- FD #10, PCI Compliance Policy
- FD #3, Payment Handling Policy
- FD #11, Customer Accounts Policy

6. After the employee has completed the three trainings and reviews the policies, the employee must complete and sign the **PCI Training and Policy Acknowledgement Form** and email to **PRSupportdesk@clarkcountynv.gov.** Then the supervisor can access "My Team" in Success Factors and email a Learning History Report which includes the employee's name or screenshot the "Completed Learning History details" which includes the employee's name and each training in an email to PRSupportdesk@clarkcountynv.gov as proof of the training completion:

Confirmation of trainings completion is needed before the RecTrac Account will be established. **[Click the video to learn how to screenshot in an email]**

7. The Supervisor can also process a Learning History Report of all the center employees and forward to the PR Support Desk. Once the proof of the three completed trainings is received by PR Support Desk, all the employees are renewed until the next year in accordance with the center's scheduled renewal month. If you have question are need assistance, please contact PR Support Desk at 702 455-8132 or PRSuppotdesk@clarkcountynv.gov.

Additional Resources:

Assigning Courses in Success Factors

Click here to watch video (MP4)

Success Factors Reports Training

Click here to watch video (MP4)