Quick Start Guide
Internal Audit and Compliance Department – PCI Training
Revised September 2018

Online PCI Training and PCI Training for Managers ("PCI DSS: Payment Card Industry Data Security Standard") is available on MyUT for individuals who handle, process, or support the systems that process payment card transactions. Instructions are currently available at the following link. http://el.lawroom.com/shib/ut

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 to confirm the individuals and the date training was completed. If you are a Merchant Manager and would like to request a copy of the report, please send an email to the following address, David.Cutri@utoledo.edu.

If you do not have access to the training course, please contact David Cutri and David.Cutri@utoledo.edu to make the necessary arrangements. The following information will be necessary to process your request …

- Whether the person taking the training is on the University of Toledo payroll (Yes/No)
- First name
- Last name
- Email address
- Whether or not the person taking the training is a supervisor (Yes/No)
- Employee ID (i.e., Rocket Number)
- Whether or not the duties of person taking the training involved patient care, or instructing others in delivering patient care (Yes/No)

If you have any questions, please contact The Office of the Treasurer, 419-530-8700.

Thank you!