



November 2, 2020

MEMORANDUM

TO: Board Presidents, Chancery Clerks, Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

FROM: Sumner Davis Sumner Davis
Center Head

SUBJECT: 2020 Certification Training for County Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

Ladies and gentlemen, plans for the 2020 certification programs for *ALL* county purchase clerks, receiving clerks, and inventory control clerks are complete. This year, the program will be delivered online, via recorded video. You will find login instructions for the seminars attached to this memorandum. If you hold two (2) clerk positions, you must be certified in both positions. Therefore, you are required to complete two (2) separate seminars.

The *County Government Reorganization Act of 1988* specifies that all county centralized purchasing officials--the purchase clerk, the receiving clerk, and the inventory control clerk--must be certified in their positions at the beginning of a new term of office or within one year of their appointment. Certification requires successful completion of an examination covering the material taught during the seminar, which will be taken during your online session.

All clerks needing certification in their positions will have until December 20th to successfully complete the program and examination. Only the officially designated clerk should log into the system for the program. If you have questions concerning the details of the certification program or the training session, please contact me. If you have specific questions about the login process, please call (662) 325-3226 and ask them for assistance with the Purchase, Receiving, or Inventory Control course.

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Enclosure

c: Mr. Tom Chain, State Department of Audit, Technical Assistance Division

Registering For MSU-ES Canvas Account and Signing Into MSU-ES Canvas Portal

1. Go to gcd.msstate.edu and click the Purchase, Receiving, and Inventory Control Clerks Training button. Then click Extension Account Registration link.
2. This will open a new page where you can register for your Extension Account. Fill in all required fields including personal information, physical address, mailing address, and password for your account. After all required fields are filled with your information, select Sign Up

MISSISSIPPI STATE UNIVERSITY - Extension Portal
EXTENSION

Register

the fields marked with a * are required

Personal Information

First Name* ✓ Middle Name Last Name* ✓

Email* ✓ Phone* ✓ Cell Phone Cell Phone Provider ✓

Date of Birth* ✓ Race ✓ Gender ✓

Mailing Address

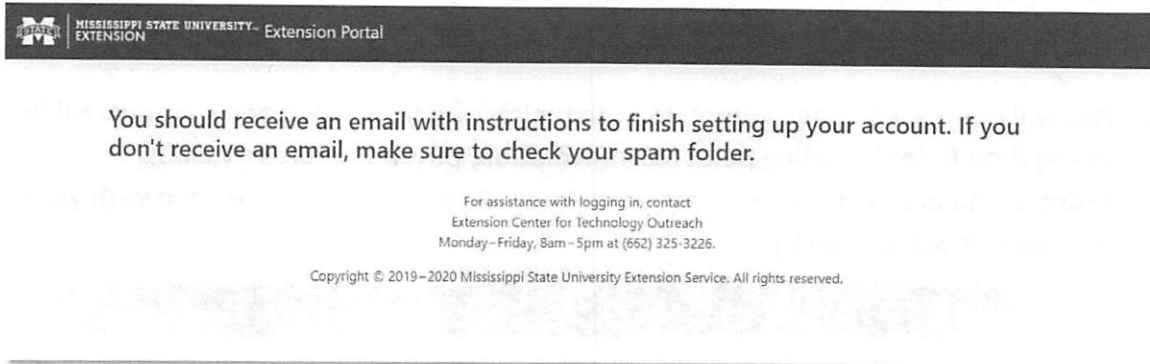
Mail City* Mail State* Mail Zip Code*

County*

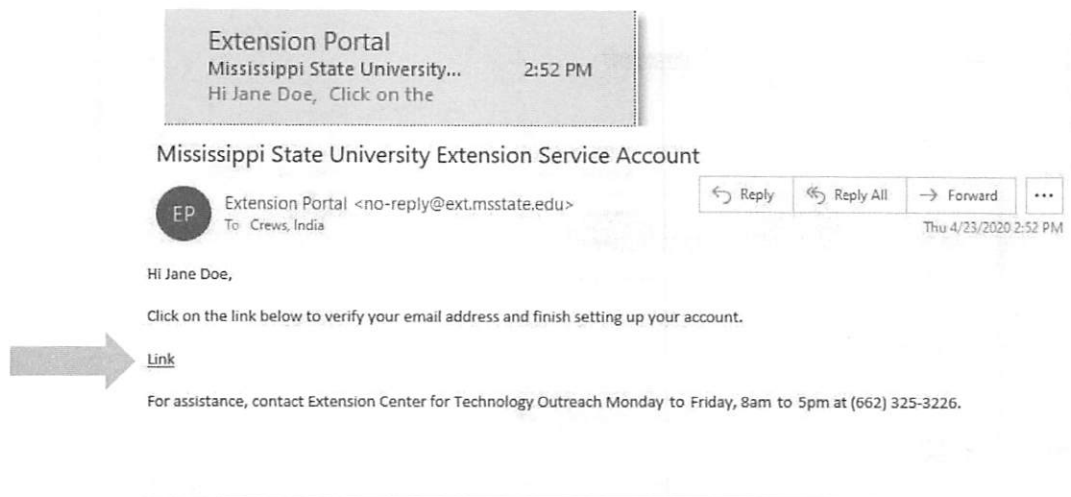
Account

Password* ✓ Confirm password* ✓

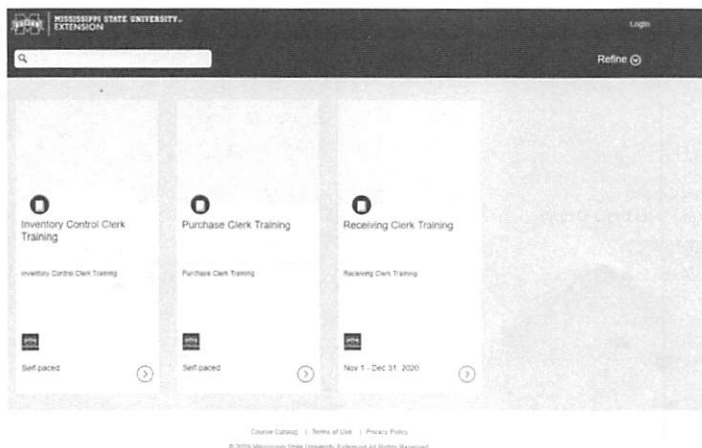
3. You will receive an email with instructions to finish setting up your account. If you do not receive an email, make sure to check your spam folder.



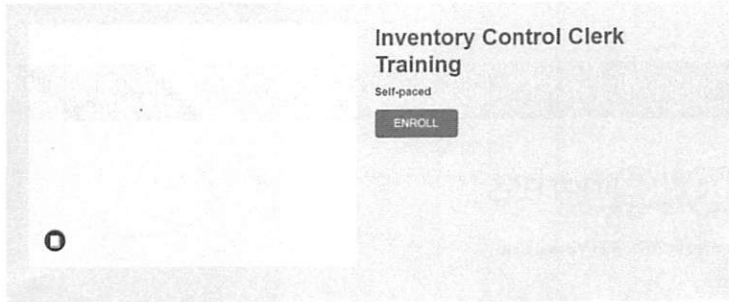
4. Open your email. To verify your account, click on the email from Extension Portal and click the Link in the message of the email.



5. Click the training you need.



6. Then Click Enroll

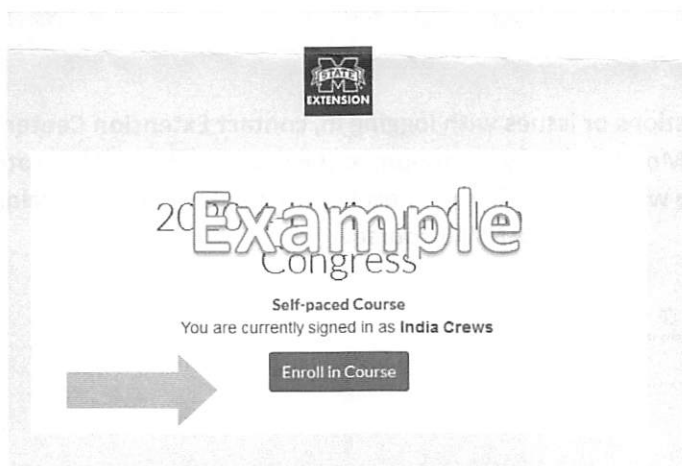


 Inventory Control Clerk Training

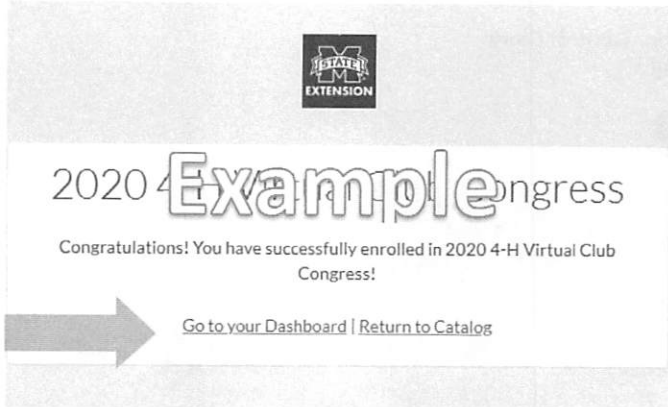
7. Log In using the credentials that you just created.



8. Click Enroll in Course.



9. Click Go to you Dashboard to view your course.



10. Click Begin Course



If you have any questions or issues with logging in, contact Extension Center for Technology Outreach Monday-Friday, 8am-5pm at (662) 325-3226, and indicate that you need assistance with the Purchasing, Receiving, Inventory Control Training CANVAS course.