**Date:**      **November 21, 2024**

**To:**        **State Agencies**

**From:**   **State Procurement Office**

**Re:**        **Upcoming APP Training**

## APP Training

The State Procurement Office continues to offer training for all *Source to Contract* and *Procure to Pay* courses. These sessions highlight APP's current version and review common workflows for the respective process. View the upcoming Source to Contract and Purchasing Process Training Calendars on the [APP Training](#) page, then follow the steps listed below to register.

### Registration Steps
**To register for a course visit TraCorp ([https://adoa.server.tracorp.com](https://adoa.server.tracorp.com)), and log in.**

1. Type the COURSE ID (Session #) in the **Search** field and press Enter.
2. Select the Course.
3. Select the **Register** button to register for the course. (***Users are welcome to join the waitlist if a course is full)***
4. Users will receive a confirmation email from Tracorp.

If you have difficulty registering or have questions regarding the class, please email Sullynna Mvula at [Sullynna.Mvula@azdoa.gov](mailto:Sullynna.Mvula@azdoa.gov).