

## SPO ALERT

**Date:** August 30, 2023  
**To:** State Agencies  
**From:** State Procurement Office  
**Subject:** **SPO ALERT APP 176 Upgrade Training \*\*REMINDER 8/30/2023\*\***

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### APP Training

The State Procurement Office is offering in-person and virtual **APP 176 Upgrade** training sessions.

These sessions highlight the updated version of APP, reviews common workflows for the respective process and introduces new functionality in APP.

View the [Upgrade Training Schedule](#) (P2P displays first, scroll further down to view the S2C schedule) and follow the steps listed to register.

### **Registration Steps**

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click **Assigned Content**
2. Type the course number in the **Search field**
3. Click the search button **Magnifying Glass** icon
4. Click the search result
5. Click the **Register** button
6. Users receive an email from Tracorp with registration information

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).