

ARIZONA

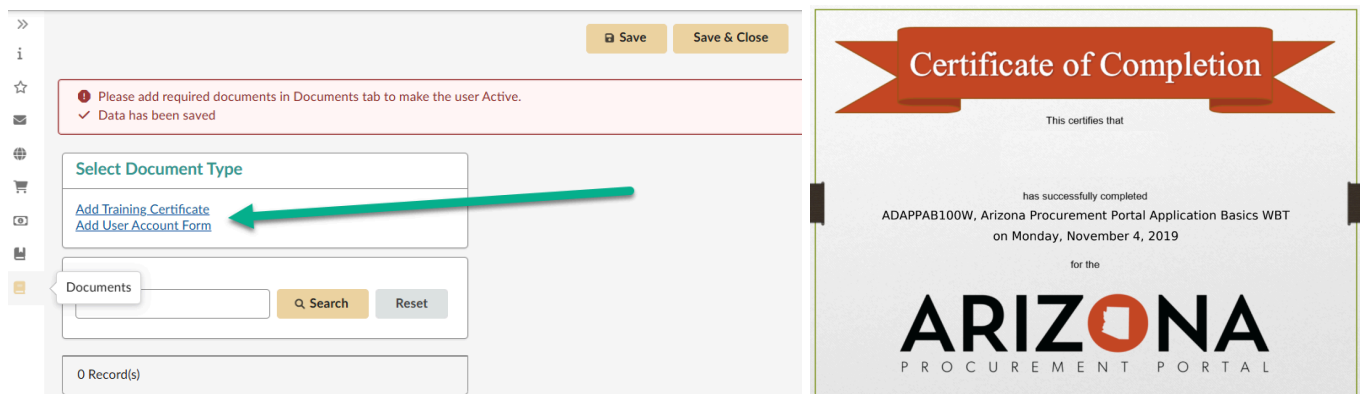
S P O A L E R T

Date: February 27, 2025
To: State Agencies
From: State Procurement Office
Re: New User Process [Clarification]

Admins creating a new user within APP will be required to *attach* the following mandatory PDF documents during the setup process.

This new feature is **NOW** available.

- **User Request Form**
- **APP Basics Certification in TRACORP**



Please note: Custom Agency **User Request Forms** may differ depending on the State Agency creating the new user within APP. These will be accepted by APP provided they meet file specifications. There is no limit on the number of documents for the user profile; however, most users will only need to attach two documents.

For audit purposes, **Custom Agency Forms** must include:

- The users corresponding Roles being added to APP.
- Documentation of approval by the user's direct manager.

Please refer to the following [ORG](#) for a step-by-step guide on how to add these documents.

If you have any questions or concerns with this change, please send an email to spo@azdoa.gov

The APP Team