

ARIZONA

SPO ALERT

Date: Feb 18, 2025

To: State Agencies

From: State Procurement Office - APP Team

Re: New User Process

Please be aware of upcoming changes, when creating a new APP User. The enhancement will lean out the current process, saving time when collecting supporting audit information / documentation for new APP users.

The following system enhancement, will be deployed to APP February 26 after 5pm:

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

- **User request form**
- **App Basics Certification in TRACORP**

>> Save Save & Close

Please add required documents in Documents tab to make the user Active.
Data has been saved

Select Document Type

[Add Training Certificate](#)
[Add User Account Form](#)

Documents Search Reset

0 Record(s)



If you have any questions or concerns with this change, please send an email to the APP Inbox or reach out to us directly @ 602-542-7600 Monday - Friday 8:30AM - 5PM Arizona Time

Thank you,

The APP Team

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ADOA – State Procurement Office | State of Arizona
1400 W Washington, Suite 3100, Phoenix AZ 85007
p: 602-542-7600 |
app@azdoa.gov