

## SPO ALERT

**Date:** 04/12/2024

**To:** State Agencies

**From:** State Procurement Office

**Re:** Upcoming APP Training \*\*\*Reminder\*\*\*

### **Upcoming APP Training:**

Join us for the upcoming In-Person [Purchasing Process Training](#)!

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

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

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