

From: procure
Sent: Thursday, January 26, 2012 5:44 PM
To: procure
Subject: ProcureAZ Training Alert

ProcureAZ Training Alert

Date: January 26, 2012

To: State Agency Technical Leads

From: ProcureAZ Help Desk

Re: Reverse Auction Webinar on January 30th

You need to register for the Managing Reverse Auctions in ProcureAZ Webinar in two places--HRIS and Go-to-Webinar. Please follow these steps to register in Go-to-Webinar:

1. Login in to HRIS.
2. Click on [Employee Training](#).
3. Click on [Scheduled Training](#).
4. Click on the Reverse Auctions in ProcureAZ under [Courses](#).
5. Click on [Click here for special instructions](#) in the [Detail](#) section at the bottom of the screen.
6. Click on the link in the instructions to complete your registration for the webinar.

You will not receive the information you need to join the webinar unless you follow the special instructions.

If you have questions please call the ProcureAZ Help Desk at 602-542-7600 and press option 3.