

**From:** procure  
**Sent:** Monday, May 14, 2012 10:35 AM  
**To:** procure  
**Subject:** PROCUREAZ TRAINING ALERT - Basic Navigation CBT Training

### **ProcureAZ Training Alert**

**Date:** May 14, 2012  
**To:** Agency Technical Leads and User Group Members  
**From:** ProcureAZ Help Desk  
**Re:** Basic Navigation CBT Training

The following ProcureAZ training course is now available as a CBT through HRIS:

#### **ADSPO200C Basic Navigation**

This class provides basic instruction on navigating ProcureAZ. **Passing this class is a requirement to receive a login ID and password for ProcureAZ. It is a prerequisite for any other ProcureAZ training.**

To register log in to HRIS ([https://portal.hris.azdoa.gov/CES/ces\\_login.jsp](https://portal.hris.azdoa.gov/CES/ces_login.jsp)), go to Employee Training, select Registration by Category, select ADOA Courses, then scroll through the list to find ADSPO200C Basic Navigation. Click on ADSPO200C and register for Session 1.

If you have already taken ADSPO200 in a classroom setting you have satisfied the prerequisite requirements for future ProcureAZ training.

Questions should be directed to the Help Desk at 602-542-7600 or [procure@azdoa.gov](mailto:procure@azdoa.gov).

Please forward this alert to ProcureAZ users in your agency you feel will be interested in training.

-----  
PROCUREAZ HELP DESK  
602-542-7600  
[procure@azdoa.gov](mailto:procure@azdoa.gov)

PROCUREAZ ALERTS are available  
online at <http://spo.az.gov>