

## ProcureAZ Training Alert

**Date:** September 27, 2012

**To:** Agency Technical Leads and User Group Members

**From:** ProcureAZ Help Desk

**Re:** ProcureAZ Training Opportunity - On and Off Contract Ordering in ProcureAZ

The following ProcureAZ classroom training is available for registration through HRIS/YES:

### **ADSPO202 ON/OFF CONTRACT ORDERS IN PROC**

Tuesday, October 9th, 9:00am – 12:00pm

This class provides basic instruction for ordering both on and off contract goods and services in ProcureAZ. **Passing ADSPO200 or 200C Basic Navigation is a prerequisite for this course.**

To register log in to HRIS/YES ([https://portal.hris.azdoa.gov/CES/ces\\_login.jsp](https://portal.hris.azdoa.gov/CES/ces_login.jsp)), select Employee Training in the menu on the left, then select Registration by Category, and finally select ADOA Courses. Scroll through the list in the small window on the top right to find **ADSPO202 ON/OFF CONTRACT ORDERS IN PROC** (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (ADSPO202) and register for **Session 4** in the middle window on the right. You will receive an email confirming your registration.

If you have difficulty registering please call the Help Desk at 602-542-7600 or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

**PLEASE LET THE HELP DESK KNOW IF YOU NEED TO CANCEL YOUR REGISTRATION. THIS IS A VERY POPULAR CLASS AND WE ALWAYS HAVE A WAIT LIST.**

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

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

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