
From: procure
Sent: Thursday, January 31, 2013 2:42 PM
To: SPO_ALL
Subject: PROCUREAZ TRAINING ALERT - ON/OFF CONTRACT ORDERS IN PROCUREAZ

ProcureAZ Training Alert

Date: January 31, 2013

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:

ADSP0202 ON/OFF CONTRACT ORDERS IN PROC
Wednesday, March 6th, 9:30am – 12:00pm

This class provides basic instruction for ordering both on and off contract goods and services in ProcureAZ. **Passing ADSP0200 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), 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 **ADSP0202 ON/OFF CONTRACT ORDERS IN PROC** (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (ADSP0202) and register for **Session 12** 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.

Please note, there is one class scheduled per month up through June. Registration will be available after the current month's class has completed.

**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.

PROCUREAZ HELP DESK

602-542-7600

procure@azdoa.gov

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