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**From:** procure  
**Sent:** Monday, February 03, 2014 8:50 AM  
**To:** procure  
**Subject:** ProcureAZ Training Alert - Contracts in ProcureAZ

**Categories:** FYI

### ProcureAZ Training Alert

**Date:** February 3, 2014

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

**From:** ProcureAZ Help Desk

**Re:** ProcureAZ Training Opportunity - Contracts in ProcureAZ

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

**ADSP0500 CONTRACTS IN PROCUREAZ**  
Thursday, February 27th, 9:00am – 12:00pm

This class provides basic instruction for administering contracts in ProcureAZ. Passing the **200C Basic Navigation is a prerequisite for this course as well as the Basic Purchasing role.**

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 **ADSP0500 Contracts in ProcureAZ** (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (ADSP0500) and register for **Session 21** 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 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.**

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)

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