From:	spo
Sent:	Tuesday, July 15, 2014 12:45 PM
То:	spo
Subject:	SPO ALERT - Accessing and getting credit for SPO certification courses
Attachments:	Accessing SPO content the the State's HRIS System.pptx

## **SPO ALERT**

**Date:** July 15, 2014

To: State Agencies and Chief Procurement Officers

From: State Procurement Office

Re: Accessing and getting credit for SPO certification courses

Attached is a step by step guide on how to access and get credit for the new SPO certification courses. Please refer to this if you are having any issues.

## **Daniel Knudson**

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SPO ALERTS are available Online at <u>https://spo.az.gov/news/spo-alerts</u>

## Accessing SPO content on the State's HRIS System

a step by step picture guide

 The state's HRIS system is only compatible with the Internet Explorer browser, 32 bit version. If you are experiencing issues with content, be sure to contact the service desk and have them check your browser and version.

## **Important Note**















After closing the course window you will be taken to this screen where you should click the right facing arrow to "continue the training course"

KnowledgePresenter KP-Learner Manager - Windows Internet Explorer





The next screen you see should look like this. Follow the instructions by clicking on the "checkmark" and then clicking submit

KnowledgePresenter KP-Learner Manager - Windows Internet Explorer





Once you click the submit button you will see this pop up. Click okay and then click "Close Course" When you have done this you should see a blue arrow and text indicating that your training history is being updated.

KnowledgePresenter KP-Learner Manager - Windows Internet Explorer



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 Even though this guide showed slides from the 1<sup>st</sup> of the training series, the steps to opening and closing apply to all future training modules.

