

From: [procure](#)
To: [procure](#)
Subject: ProcureAZ Training Alert - ADMIN REPORTS IN PROCUREAZ
Date: Friday, August 29, 2014 4:52:55 PM

ProcureAZ Training Alert

Date: August 29, 2014

To: Agency Chief Procurement Officers and Technical Leads

From: ProcureAZ Help Desk

Re: ProcureAZ Training ALERT – Administrative Reports in ProcureAZ

The following ProcureAZ classroom training is available for registration for Agency Chief Procurement Officers and Technical Leads through HRIS/YES:

PAZ000260C ADMIN REPORTS IN PROCUREAZ

Thursday September 18th, 9:30am – 12:30pm

This class walks through how to run and download the administrative reports in ProcureAZ. ProcureAZ users who are not technical leads may register for this class with permission of the Chief Procurement Officer. **Passing ADSP0200 or 200C Basic Navigation is a prerequisite for registration.**

To register log in to HRIS/YES (https://portal.hris.azdoa.gov/CES/ces_login.jsp) and follow these steps:

1. Select Employee Training in the menu on the left, then select Registration by Category, and finally select ADOA Courses.
2. Scroll through the list in the small window on the top right to find **PAZ000260C ADMIN REPORTS IN PROCUREAZ** (you can sort the courses alphabetically by clicking on the column heading 'Course').
3. Click on the course number (**PAZ000260C**) and register for **Session 2** in the middle window on the right.

You will receive an email confirming your registration.

If you have difficulty registering please call the ProcureAZ Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov.

PLEASE LET THE HELP DESK KNOW IF YOU NEED TO CANCEL YOUR REGISTRATION.



PROCUREAZ HELP DESK

602-542-7600

procure@azdoa.gov