

Date: 10/6/2022

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training & APP Training

SPO Academy Training - [New Training Added!](#)

Please join us for the upcoming SPO Academy Training!

To view a list of upcoming training visit the [SPO Academy Training Page](#) here you will find a brief description of the course and the date it will be offered.

APP Training - [In Person Training Added!](#)

The State Procurement Office will offer both virtual and in-person Procure to Pay training. Virtual training will be provided for all Source to Contract training. To view a list of upcoming training visit the [APP Training Calendar](#).

These sessions will highlight the current version of APP reviewing common workflows for the respective process.

Next APP Purchasing Process In-Person Training:

Course	Tracorp Course ID	Date	Time	Location
APP Purchasing Process	ADAPPRQ270	10/13/2022	8:30am - 12:00pm	Arizona's Connected Workspace

Follow the steps listed below to register.

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press the **Enter** key.
3. Select the Course.
4. Select the **Register button** to register for the course.
5. Users will receive a confirmation email from Tracorp.

If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer* at john.jimenez@azdoa.gov or Sullynna Mvula, *APP Training Manager* at sullynna.mvula@azdoa.gov.