

SPO ALERT

Date: 12/20/2021
To: State Agencies
From: State Procurement Office
Re: Upcoming APP Training (Third & Fourth Quarter)

APP Training

The State Procurement Office will continue to offer virtual training via Webex for all Source to Contract and Procure to Pay courses.

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

View the [APP Third & Fourth Quarter Training Calendar](#) and follow the steps listed below to register.

Registration Steps

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

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button
7. Users will receive an email from Tracorp with Webex registration information.

If you have difficulty registering or have questions regarding the class please email John Jimenez at John.Jimenez@azdoa.gov