

SPO ALERT

Date: 2/11/2022

To: State Agencies

From: State Procurement Office

Re: Upcoming APP Training (Third & Fourth Quarter)

APP Training

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

These sessions highlight the current version of APP and reviews 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 **Assigned Content**
2. Type the course number in the **Search field**
3. Click the search button **Magnifying Glass** icon
4. Click the search result
5. Click the **Register** button
6. Users receive an email from Tracorp with Webex registration information

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