

SPO ALERT

Date: 7/15/2022
To: State Agencies
From: State Procurement Office
Re: Upcoming SPO Academy Training & APP Training

Upcoming SPO Academy Training:

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.

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

View the [APP Training Calendar](#) and 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.