

SPO ALERT

Date: 8/28/2024

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training!

Upcoming SPO Academy Training:

The following course was recently added to the SPO Academy schedule.

Date	Course	Course ID	Location
9/25/24	Contract Administration	ADCONTAD	Virtual
10/16/24	Lunch & Learn: Off-Contract Authorization Request	SPOLNL7	Virtual
10/23/24	Procurement Ethics	ADPROCETH	Virtual

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

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

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press Enter.
3. Select the Course.
4. Select the **Register button** to register for the course. (*Users are welcome to join the waitlist if a course is full*)
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