

ARIZONA

S P O A L E R T

Date: February 26, 2025
To: State Agencies
From: State Procurement Office
Re: New User Process

Please be aware of upcoming changes, when creating a new APP User. The enhancement will improve the current process, saving time when collecting supporting audit information/documentation for new APP users.

The system enhancement will be deployed to APP today, **February 26 after 5 pm.**

Admins creating a new user within APP will be required to *attach* the following mandatory PDF documents during the setup process.

- **User request form**
- **App Basics Certification in TRACORP**

The image shows two side-by-side screenshots. The left screenshot is a web application interface for creating a new user. It features a sidebar with navigation icons, a main content area with a 'Select Document Type' dropdown menu, and a 'Documents' section with a search bar. A red banner at the top of the main content area contains the text: 'Please add required documents in Documents tab to make the user Active. Data has been saved'. A green arrow points from the 'Add Training Certificate' link in the 'Select Document Type' dropdown to the 'Documents' section. The right screenshot is a 'Certificate of Completion' from the Arizona Procurement Portal. It states: 'This certifies that ADAPPAB100W, Arizona Procurement Portal Application Basics WBT has successfully completed on Monday, November 4, 2019 for the ARIZONA PROCUREMENT PORTAL'.

If you have any questions or concerns with this change, please send an email to spo@azdoa.gov

The APP Team