

eProcurement Tune-Up Class Description

Length of Class: 2.5 hours, 8:30 a.m. - 11:00 a.m.

Intended Audience: Financial Clerks, Administrative Assistants, Secretaries, or any district employee who is required to order goods or services through eProcurement.

Purpose: This course is for employees who have completed the eProcurement training in the past, but would like an abbreviated refresher course in creating and submitting requisitions.

Pre-requisite: Must have completed the regular eProcurement training class. This tune-up course is optional.

Objectives: After successfully completing this course, participants will be able to:

- Create and submit eProcurement requisitions
- Edit, track, and manage their ePro requisitions
- Troubleshoot their ePro requisitions as well as find help and support when they need it

Register for this class in [ERO](#)