

# Division of Purchasing Learning Management System LMS Training



# DOP LMS Training

1

2

3

4

5

- Numbers at the top show the page in this guide where you can find additional information on that topic.



- 1- Click here to login or if you forgot your password/user ID
- 2- Register for access into the LMs
- 3- View and register for upcoming events via a calendar view
- 4- Information on upcoming Workshops or download files from previous Workshops.
- 5- Required training to access Amazon Business Prime

A

# Login



Login

[Request Access to LMS](#)

[Calendar](#)

[Quarterly Workshops](#)

[Amazon Business Buyer Training](#)

# Login

Username \*

FBenedict

Password \*

.....

Remember me


☐

Login

[Forgot your password?](#) | [Forgot your username?](#)

# Request Access to LMS

- 1- Once sent, an email goes to the administrator, and they add you to the LMS
- 2- The system generates an automatic email with your username and password to access the LMS



LoginRequest Access to LMSCalendarQuarterly WorkshopsAmazon Business Buyer Training

# Request Access to LMS

### Contact Us

forrest benedict

12083321616


First & Last Name

Email

Phone

Message

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) • [Terms](#)

Send



# Calendar

A- Click on event you would like to attend

B- Click to register for the event

Calendar

Events calendar

Weekly View Monthly View

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
			5	6	7	8
			12	13	14	15
			19	20	21	22
			26	27	28	29
30	31					

An introduction to the statutes, rules, policies, and procedures administered by the Division of Purchasing. Prerequisites: none. (Note: this class is a pre-requisite for many other classes.)

Details

Event Date	Location	Individual Price	Capacity	Registered	Available	Register
19-08-20 1:00 pm	Microsoft Teams	\$0.00	15	15	0	<a href="#">Join Waiting List(Individual)</a>

Register (Individual)

Save to

[Join Waiting List\(Individual\)](#)

A

B

# Quarterly Workshops

**2021**

**B**

## Quarterly Workshops

**2022**

Quarterly Workshops

DATE	LOCATION	CAL REMINDER	VIRTUAL LINK	AGENDA/FILES
17 Feb 2022	Zoom (Virtual)	Cal Invite	Link to Mtg	<ul style="list-style-type: none"><li>- Agenda</li><li>- Updates &amp; Information</li><li>- PowerPoint</li><li>- Recording</li></ul>
19 May 2022				
24 Aug 2022				
16 Nov 2022				

asing

A- Click on Item to view  
B- Click to view previous  
workshops

**A**

# Request Access to LMS

1- Anyone who wants to access amazonbusiness must complete this training



Amazon Business Buyer Training



# Dashboard

A – Badges you have earned during your training.

B – You can view/print your certificates for events or courses you have completed.

C – List of items you need to complete for this certification. Some items can be checked off by the user, others are checked off automatically when completed.

- Place your cursor over the line item to view how the item is signed off.

D – Shows what courses you are registered for and their progress.

E – Displays all events you have signed up for.

F- Check/print your transcripts. You can view/print your certificates from here. Select “My Transcripts”

The screenshot displays a user dashboard for Forrest Benedict. The interface includes a top navigation bar with a 'Dashboard' link highlighted by a red box (A). The main content area is divided into several sections: 'Badges' (A), 'Certificates' (B), 'Checklists' (C), 'Course Progress' (D), and 'Events and Classes' (E). A red arrow (F) points to the user profile menu in the top right corner, which contains options like 'Administrator Options', 'View Profile', 'Edit Profile', 'My Transcript', 'My Inbox', and 'Logout'. The 'Checklists' section shows a list of items to complete, including 'ICPB-RFQ Module A', 'ICPB-RFQ Module B', 'ICPB-RFQ Code of Ethics', 'ICPB-RFQ Certification Exam', and 'RFQ Practical'. The 'Course Progress' section shows a list of courses with their progress, including 'State Contracts and Spending Limits', 'Introduction to Public Procurement Recording', 'IPRO Class Recordings', and 'Procurement Training & Certification'. The 'Events and Classes' section shows a list of events, including 'Jaggaer, Initial Training'.

Dashboard

Welcome back, Forrest Benedict

Badges

Certificates

Checklists [Show Completed Lists](#)

Filters: All Due Soon Courses Awards Events Videos Other

ICPB-RFQ Module A  
Please complete all classes under module A.

ICPB-RFQ Module B  
Please complete all classes under module B.

ICPB-RFQ Code of Ethics  
You must acknowledge and agree to the Code of Ethics required by the State of Idaho.

ICPB-RFQ Certification Exam  
There are 65 questions to this exam. You must get at least an 80% to pass. This is an open book test, meaning you can find the answers in the regulations used to do procurement in the State of Idaho.

RFQ Practical

Course Progress [Show Completed Courses](#)

State Contracts and Spending Limits  
Started: 06/04/19 Progress: 14%

Introduction to Public Procurement Recording  
Started: 05/25/21 Progress: 33%

IPRO Class Recordings  
Started: 10/08/21 Progress: 0%

Procurement Training & Certification

Events and Classes [Hide Past Events](#)

Jan 07 2020 Jaggaer, Initial Training

[View Details](#) Registration Date: 12/07/19 Payment: \$0.00



- A – Click on lesson title to view/complete training
- B – Shows lessons that have been completed
- C – Displays overall completion of this course

# ICPB-RFQ Certification

Dashboard

**RFQ Certification**

Courses

Training Schedule

Resources

IPRO Helps by Topics

## Procurement Training & Certification

Search Lessons...

1 - Module A (click to view Objectives)

2 - FUNDAMENTALS OF PROCUREMENT

3 - Class A1 – Introduction & Procurement Overview

4 - Class A2 – Core Procurement Fundamentals

5 - Class A3 – Responsibilities of the Purchasing Agent

6 - Class A4 – Ethics

7 - Class A5a - State Contracts and Spending Limits

8 - Class A5b – Statewide Contracts

Duration: 00:03:00

Duration: 00:15:00

Duration: 00:15:00

Duration: 00:76:00

Duration: Self Paced

Duration: 00:13:00

Progress

C

31 %

B

✓ Module A (click to view Objectives)

✓ FUNDAMENTALS OF PROCUREMENT

✓ Class A1 – Introduction & Procurement Overview

✓ Class A2 – Core Procurement Fundamentals

✓ Class A3 – Responsibilities of the Purchasing Agent

⌚ Class A5b – Statewide Contracts

# Courses

- A- Filter courses (optional)
- B- Select course to complete

Dashboard

RFQ Certification

Courses

Training Schedule

Resources

IPRO Helps by Topics

Courses

View All

select a category

Search

Search

Cart

0 Lessons

State Contracts and Spending Limits

5 Lessons

RFQ Online Recording

3 Lessons

Introduction to Public Procurement Recording

0 Lessons

DOP Owned Contract Renewals

2 Lessons

IPRO Class Recordings

0 Lessons

Quarterly Workshops

16 Lessons

IPRO Training by Topics

2 Lessons

ICPB-RFQ Certification Final Exam

6

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# Training Schedule

A- Click on event you would like to attend

B- Click to register for the event

Dashboard

RFQ Certification

Courses

Training Schedule

Resources

IPRO Training by Topics

## Events calendar

Weekly ViewMonthly View

August2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
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Register (Individual)

Save to


Join Waiting List(Individual)


A


B


Calendar


# Resources

  
Dashboard

  
RFQ Certification

  
Courses

  
Training Schedule

  
Resources

  
IPRO Helps by Topics

## Resources

### ▸ DOP Process Documents

- [Desk Manual Revised July 2016](#)
- [Flowchart of Procurement Activity July 2016](#) a guideline to assist agencies in procurement process after internal agency-level analysis is done
- [Contract Administration and Management Guide](#)
- [Contract Management Flow APR-2013](#) a guideline to assist agencies in procurement process after contract has been issued
- [Contract Administration Roles](#)

### ▸ Applying Preferences

### ▸ State Use Law

### ▸ Additional Purchasing Resources

### ▸ Other Purchasing Organization

### ▸ Other State Resources

### ▸ Search Tools

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This is a list of resources that will help you with public procurement in the State of Idaho.



- A – Click on course title to view/complete training
- B – Shows lessons that have been completed
- C – Displays overall completion of this course

# IPRO Helps

Dashboard

RFQ Certification

Courses

Training Schedule

Resources

**IPRO Helps by Topics**

## Procurement Training & Certification

Search Lessons...

1 - Module A (click to view Objectives)

2 - FUNDAMENTALS OF PROCUREMENT

3 - Class A1 – Introduction & Procurement Overview

4 - Class A2 – Core Procurement Fundamentals

5 - Class A3 – Responsibilities of the Purchasing Agent

6 - Class A4 – Ethics

7 - Class A5a - State Contracts and Spending Limits

8 - Class A5b – Statewide Contracts

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Duration: 00:15:00

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Duration: 00:76:00

Duration: Self Paced

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31 %

✓ Module A (click to view Objectives)

✓ FUNDAMENTALS OF PROCUREMENT

✓ Class A1 – Introduction & Procurement Overview

✓ Class A2 – Core Procurement Fundamentals

✓ Class A3 – Responsibilities of the Purchasing Agent

⌚ Class A5b – Statewide Contracts

## Division of Purchasing Contact Information

# Forrest Benedict

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