Division of Purchasing Learning Management System LMS Training





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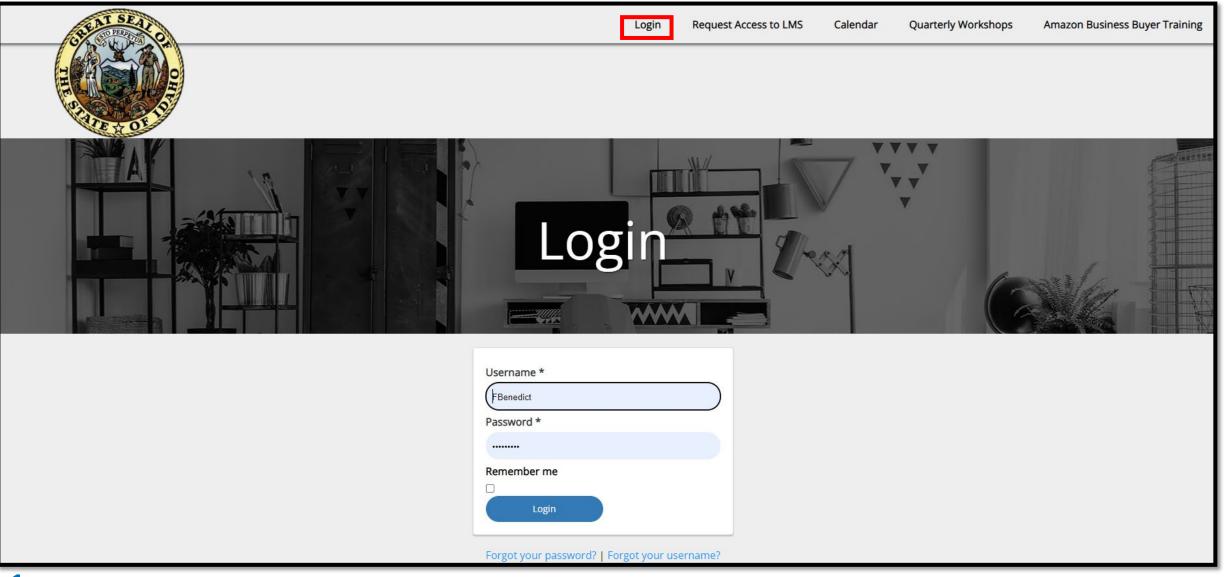
5

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



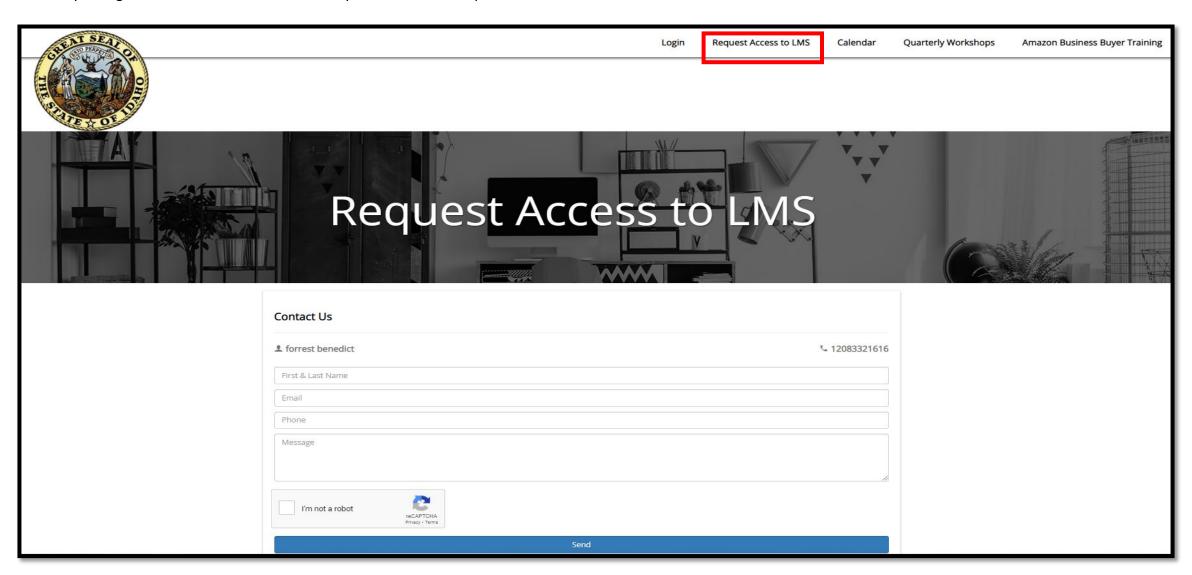
- 1- Click here to login or if you forgot your password/user ID
- 2- Register for access into the LMs
- 3- View and register for upcoming events via a calendar view
- 4- Information on upcoming Workshops or download files from previous Workshops.
- 5- Required training to access Amazon Business Prime

Login



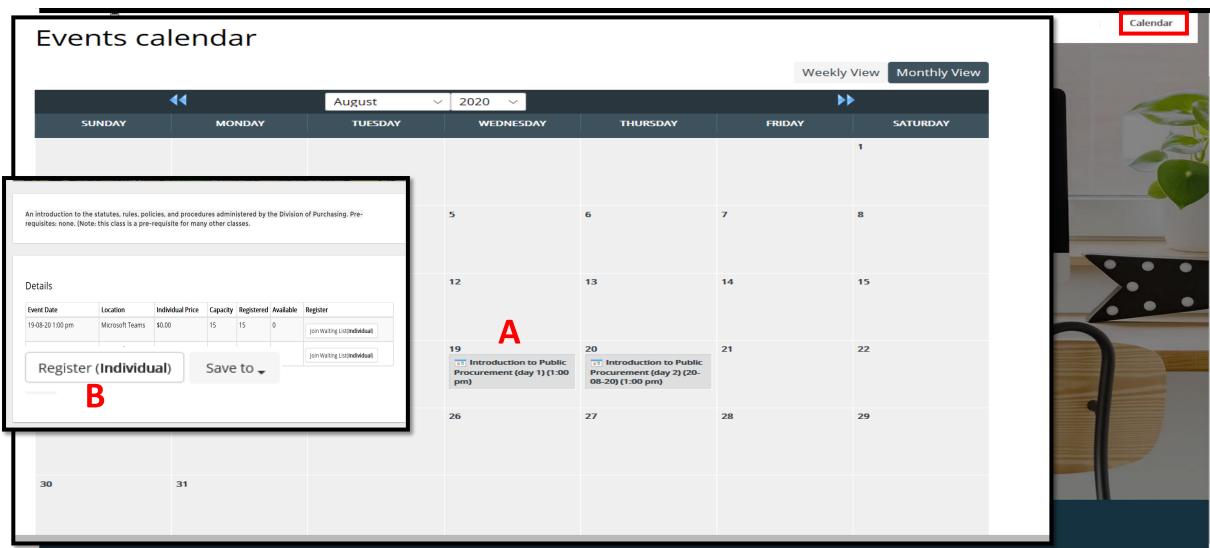
Request Access to LMS

- 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



Calendar

- A- Click on event you would like to attend
- B- Click to register for the event



Quarterly Workshops



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

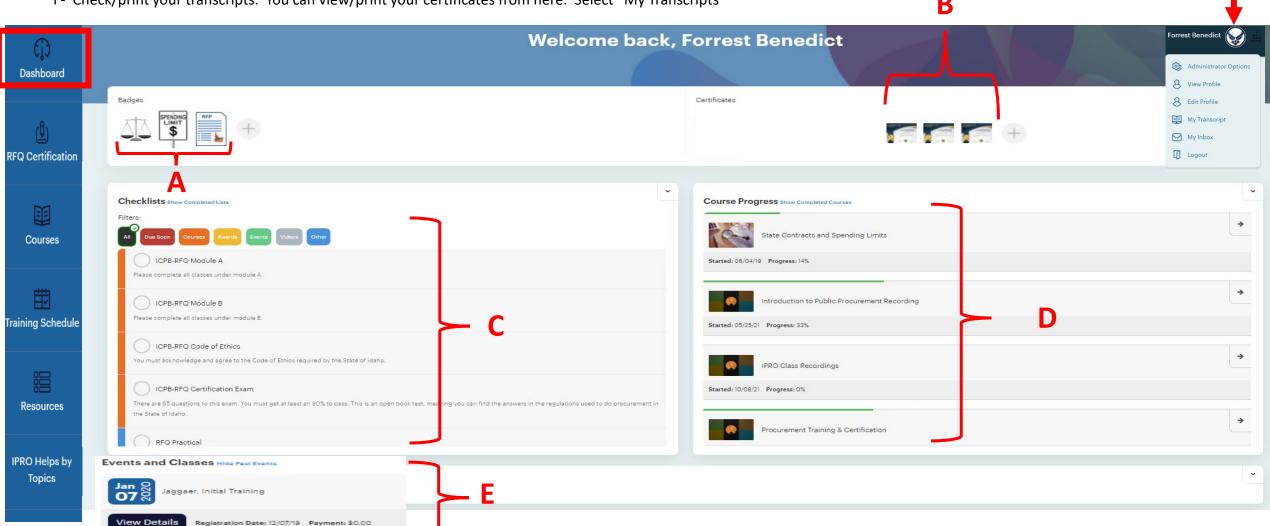
Request Access to LMS

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



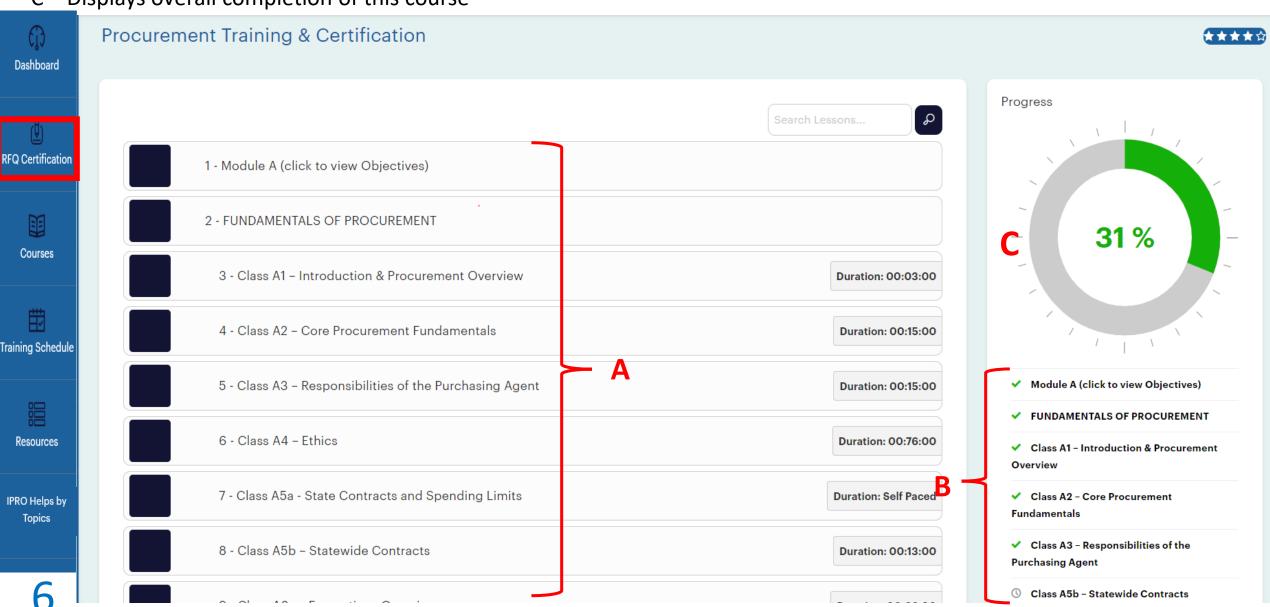
Dashboard

- 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"



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

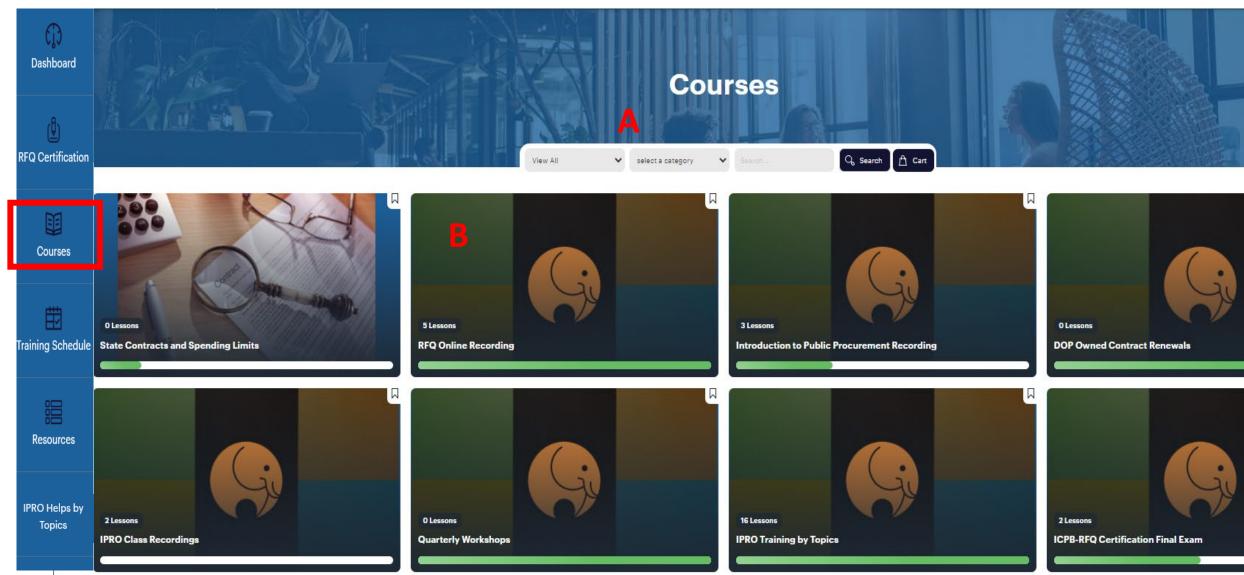
ICPB-RFQ Certification



A- Filter courses (optional)

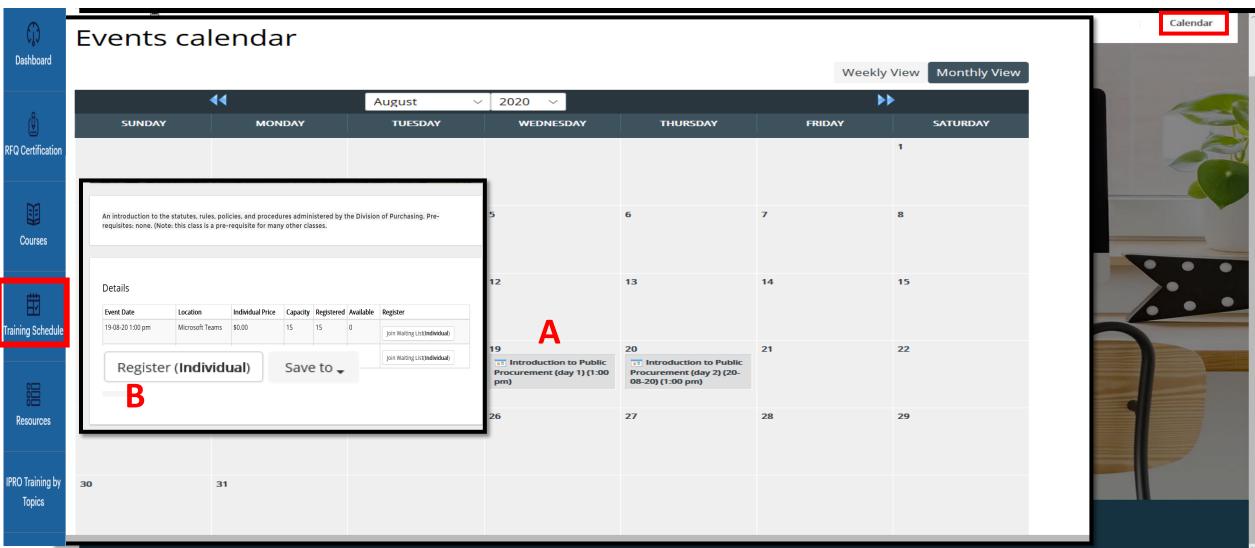
Courses

B- Select course to complete



Training Schedule

- A- Click on event you would like to attend
- B- Click to register for the event



Resources







Courses





IPRO Helps by Topics

Resources

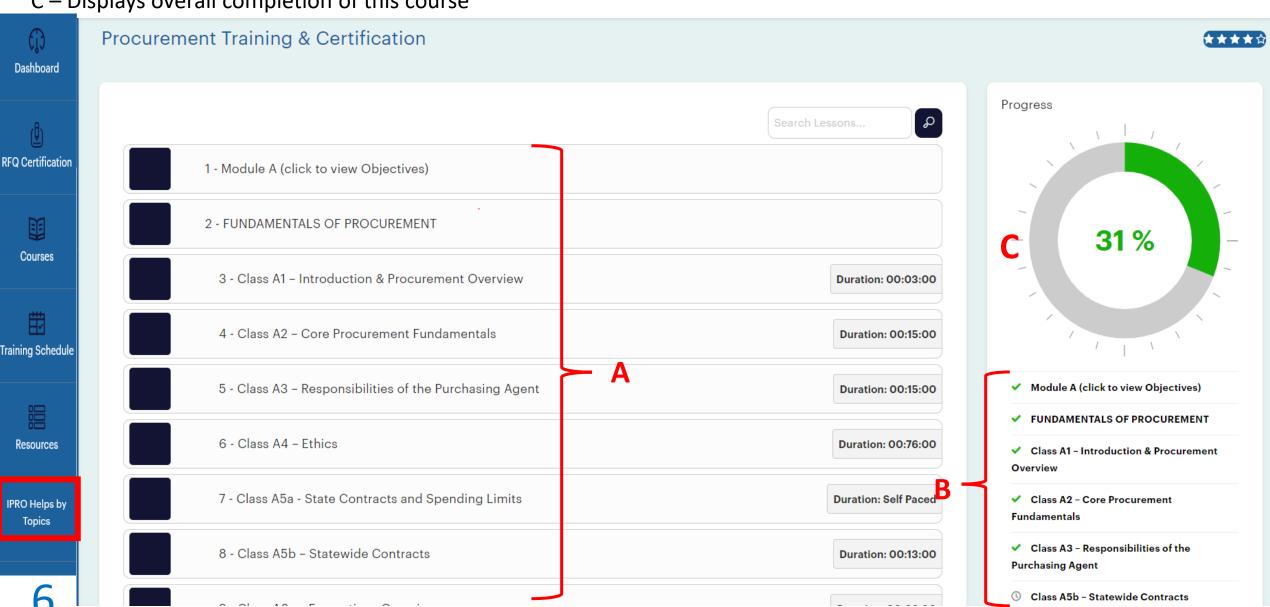
- DOP Process Documents
 - Desk Manual Revised July 2016
 - Flowchart of Procurement Activity July 2016 a guideline to assist agencies in procurement process after internal agency-level analysis is done
 - Contract Administration and Management Guide
 - Contract Management Flow APR-2013 a guideline to 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/compete training
- B Shows lessons that have been completed
- C Displays overall completion of this course

IPRO Helps



Division of Purchasing Contact Information

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