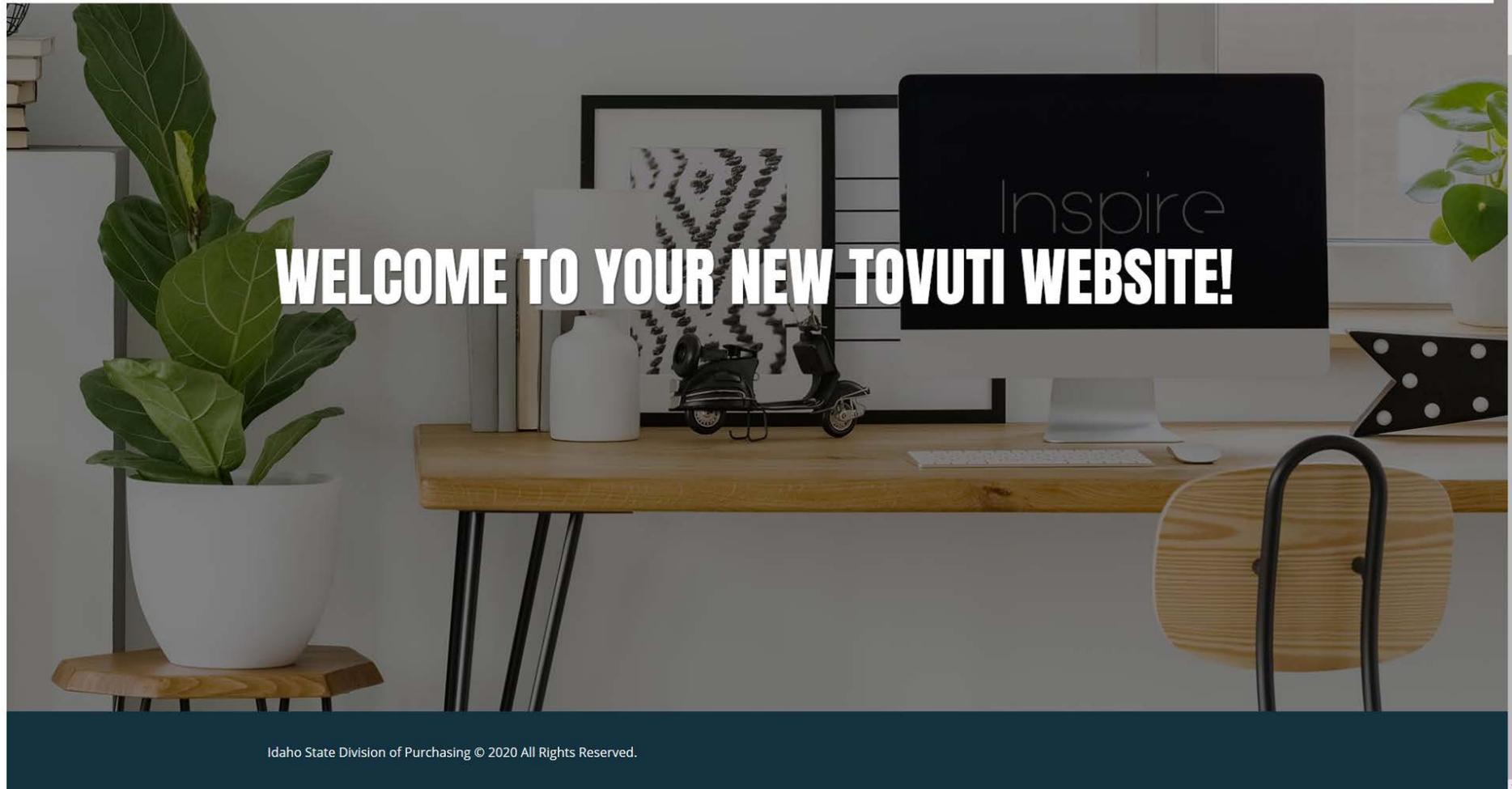


DOP LMS Training

1 **2** **3** **4**
Login Register Events Calendar



- Numbers show pages of where you can find additional information in this training guide

- 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
- 4- View and register for upcoming events via a calendar view

This is your dashboard, you will always land on this page

Numbers are pages you will find further information

Dashboard



5- Click here to view available checklist, you will use these checklist to track your progress for the different certifications.

- You can view/print certificates, see previous class you have registered for and current courses you are enrolled in.

6- View/register for available online courses.

7- Download training material for all DOP classes.

8- View/register for upcoming training classes.

9- Reference material you can view/download to help you with your purchasing responsibilities.

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

Login

Navigation: [Login](#) [Register](#) [Events](#) [Calendar](#)

Login

Username *

FBenedict

Password *

.....

Remember me

Login

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

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1

- Click Login (red box) to enter the LMS

A

Register



Login

Register

Events

Calendar

Register

Registration

Account Information

First Name *

Last Name *

Email *

Username *

Password *

Confirm password *

I'm not a robot



Process Subscription

A

2

- Click Register (red box) to register in the LMS

Events

Login

Register

Events

Calendar

Exemptions (virtual)

Thursday Sep 03, 2020 - Thursday Sep 03, 2020

Details

Date	03-09-20 1:00 pm
End Date	03-09-20 4:00 pm
Capacity	15
Registered	10
Spots Available	5

Register (Individual) Save to

B

Individual Registration

Please enter information in the form below to process registration for event **Exemptions (virtual)**.

Existing user? Please login

C

[Forgot your Password?](#) | [Forgot your Username?](#)

New User? Please register

Username *
Password *
Retype password *
First Name *
Last Name *
Email *
Agency
DOP
DHW

Verification code * I'm not a robot 



Events

select a category

Search...

Search

Wed Aug 19, 2020 - Thu Aug 20, 2020



Introduction to Public Procurement (day 1)

This class is for folks who are new to public procurement. This is a 2-day class so make sure you register for both classes. We are limiting the class to 15 people.

A

View Details

Wed Sep 02, 2020 - Wed Sep 02, 2020



Writing Specifications (virtual)

A detailed look at developing specifications. *Pre-requisite: Intro to Public Procurement.*

View Details

Thu Sep 03, 2020 - Thu Sep 03, 2020



Exemptions (virtual)

View Details

Thu Sep 10, 2020 - Thu Sep 10, 2020

X

Tue Sep 29, 2020 - Wed Sep 30, 2020

3

- Click Events (red box) to view upcoming events

Calendar

The screenshot displays an online calendar interface. At the top right, there are tabs for "Events" and "Calendar", with "Calendar" highlighted in a red box. Below the tabs are "Weekly View" and "Monthly View" buttons. The main calendar header shows "August" and "2020" with navigation arrows. The calendar grid shows days of the week from Sunday to Saturday. A large event detail overlay is positioned on the left side, containing a description, a "Details" section with a table, and a "Register (Individual)" button. A red letter "A" is placed on the calendar grid over the date 19th, and a red letter "B" is placed over the "Register (Individual)" button.

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	<input type="button" value="Join Waiting List(Individual)"/>
						<input type="button" value="Join Waiting List(Individual)"/>

A

B

Introduction to Public Procurement (day 1) (1:00 pm)

Introduction to Public Procurement (day 2) (20-08-20) (1:00 pm)

 Box indicates page you are viewing

Checklist

The screenshot shows a dashboard with several sections:

- Badges:** Includes a 'SPENDING LIMIT' badge.
- Certificates:** Shows a row of certificate icons.
- Checklists:** Displays a checklist for 'ICPB-RFO Certification Checklist' with a due date of 08/14. Items include 'ICPB Program Policy', 'Application', 'Ethics Acknowledgment', 'Intro to Public Procurement', and 'Writing Specifications'. Annotations C and D point to specific items.
- Course Progress:** Shows progress for 'State Contracts and Spending Limits' and other courses.
- Events and Classes:** Lists upcoming events like 'Jaggae, Initial Training' and 'IPRO Initial Training'.

- 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.

Courses

- DASHBOARD
- CHECKLISTS
- COURSES**
- MEDIA LIBRARY
- EXEMPTIONS
- INSPECTIONS, ACCEPTANCE & PROGRESS MONITORING
- INTRODUCTION TO ITBS AND RFPS
- INTRODUCTION TO PUBLIC PROCUREMENT
- RFQ
- WRITING SPECIFICATIONS
- RFQ CERTIFICATION
- TRAINING SCHEDULE
- RESOURCES
- LEARNING DASHBOARD & VIRTUAL MEETINGS



Courses

View All Search... [Search](#) [Cart](#)

In Progress

ICPB-RFQ Course

[Explore this Course →](#)

A

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Courses

continued

ICPB-RFQ Course



Lessons

Students

Search Lessons...



1 - ICPB-RFQ Code of Ethics

2 - ICPB-RFQ & Spending Limits

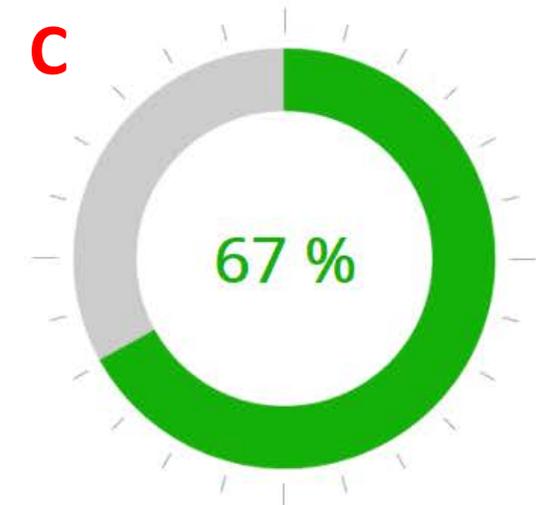
3 - ICPB-RFQ & IPRO

A

This course has 3 lessons

Progress

C



B

- ✓ ICPB-RFQ & Spending Limits
- ✓ ICPB-RFQ Code of Ethics
- ⊙ ICPB-RFQ & IPRO

A – Click on course title to view/complete training

B – Shows lessons that have been completed

C – Displays overall completion of this course

- DASHBOARD
- CHECKLISTS
- COURSES
- MEDIA LIBRARY**
- EXEMPTIONS **A**
- INSPECTIONS, ACCEPTANCE & PROGRESS MONITORING
- INTRODUCTION TO ITBS AND RFPS
- INTRODUCTION TO PUBLIC PROCUREMENT
- RFQ
- WRITING SPECIFICATIONS
- RFQ CERTIFICATION
- TRAINING SCHEDULE
- RESOURCES

You can download training material for DOP classes here.

EXEMPTIONS

Exemptions All Media Types

50

<h4>Exemption Scenarios - February 2018</h4> <p><input type="button" value="PDF"/></p>	<h4>Exemptions Presentation - June 2018</h4> <p><input type="button" value="PDF"/></p>	<h4>Exemptions All Files Download</h4> <p>Download all files needed for the exemptions class as a zip file</p> <p><input type="button" value="View"/> B</p>	<h4>Exemptions All Files Download</h4> <p>Download all files needed for class as a zip file</p> <p><input type="button" value="View"/></p>
--	--	--	--

Training Schedule

≡ IDAH

- DASHBOARD
- CHECKLISTS
- COURSES
- MEDIA LIBRARY
- EXEMPTIONS
- INSPECTIONS, ACCEPTANCE & PROGRESS MONITORING
- INTRODUCTION TO ITBS AND RFPS
- INTRODUCTION TO PUBLIC PROCUREMENT
- RFQ
- WRITING SPECIFICATIONS
- RFQ CERTIFICATION
- TRAINING SCHEDULE**
- RESOURCES

Events calendar

Weekly View Monthly View

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Introduction to Public Procurement (day 1) (1:00 pm)	20 Introduction to Public Procurement (day 2) (20-08-20) (1:00 pm)	21	22
23	24	25	26	27	28	29
30	31					

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- View upcoming training opportunities
- Click on the event to register for class

Resources

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