

Purpose	Training comm to share invitations and registration information with end users
Subject Line	SourcePoint Training Invitations
Sender	SourcePoint
Audience/Recipients	Approver
Reviewers	PMO
Due Date	2/15
Notes	



Dear Future SourcePoint Approver,

We are one month away from kicking off **SourcePoint Training!** The team is still hard at work finalizing the curriculum and refining materials, but we wanted to give our colleagues across PASSHE the opportunity to begin registering for sessions.

As a reminder, training will be held during the month leading up to **Go-Live on April 12th, 2021.**

Multiple sessions of each course will be scheduled **March 15th- April 9th,** allowing you to “choose your own adventure” and schedule around your needs.

Specific information and registration links for training based on your SourcePoint role can be found below.

Approvers



Approvers will receive access to help guides and resources. Optional virtual training will be available for users who would like a live learning experience.

If you supervise Requestors or submit requisitions on your own behalf, you may also want to attend the Guided Buying 101 training.

To register, click the links below and complete the Zoom registration form. On the confirmation screen, you will have the option to add the event to your Outlook calendar. We recommend using this feature to help track your personal training schedule.

Recommended Courses for Approvers:

- Approval Demo (30 minutes)
- Guided Buying 101 (90 minutes)

Note: You should only register for one session of each course.

Recommended Courses for Approvers

WEEK #1 (3/15-3/19)

[Guided Buying 101: Monday, March 15th, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 16th, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 17th, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, March 18th, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, March 19th, 2021 11:00am-11:30am](#)

WEEK #2 (3/22-3/26)

[Guided Buying 101: Monday, March 22nd, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 23rd, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 24th, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, March 25th, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, March 26th, 2021 11:00am-11:30am](#)

WEEK #3 (3/29-4/2)

[Guided Buying 101: Monday, March 29th, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 30th, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 31st, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, April 1st, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, April 2nd, 2021 11:00am-11:30am](#)

WEEK #4 (4/5-4/9)

[Guided Buying 101: Monday, April 5th, 2021 3:00pm-4:30pm](#)

[Approval Demo: Tuesday, April 6th, 2021 3:00pm-3:30pm](#)

[Guided Buying 101: Wednesday, April 7th, 2021 8:30am-10:00am](#)

[Guided Buying 101: Thursday, April 8th, 2021 1:00pm-2:30pm](#)

[Approval Demo: Friday, April 9th, 2021 11:00am-11:30am](#)

Next Steps



Please register for required courses by **February 26th, 2021** to help our team plan for session coverage. We recommend registering early as courses are offered on a “first come, first served” basis and will fill up.



Visit the [SourcePoint Portal](#), our one-stop-shop for all things SourcePoint. You will find archives of previous communications, FAQs, recordings of system demonstrations, and MORE!

Thank you again and if you have any questions, please reach out to **SourcePoint Change Management Lead, Carley Kramer** at cakramer@passhe.edu.

Kind Regards,

SourcePoint Team