

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



Dear Future SourcePoint Receiver,

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 12<sup>th</sup>, 2021.**

Multiple sessions of each course will be scheduled **March 15<sup>th</sup>- April 9<sup>th</sup>,** 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.

## Receivers



Receivers, those who work in the warehouse or roles where they receive goods but do not create requisitions, will receive specialized training for Receiving functionality in SourcePoint. You will also have access to help guides and resources.

You are welcome to register for other available courses to get a fuller picture of the system (space permitting).

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.

#### **Required Courses for Receivers:**

- Receiving 101 (90 minutes)

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

## Required Courses for Receivers

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

[Receiving 101: Wednesday, March 17th, 2021 1:00pm-2:30pm](#)

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

[Receiving 101: Wednesday, March 24th, 2021 1:00pm-2:30pm](#)

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

[Receiving 101: Wednesday, March 31st, 2021 1:00pm-2:30pm](#)

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

[Receiving 101: Wednesday, April 7th, 2021 1:00pm-2:30pm](#)

## Optional Courses for Receivers

The following courses are optional for Receivers (space permitting):

**Introduction to SourcePoint:** The intended audience for this course is Procurement and Accounts Payable professionals. The session will provide a deeper dive into SourcePoint.

**Guided Buying 101:** The intended audience for this course is Requestors, or end users who submit purchasing, sourcing, and/or contract requests.

**Approval Demo:** The intended audience for this session is Approvers who do not have other responsibilities in SourcePoint.

[Monday, March 15<sup>th</sup>, 2021 3:00pm-4:30pm](#)

[Tuesday, March 16<sup>th</sup>, 2021 3:00pm-3:30pm](#)

[Tuesday, March 23<sup>rd</sup>, 2021 3:00pm-3:30pm](#)

[Monday, March 15<sup>th</sup>, 2021 1:00pm-2:30pm](#)  
[Monday, March 22<sup>nd</sup>, 2021 1:00pm-2:30pm](#)  
[Monday, March 29<sup>th</sup>, 2021 1:00pm-2:30pm](#)  
[Monday, April 5<sup>th</sup>, 2021 1:00pm-2:30pm](#)

[Monday, March 22<sup>nd</sup>, 2021 3:00pm-4:30pm](#)  
[Monday, March 29<sup>th</sup>, 2021 3:00pm-4:30pm](#)  
[Monday, April 5<sup>th</sup>, 2021 3:00pm-4:30pm](#)

[Tuesday, March 30<sup>th</sup>, 2021 3:00pm-3:30pm](#)  
[Tuesday, April 6<sup>th</sup>, 2021 3:00pm-3:30pm](#)

## Next Steps



Please register for required courses by **February 26<sup>th</sup>, 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](mailto:cakramer@passhe.edu).

Kind Regards,

**SourcePoint Team**