

eProcurement 8.9 Resources

Training Handbook (Manual) and Job Aids

Go online to our district's PeopleSoft website and print any one of the ePro 8.9 Job Aids. The training manual is there, too, under the "Handbook" section. You can find these training materials here:

www.sandi.net/peoplesoft/readandlearn

Once there, click either **Handbooks** or **Job Aids**, scroll the page to view the ePro section, and click on any of the links you're interested in to open them.

Online

Go online to view a PeopleSoft Online Tutorial. Tutorials are animated, narrated, video clips you can watch and/or interact with, that walk you through all the steps in a simulation (*or even while doing a real ePro requisition!*). These tutorials are custom-created just for our district staff.

NOTE: Additional new tutorials that cover different topics are continually being added.

To view and/or print out a Job Aid that shows you how to find and use PeopleSoft Online Tutorials, go to this website:

www.sandi.net/peoplesoft/readandlearn/elearning

Once there, click the **View the Text-Based Job Aid** link.

Training Classes

Go online to register to attend a hands-on training class. **eProcurement** is for people who have never used eProcurement software. **ePro TuneUp** is for people who have been trained on eProcurement software before, and just need a refresher course. To register, go to this website:

www.sandi.net/peoplesoft/training

Once there, you must log in with your Employee ID and password, and follow the instructions to choose a class and register for it.

Open Lab

You can come to any Open Lab session after you have already attended a training class. You cannot receive training at Open Lab. But if you're really stuck and need one-on-one assistance with a district expert, then come to one of our regularly scheduled Open Lab sessions. Bring your work with you and get some hands-on help in a computer lab setting. No appointments; first-come-first-served.

To find out where and when the next Open Lab will be, go online to:

www.sandi.net/peoplesoft/training

Once there, click the link entitled, **Practice what you've learned at Open Lab!**

ePro SME (Subject Matter Expert) (Please only contact her for urgent situations)

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