Pre-Classroom Training

These mandatory eLearning modules are meant to provide you with an introduction to Ohio|Buys and the procurement-related tasks and processes you will be completing. These modules will introduce concepts and processes so you can hit the ground running during classroom training.

► Accessing and Navigating Ohio|Buys for State Users eLearning (OPS-SM-100) (20min)
► Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)
► Approving Purchase Requisitions eLearning (OPS-RP-108) (30 min)
► Running and Accessing Reports eLearning (OPS-EP-100) (15 min)

Classroom Training

These instructor-led classroom trainings allow you to practice your role-specific tasks in Ohio|Buys, and are designed to dive deeper into the content from the eLearning modules.

► Deep dive into the eLearning training materials
► Complete practice exercises based on eLearning modules (60 min)

Post Go-Live

Post Go-Live training consists of access to the relevant eLearning modules and associated job aids. This training is designed to refresh or walk you through your role-specific tasks in Ohio|Buys.

► Pre-Classroom Training eLearning modules
► 01.01.01 General Navigation (for State Users) Job Aid
► 04.01.02 Complete a Performance Evaluation Questionnaire Job Aid
► 05.05.04 Review a Purchase Requisition (Fiscal Agency Approver) Job Aid
► 11.01.01 Access and Run an Analysis Report Job Aid

Optional Training

These supplemental eLearning modules and job aids provide information about procurement activities that are not directly related to your primary job function, but help contextualize it within the broader procurement life cycle.

► Creating and Submitting Purchase Requisitions eLearning (OPS-RP-105) (60 min)