Fiscal Agency Approvers review purchase requisitions for compliance with agency, budgetary, or State policies, update budget allocation information as necessary, and approve or reject purchase requisitions.

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)
- Approving Purchase Requisitions eLearning (OPS-RP-108) (30 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.

eLearning Modules

- Pre-Classroom Training eLearning modules (see above)
- Just-in-Time eLearning Modules:
  - Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)
  - Running and Accessing Reports eLearning (OPS-EP-100) (15 min)

Job Aids

- 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
Fiscal Agency Approvers review purchase requisitions for compliance with agency, budgetary, or State policies, update budget allocation information as necessary, and approve or reject purchase requisitions.

**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)