Pre-Go Live 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 post go-live.

- Accessing and Navigating Ohio|Buys for State Users eLearning (OPS-SM-100) (20min)
- Approving Purchase Requisitions eLearning (OPS-RP-108) (30 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-Go Live 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
- 05.05.09 Review a Purchase Requisition (Central SME 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)