

Requestors

Recommended Courses for Requestors & Approvers

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

[Guided Buying 101: Monday, March 15th, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 16th, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 17th, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, March 18th, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, March 19th, 2021 11:00am-11:30am](#)

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

[Guided Buying 101: Monday, March 22nd, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 23rd, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 24th, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, March 25th, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, March 26th, 2021 11:00am-11:30am](#)

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

[Guided Buying 101: Monday, March 29th, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, March 30th, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, March 31st, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, April 1st, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, April 2nd, 2021 11:00am-11:30am](#)

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

[Guided Buying 101: Monday, April 5th, 2021 3:00pm-4:30pm](#)
[Approval Demo: Tuesday, April 6th, 2021 3:00pm-3:30pm](#)
[Guided Buying 101: Wednesday, April 7th, 2021 8:30am-10:00am](#)
[Guided Buying 101: Thursday, April 8th, 2021 1:00pm-2:30pm](#)
[Approval Demo: Friday, April 9th, 2021 11:00am-11:30am](#)

Next Steps



Please register for required courses by **February 26th, 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! **Note:** You must be on the network, remote desktop, VPN, etc. to access.

Thank you and if you have any questions, please reach out to **SourcePoint Change Management Lead, Carley Kramer** at ckramer@passhe.edu.

Kind Regards,

SourcePoint Team