
From: HELVEY Adam L * DAS
Sent: Thursday, April 13, 2023 3:21 PM
To:
Subject: OregonBuys Organizational Administrator Training Refresher

Good Afternoon Org Admins, Project Coordinators, and SPOCs,

We are offering a refresher training session for agencies in all project waves who want to brush up on Organizational Structure and User Setup tasks in OregonBuys. **We encourage all Wave 3 core team members to participate** in this two-day course:

- April 25 from 9 - 11 a.m., and
- April 26 from 9 - 11 a.m.

The course will demonstrate how to add/remove users and create or update departments/locations, custom columns, and approval paths.

Please register to attend through Workday Learning (login required):

[https://wd5.myworkday.com/oregon/d/inst/1\\$17815/17815\\$5837.html](https://wd5.myworkday.com/oregon/d/inst/1$17815/17815$5837.html)

If you need help sooner or want a preview, click the link below to watch a previously recorded session from 2022:

 [OregonBuys Organizational Structure and User Setup Training \(Virtual\)-20221018_130045-Meeting Recording.mp4](#)

We hope to “see” you there!



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