# Registration is now open for OregonBuys Phase II training

Our agency will soon start using OregonBuys to process procurement-related purchasing activities. This will begin in September as part of the OregonBuys Phase II rollout, and the best way you can prepare is to attend training.

**Virtual facilitated training courses begin on August 1**

We highly recommend attending a virtual facilitated course to learn the new Phase II functionality, even if you already took training in the first phase. Please take the class associated with your user role in OregonBuys. The system user roles are:

* Accounts Payable (AP) – includes the ability to create and submit invoices to pay for goods or services
* Basic Purchasing (BP) – includes the ability to create and submit purchase orders and requisitions
* Department Access (DA) – includes the ability to request or receive goods or services

*\*\*Work with your manager or contact me if you’re unsure of your user role\*\**

**View the course list and register now!**

Visit the [OregonBuys agency training webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) to view the list of virtual facilitated training courses, dates, times, and registration links. After you find the desired session, be sure to click on the registration link and sign up in Workday Learning. You can attend these courses more than once if desired.

There’s also a section on the [OregonBuys agency training webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) for managers and supervisors in the DA role who are approvers. Scroll down to the bottom of the webpage to the “Phase II self-guided courses – DA approvers” to fast-track learning.

Please reach out if I can help answer any questions,

Insert agency project coordinator name & contact info