iShopUTRGV Quick Reference Guide

How to - Access Procurement Office BlackBoard Training

1. Login to my.utrgv.edu and click on BlackBoard

	my TRGV The Ur Rio Gra	niversity of Texas ± Mardia Logor Inde Valley	ά.
	Home My Account My Finances	My Academics Enrollment Reports Help & Downloads	
	🕏 Hi, Marilu		
	Applications	Email	
	ASSIST Office 365 Blackboard	Texas Smartbuy 2.25 pm Automatic repir, Locked Account Thank's you for containing the Teasa SmartBuy Help Deski We received your email and will respond as soon as possible. Please note if we receive inquities after 4.00pm, we may have	
13	V Link Engagement Zone vPrint V Link Engagement Zone vPrint ITravel FPT PeopleSoft	Maggie Rangel 2.16 pm FW PO 43878	

2. Scroll to the "Organization Search" box

TRio Grande Valley		🔝 Darlene Garcia 24 v උර MyCourses Student Support
rCourses Notifications Dashboard Courses		
BLACKBOARD LEARN SYSTEM UPGRADE Blackboard engineers will be performing a s experience an interruption of services. This is	E - MONDAY, AUG. 19TH AT 11:30PM TO TUESDAY, AUG. 20TH AT 7:30AM ystem upgrade to Blackboard Learn starting on Monday, Aug. 19th at 11:30p.m. and upgrade is required to improve the performance and functionality of the Blackboard My Announcements	ending on Tuesday, Aug. 20th at 7:30a.m. During this time, you will Learning Management System. Trainings & Organizations
Courses where you are: Student BIOL-2402-01-Summer112019 Announcements: > Yaquero Roundup Volunteers Needed > +5! > Course Evaluations	No Institution Announcements have been posted in the last 7 days. BIOL-2402-01-Summeril2019 > Vaquero Roundup Volunteers Needed > +51 > Course Evaluations BIOL-2402-B-Summeril2019	Organizations where you are: Participant Environmental Health, Safety, and Risk Management Environmental Health, Safety, and Risk Management - 2019 UTRGV Employee Education
BIOL-2402-B-Summeril2019 Announcements: > **FINAL EXAM PICKUP**	> **FINAL EXAM PICKUP** more announcements TAKE OUR BLACKBOARD SATISFACTION SURVEY	Organization Search
Course Search		Go

3. Type "Procurement" then click "Go"

My Courses	My Announcements	Trainings & Organizations
Courses where you are: Student BIOL-2402-01-Summeril2019 Announcements: > Vaquero Roundup Volunteers Needed > +5! > Course Evaluations	No Institution Announcements have been posted in the last 7 days. BIOL:2402-01-Summeril2019 > Vaquero Roundup Volunteers Needed > tol > Course Evaluations BIOL:2402-B-Summeril2019	Organizations where you are: Participant Environmental Health, Safety, and Risk Management Environmental Health, Safety, and Risk Management - 2019 UTRGV Employee Education UTRGV PeopleSoft Academy
BIOL-2402-E-Summeril2019 Announcements: > **FINAL EXAM PICKUP**	**FINAL EXAM PICKUP** more announcements	Organization Search
Course Search	TAKE OUR BLACKBOARD SATISFACTION SURVEY	Procurement 60

4. Click on the Organization ID titled "iShopUTRGV"

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	пеу		МуС	ourses St	udent Support
Organization Catalog					6
Browse Organization Catalog					
Search Catalog Organization Name Con	tains	AND Creation Date Before • 08/20/2019			
Browse Terms Select a term to see only courses belonging to that term unspecified term					0
	ORGANIZATION NAME	LEADER NAMES	DESCRIPTION	TEXTBOOK	s
IShopUTRGV 🛇	Procurement Office	Alyssa Gonzales, Maggie Rangel, Iris Gonzalez, Marilu Reyes, Gricelda Saavedra Alvarez, Esmeralda Rios, Lili Cameron, Jessica Cavazos			
			Displaying 1 to 1 of 1 items	Show All	Edit Paging

5. Click on "Enroll"

UT Rio Grande Valley			ene Garcia 🛛 76 🔻 🕛 🔺
Procurement Office 📀	Content		
Procurement Office Home Page	Content		
Content	ScL Procurement Office Policies and Procedures - August 12, 2019		
+ Enroll			0

6. Click on "Submit"

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		MyCourses	Student Support	2
Procurement Office 💿	Self Enrollment			0
Self Enrollment				
ENROLL IN ORGANIZATI	DN: PROCUREMENT OFFICE (ISHOPUTRGV)		6	
Instructor: Description:	Iris Gonzalez, Maggie Rangel, Lili Cameron, Alyssa Gonzales, Marilu Reyes, Gricelda Saavedra Alvarez, Esmeralda Rios, Jessica Cavazos			
Categories:	Education:Higher Education			
Click Submit to proceed.		Cano	cel Submit	

7. Click on "OK"

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rande valley	MyCourses	Student Support	
Self Enrollment			1
iss: Enrollment in Procurement Office (iShopUTRGV) as darlene.garcia02@utrgv.edu processed. Click OK to continue. 2 2:36:51 PM CDT			I
		- ok	
)))	Self Enrollment Self Enrollment In Procurement Office (IShopUTRGV) as darlene.garcia02@utrgv.edu processed. Click OK to continue.		

8. You will see a list of training content based on specialized area. It is recommended that all users review the Procurement Office Trainings to ensure compliance with University, UT System, state and federal purchasing regulations.

, UTRioGr	andeValley	MyCourses	Student Continuity Support	Content Collection	Student Support	Faculty/Staff Support
Procurement Office 💿	Content					Edit Mode is: ON
transport	Content 🗇					
Content O	Build Content \lor Assessments \lor Tools \lor Partner Content \lor					Discover Content 👘
Information 🗃 🔗 Discussions 🖄 🔗 Roster 🖄 😌 Tools 🖾 😌	Procurement Office					0
Help 💿 Organization Management	Credit Card Program					
Control Panel Content Collection > Organization Tools Evaluation >	Iravel Program S					

9. Once you have opened the specialized area content folder, you may begin completing the available trainings. Training is recommended on an annual basis to ensure users are aware of any changes.

Some training are graded so be sure to go through the entire trainings and click "Finish" at the end to record your grade. Failure to complete accordingly may result in access errors.

Г в	T RioG1	ande Valley		MyCourses	Content Collection	Faculty/Staff Support
0	Procurement Office	Content > Procurement Office Policies and Proce	dures			۲
0	Procurement Office	Content > Procurement Office Policies and Proce	dures			Θ
			ScoreCenter; Instructions		Procur	ement 101 Lesson One
			Cick the Finish button on the last page when you are done.			
			Continue			0