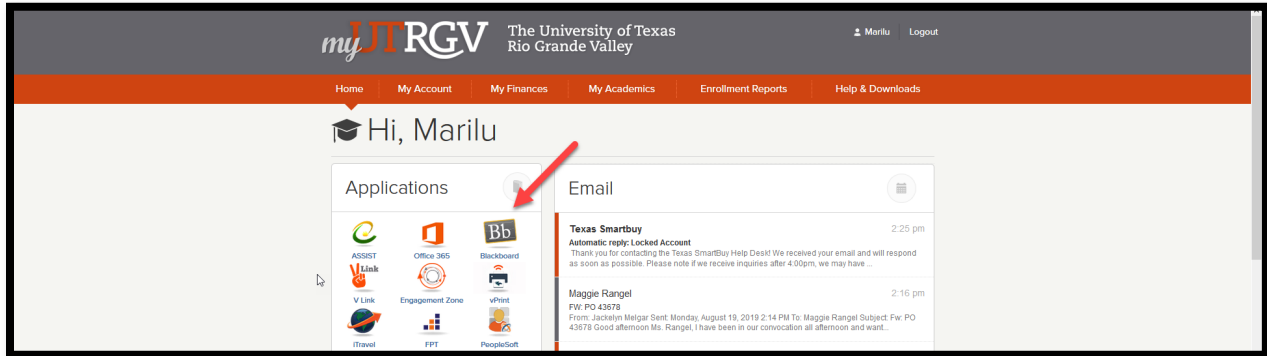


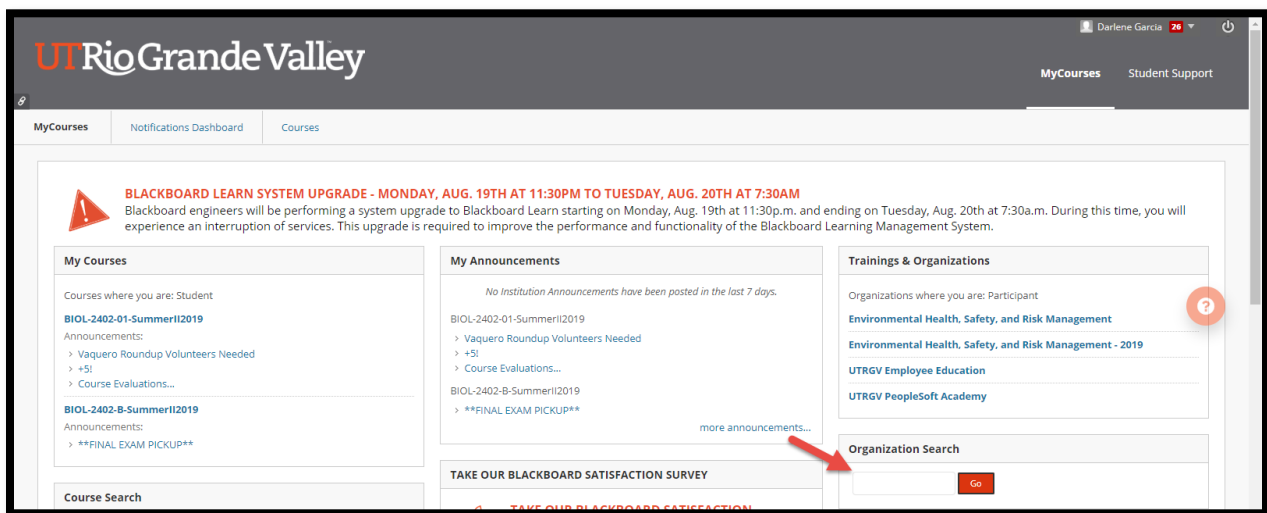
iShopUTRGV Quick Reference Guide

How to - Access Procurement Office BlackBoard Training

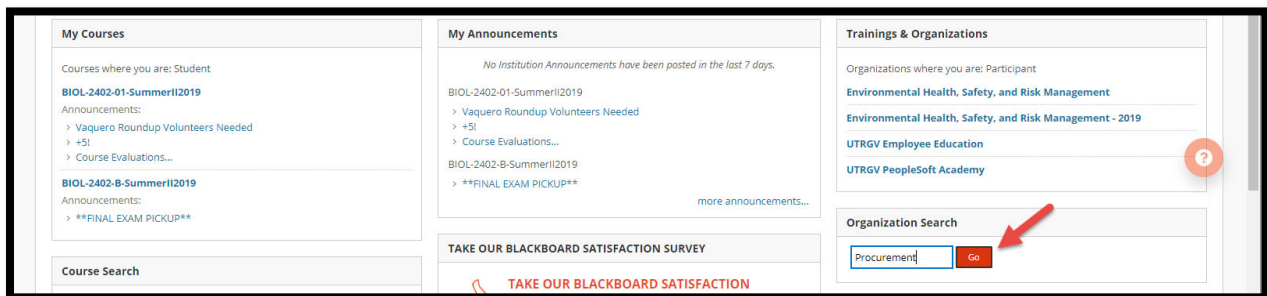
1. Login to my.utrgv.edu and click on BlackBoard



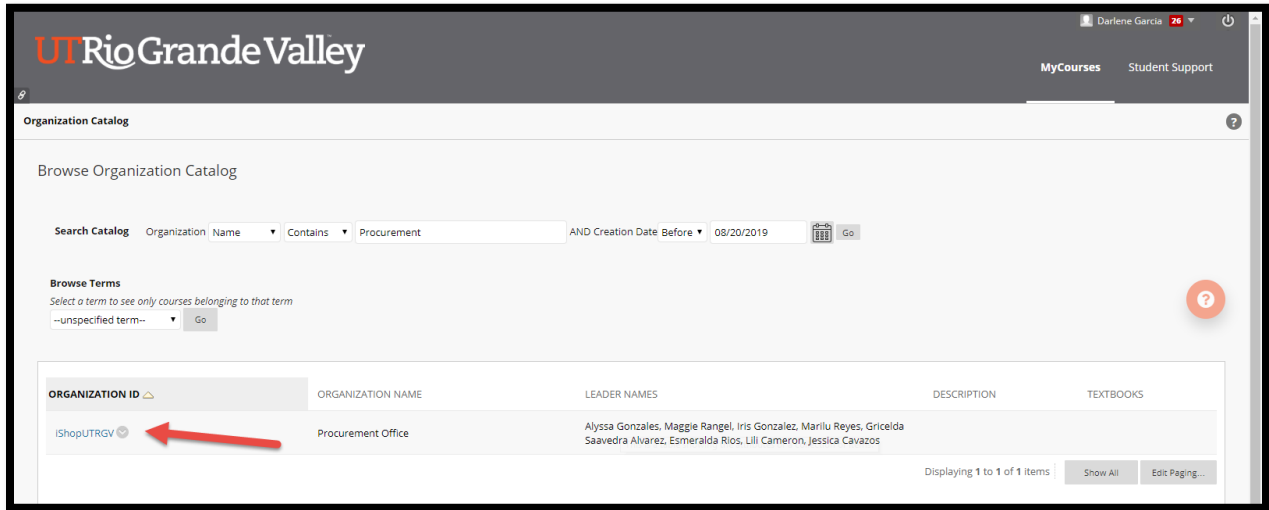
2. Scroll to the "Organization Search" box



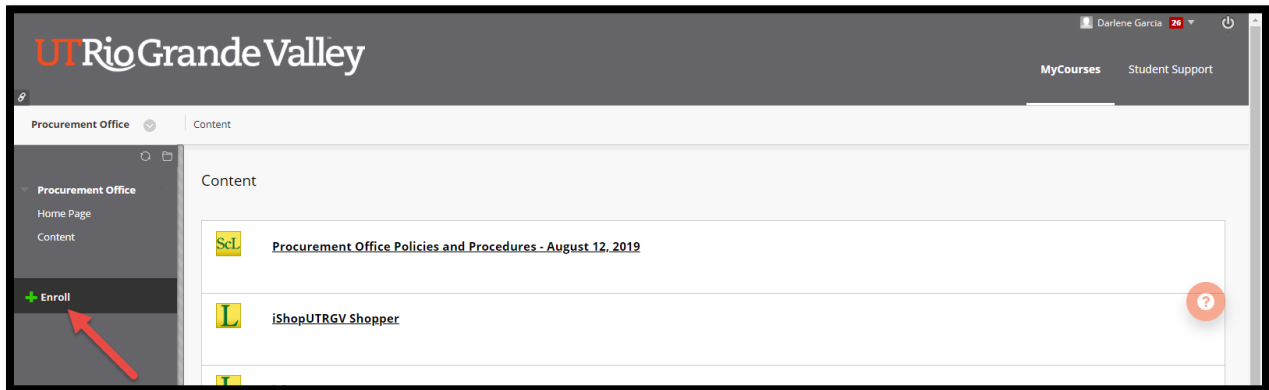
3. Type "Procurement" then click "Go"



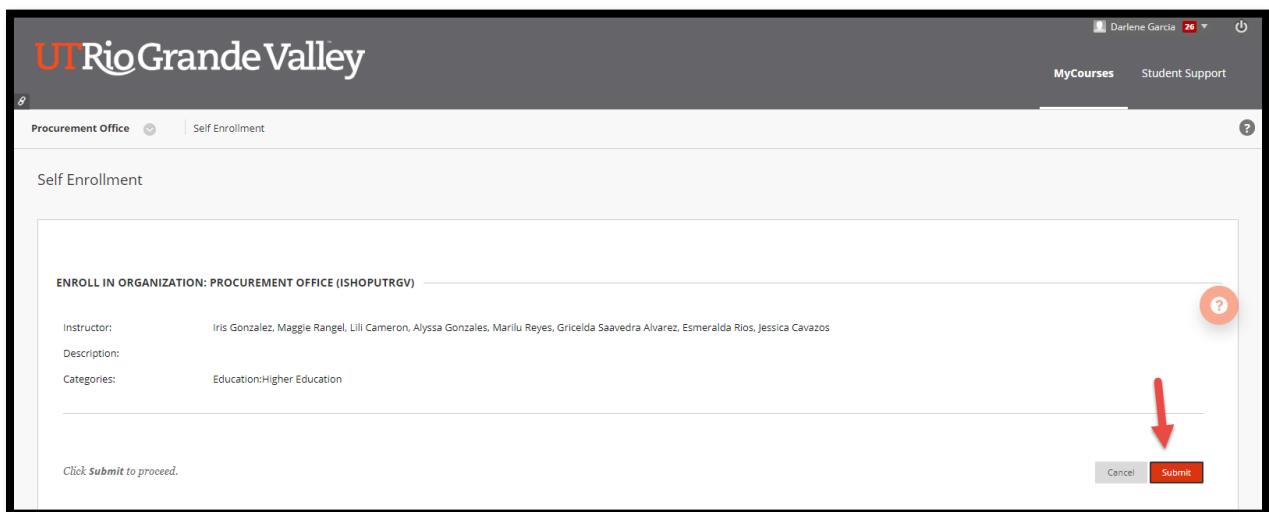
4. Click on the Organization ID titled “iShopUTRGV”



5. Click on “Enroll”



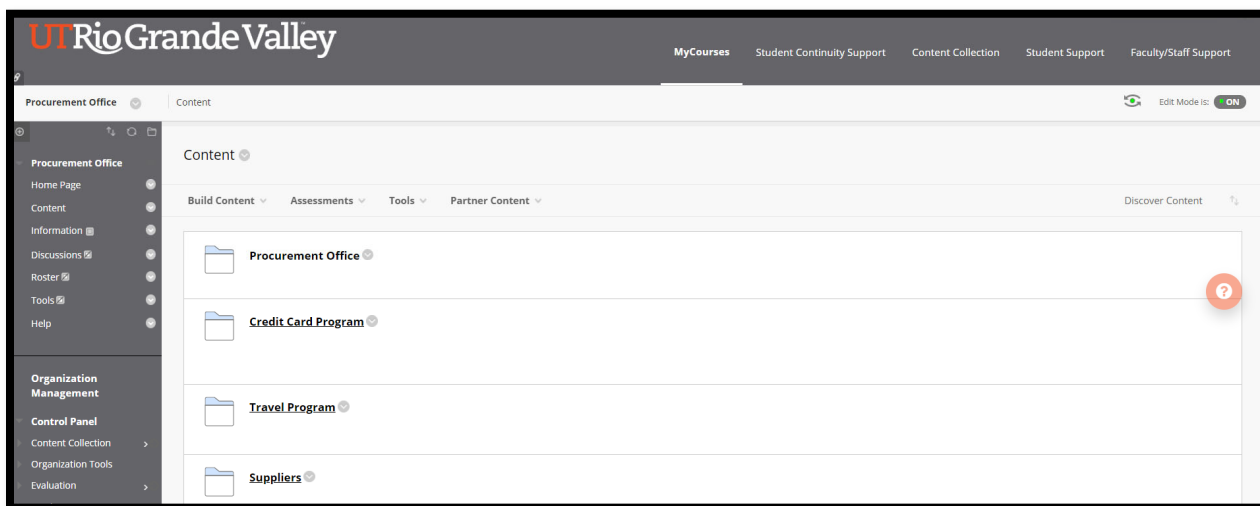
6. Click on “Submit”



7. Click on “OK”



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.



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.

