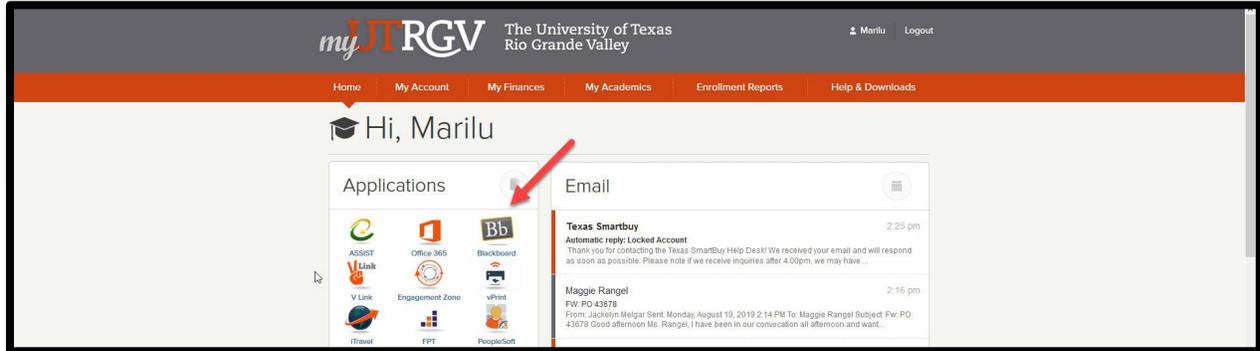


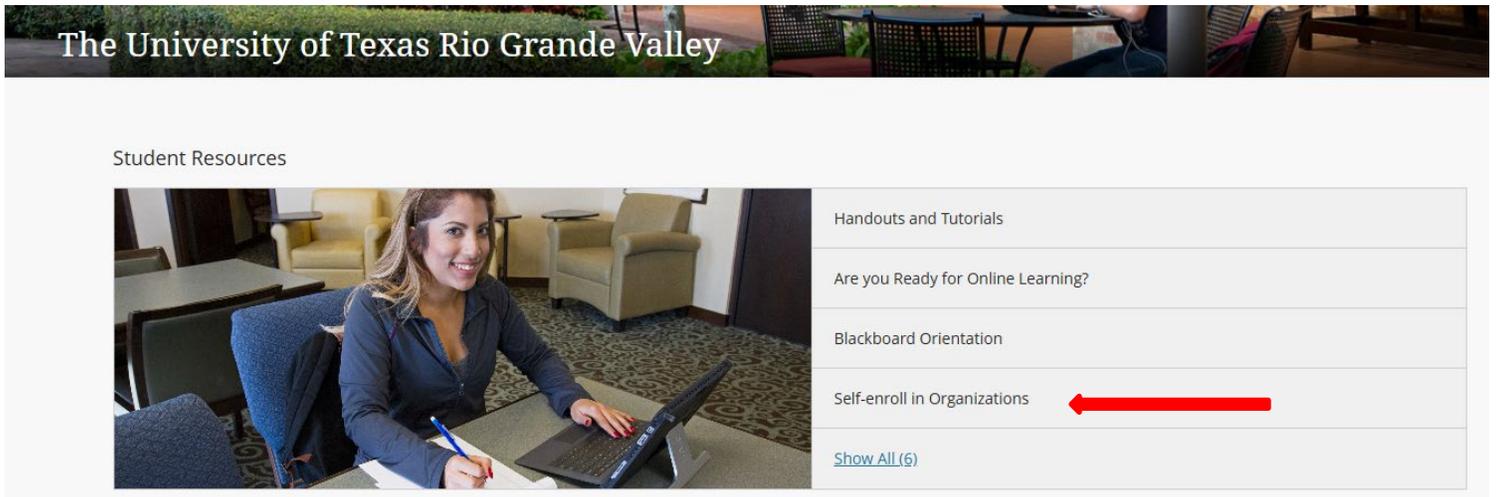
iShopUTRGV Quick Reference Guide

How to - Access Procurement Office BlackBoard Training Requestor Role

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



2. Scroll to the "Self-Enroll in Organizations" box



3. Type "Procurement" then click "Go"

Organization Catalog

Search Catalog Organization Name Contains Procurement AND Creation Date Before 12/18/2024 Go

Browse Terms

Select a term to see only organizations belonging to that term

--unspecified term-- Go

4. Click on the Arrow for the Organization ID titled "iShopUTRGV"

The screenshot shows the UTRio Grande Valley Organization Catalog interface. At the top, the search criteria are: Organization Name Contains Procurement AND Creation Date Before 08/20/2019. Below the search bar, there is a 'Browse Terms' section with a dropdown menu set to '--unspecified term--'. The main content area displays a table with the following columns: ORGANIZATION ID, ORGANIZATION NAME, LEADER NAMES, DESCRIPTION, and TEXTBOOKS. The table contains one entry: 'iShopUTRGV' with a red arrow pointing to its ID. The description for this entry lists several leader names: Alyssa Gonzales, Maggie Rangel, Iris Gonzalez, Marilu Reyes, Griceida Saavedra Alvarez, Esmeralda Rios, Lili Cameron, and Jessica Cavazos. At the bottom right of the table, it says 'Displaying 1 to 1 of 1 items' and includes 'Show All' and 'Edit Paging...' buttons.

ORGANIZATION ID	ORGANIZATION NAME	LEADER NAMES	DESCRIPTION	TEXTBOOKS
iShopUTRGV	Procurement Office	Alyssa Gonzales, Maggie Rangel, Iris Gonzalez, Marilu Reyes, Griceida Saavedra Alvarez, Esmeralda Rios, Lili Cameron, Jessica Cavazos		

5. Click on "Enroll"

Search Catalog Organization Name AND Creation Date Before

Browse Terms
Select a term to see only organizations belonging to that term
--unspecified term--

ORGANIZATION ID	ORGANIZATION NAME	LEADER
iShopUTRGV	Procurement Office	Jessica Sanchez (COLTT), Vanessa Marquez, (COLTT), Esmeralda Rios, Iris Gonzalez, Clau Ramirez, Ruben Zamora (COLTT), Monica Pl Rangel, Jose Morales, Griselda Salgado, Nac Rodriguez, Jennifer Guzman, Jessica Handle Rocio Cardenas, Laura Juarez, Raymundo G

6. Click on "Submit"

ENROLL IN ORGANIZATION: PROCUREMENT OFFICE (ISHOPUTRGV)

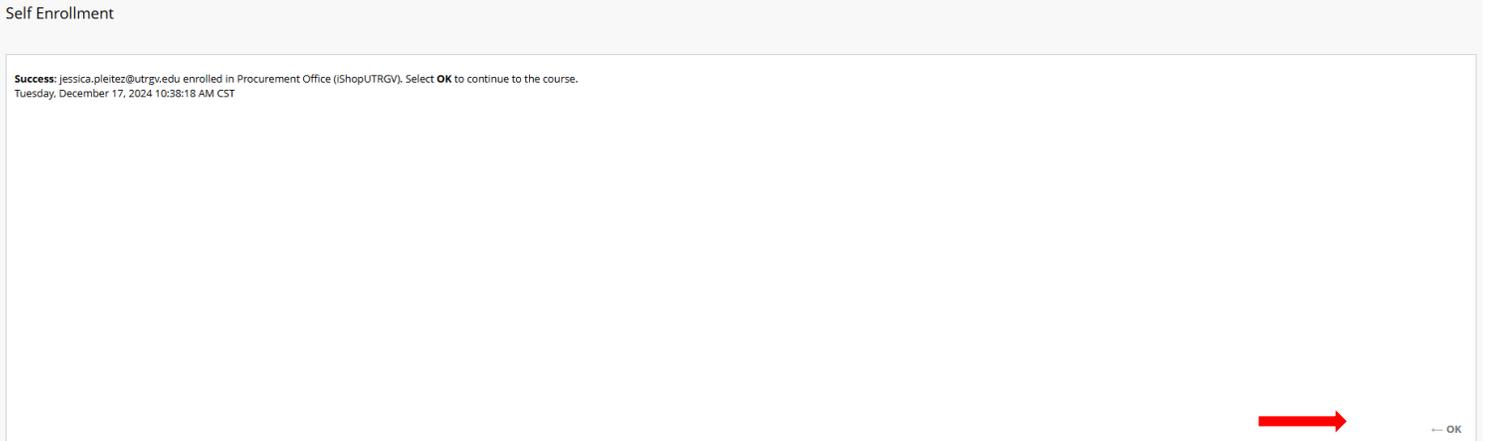
Instructor: Jessica Sanchez (COLTT), Vanessa Marquez, Zaira Martinez-Guillen, Veronica Rodriguez (COLTT), Esmeralda Rios, Iris Gonzalez, Claudia Juarez Corona, Lili Cameron, Nadia Garza de Ramirez, Ruben Zamora (COLTT), Monica Plata, Patricia Alanis Ramirez, Marilu Reyes, Maggie Rangel, Jose Morales, Griselda Salgado, Nadia Loaiza, Jerry Escobedo, Jessica Cavazos, Donna Rodriguez, Jennifer Guzman, Jessica Handley (COLTT), Rocio Cardenas, Mary Canales (COLTT), Jesus Zerpa, Raymundo Garza (COLTT), Jonathan Suchil, Laura Juarez

Description:

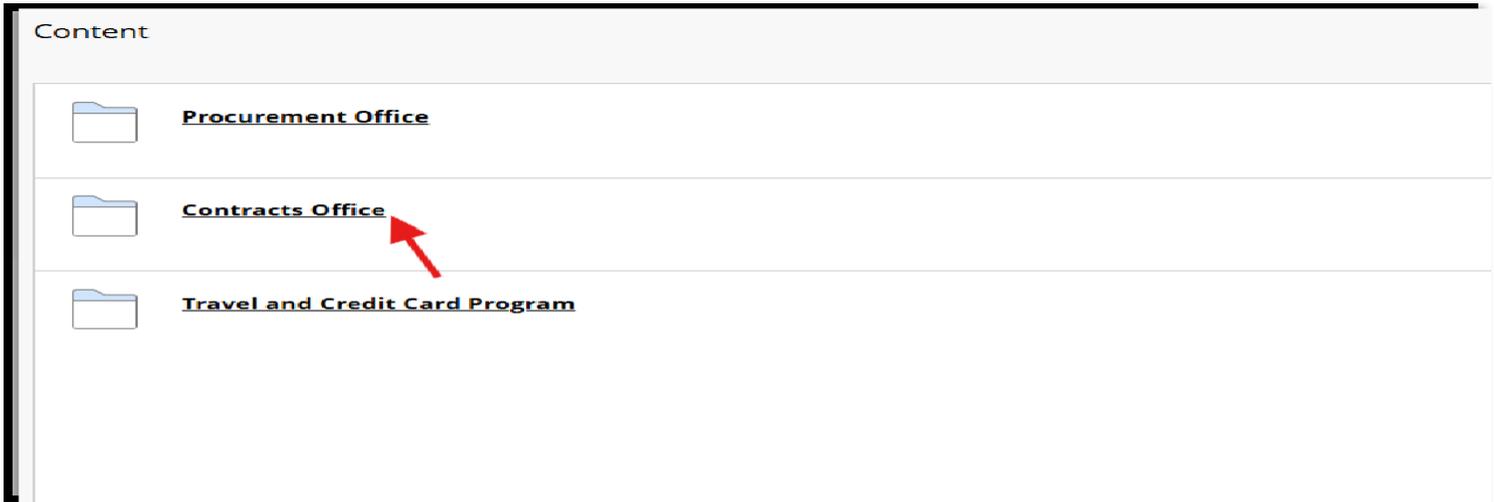
Categories: Education:Higher Education

Click *Submit* to proceed.

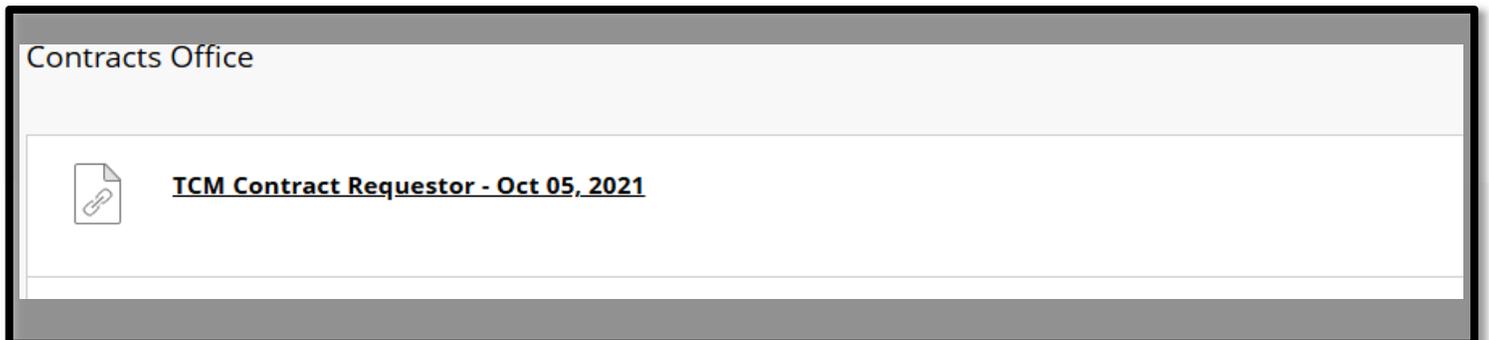
7. Click on "OK"



8. You will see a list of training content based on specialized area.
Select Contracts Office



9. Once you have opened the specialized area content folder, you may begin completing TCM Contract Requestor training. Test will be facilitated once completed.



Email test results to Zaira Martinez @ zaira.martinezguillen01@utrgv.edu , she will send email once access is granted.