



SPO Training Portal

Dept Admin's Manual

State Procurement Office

May 2019

Welcome to the State Procurement Office (SPO) Training Portal! The training portal has been designed to ensure the State of Hawaii develops a proficient workforce of procurement professionals who expend public funds in a manner that is compliant with applicable statutes, rules, and policies. The portal will allow state and county procurement personnel to register online, take relevant procurement courses on-demand, test their knowledge with interactive quizzes, and access their training records as needed. The training portal:

- Offers a centralized source of learning,
- Automates data-keeping and reporting procedures,
- Bolsters knowledge retention with evaluation capabilities, and
- Streamlines the learning process.

This manual is intended for Departmental Training Administrators who serve as the primary contact with SPO regarding training issues and attendance at SPO workshops; responsible for distribution of SPO Training Attendance Reports.

For the most recent version of the manual, go to the State Procurement Office website at:
<http://spo.hawaii.gov>.

Questions or comments about this manual may be directed to the State Procurement Office at 586-0766 or spo.training@hawaii.gov.

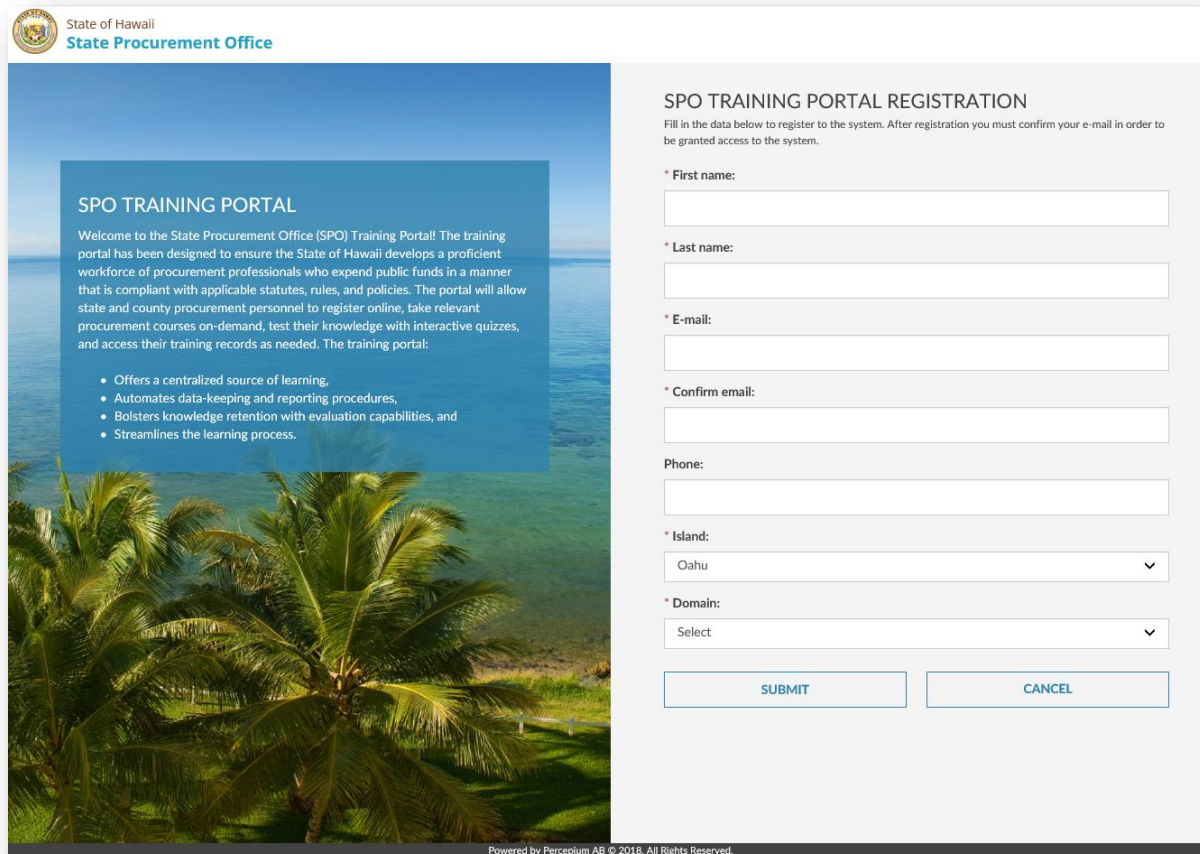
Contents

How to Register.....	2
How to Log-in.....	3
How to Update your Personal Settings.....	4
How to Take a SPO Workshop	5
How to View My Training Report.....	6
How to View Training Reports for Your Department	7
Frequently Asked Questions (FAQs)	8

How to Register

For best results, use Internet Explorer.

1. Go to: <http://hawaii.gov.percepium.com/>
2. Click **No user account? Register here.**



State of Hawaii
State Procurement Office

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SPO TRAINING PORTAL REGISTRATION

Fill in the data below to register to the system. After registration you must confirm your e-mail in order to be granted access to the system.

* First name:

* Last name:

* E-mail:

* Confirm email:

Phone:

* Island:
Oahu

* Domain:
Select

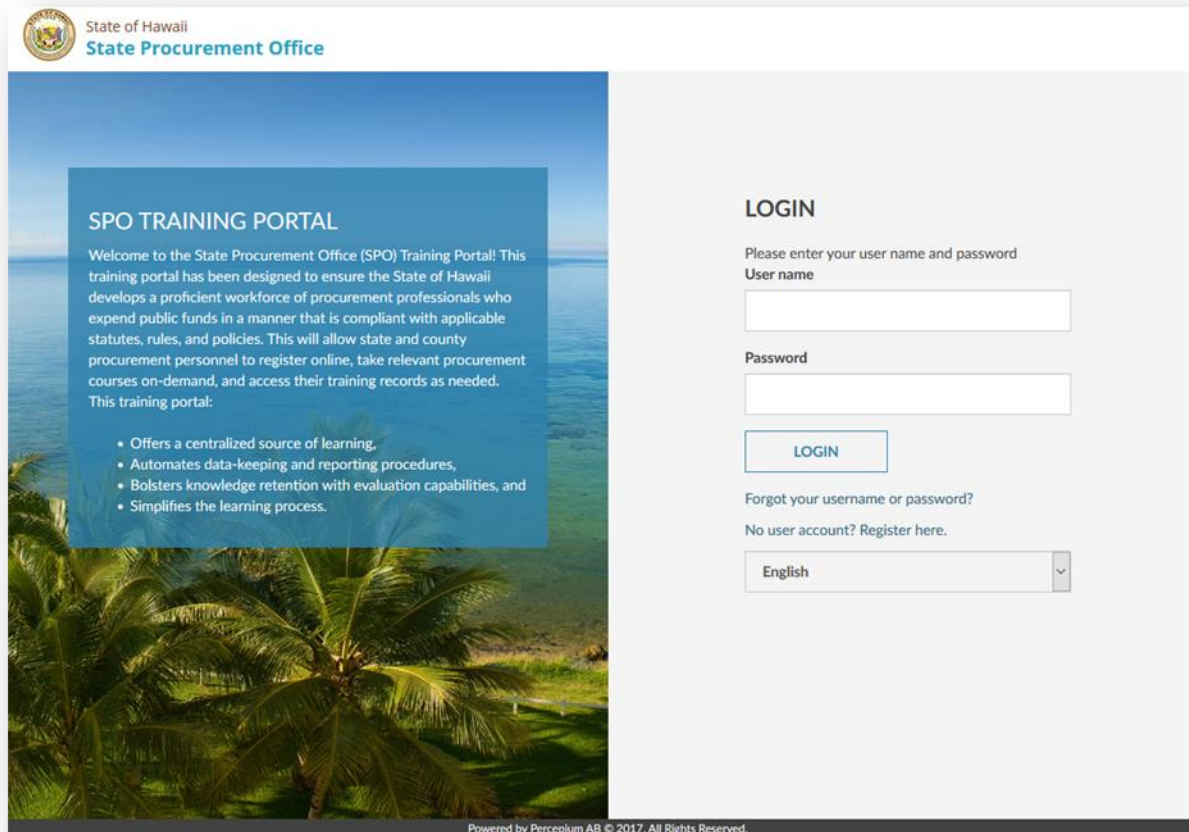
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3. Complete all required fields and click **Submit**
4. You will be required to confirm your email address by clicking on a link that will be emailed to you (cannot be done through the mobile site)
5. After confirming your email, you will receive a second email with your username (which will be your email address) and a temporary password
6. Upon your first login, you will be prompted to provide a new password
7. To request Department Admin access, send an email to spo.training@hawaii.gov

How to Log-in

For best results, use Internet Explorer.

1. Go to: <http://hawaii.gov.percepium.com/>



The screenshot shows the login page for the State of Hawaii State Procurement Office (SPO) Training Portal. The page has a header with the State of Hawaii seal and the text "State of Hawaii State Procurement Office". The main content area is split into two columns. The left column features a blue background with a palm tree and a text box titled "SPO TRAINING PORTAL" that welcomes users and lists the portal's benefits. The right column is white and contains the "LOGIN" section, which includes fields for "User name" and "Password", a "LOGIN" button, and links for "Forgot your username or password?" and "No user account? Register here.". A language dropdown menu is also present, currently set to "English".

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- Offers a centralized source of learning.
- Automates data-keeping and reporting procedures,
- Bolsters knowledge retention with evaluation capabilities, and
- Simplifies the learning process.

LOGIN

Please enter your user name and password

User name

Password

LOGIN

Forgot your username or password?

No user account? Register here.

English

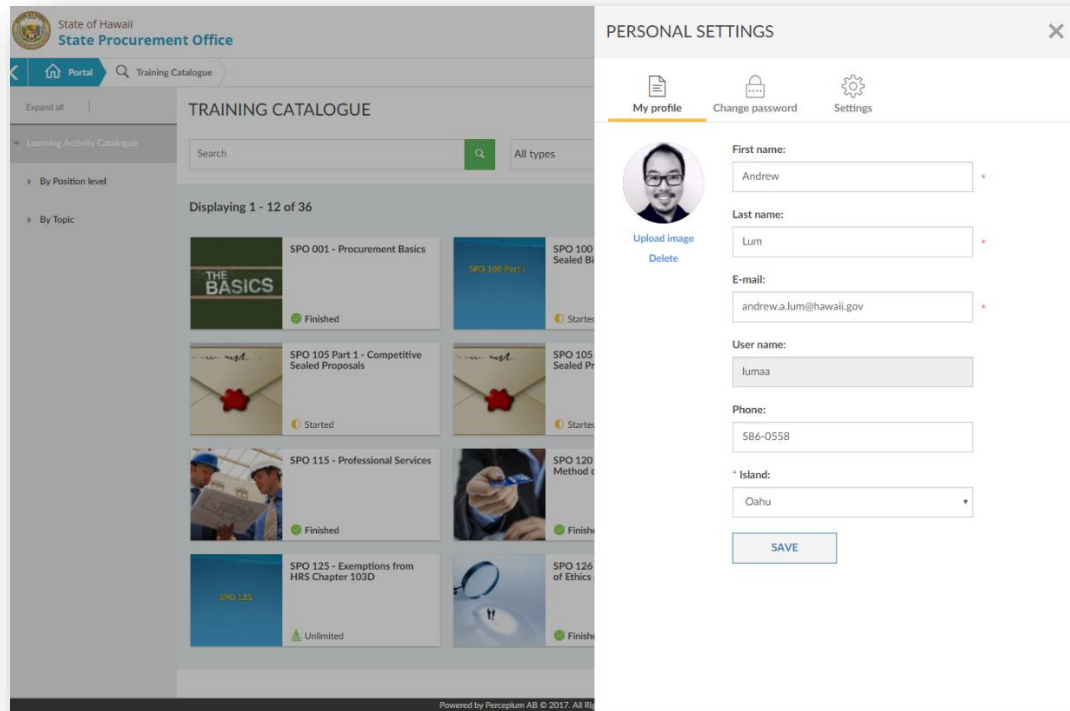
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2. For User name, enter your email address
3. Enter your password
4. Click **Login**

If you forgot your username or password, click the **Forgot your username or password?** link.

How to Update your Personal Settings

1. From any page, click on your name in the top right-hand corner, then click **My settings**
2. A window will appear, which will allow you to edit your profile



3. You may also change your password by clicking on the **Change password** header
4. When finished click **Save**

How to Take a SPO Workshop

1. From the Portal, click on **Training Catalogue**
2. Click on the SPO Workshop
3. Click the **Launch Content** button

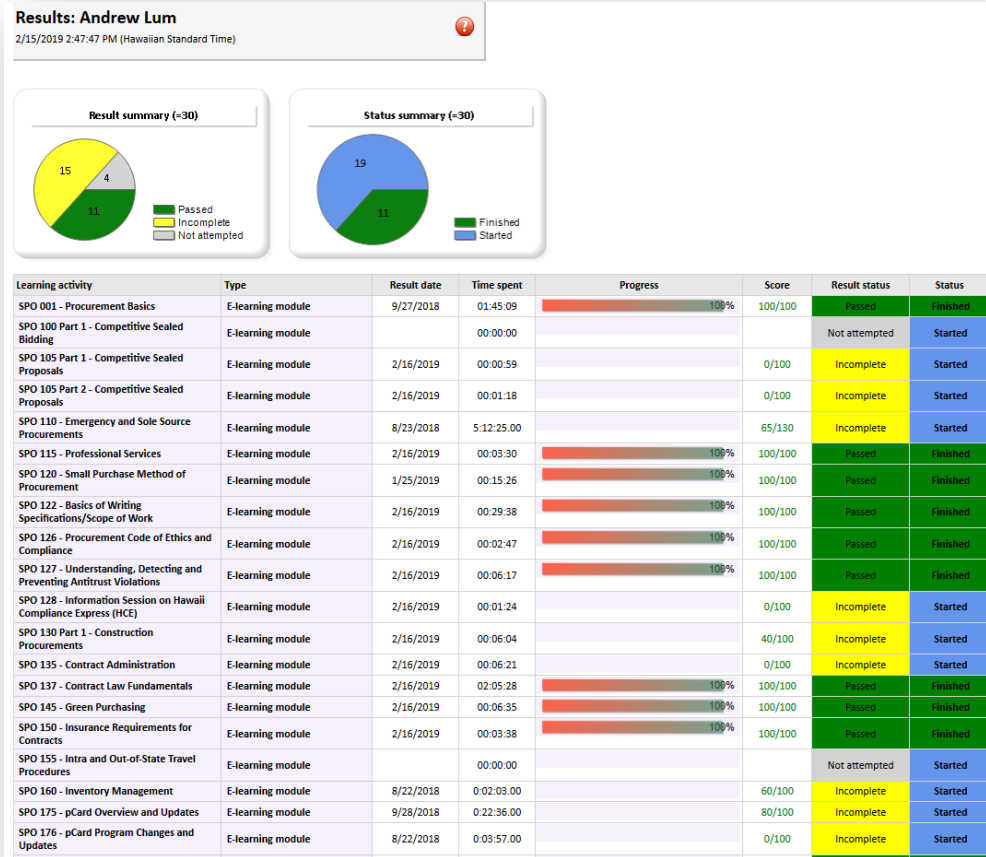
The screenshot shows the State of Hawaii State Procurement Office Training Catalogue. The page is titled "SPO 001 - PROCUREMENT BASICS" and has a rating of 5 stars (Number of ratings: 2). The page is divided into several sections:

- Information:** A brief description of the workshop, a "LAUNCH CONTENT" button, and details such as Length (16 min), Handouts (SPO_001-ProcurementBasics_Ref.pdf and SPO 001 Transcript.pdf), Updated (9/14), Mandatory (Level 2), and Recommended (Levels 1, 3).
- Status:** A green checkmark and the word "Finished".
- Rating:** A section for "My rating" with five stars.

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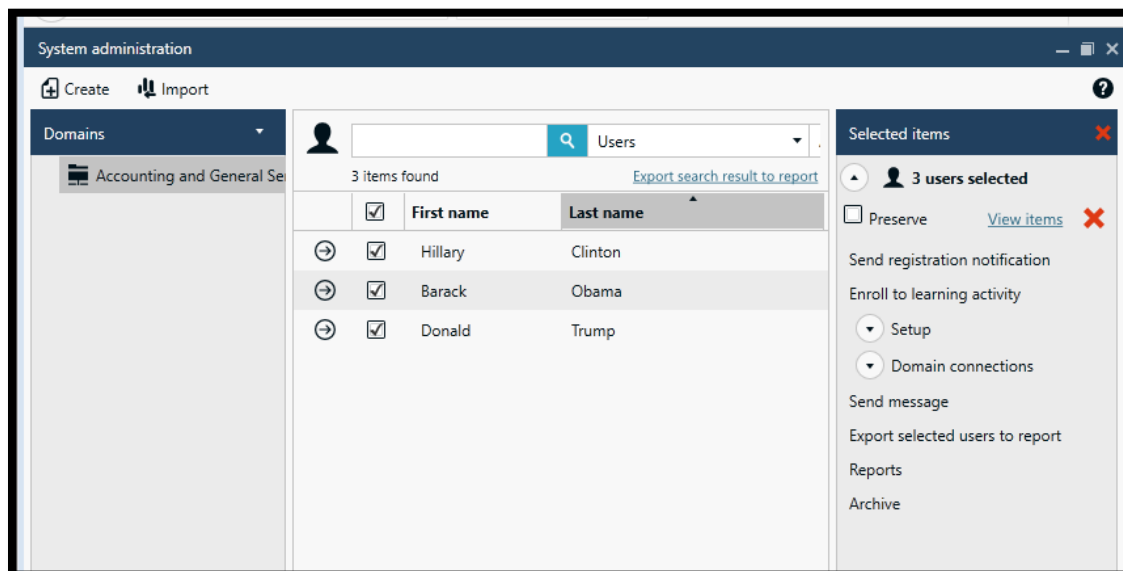
How to View My Training Report

1. From the Portal, click on **Reports**
2. Then click **My Training Report**

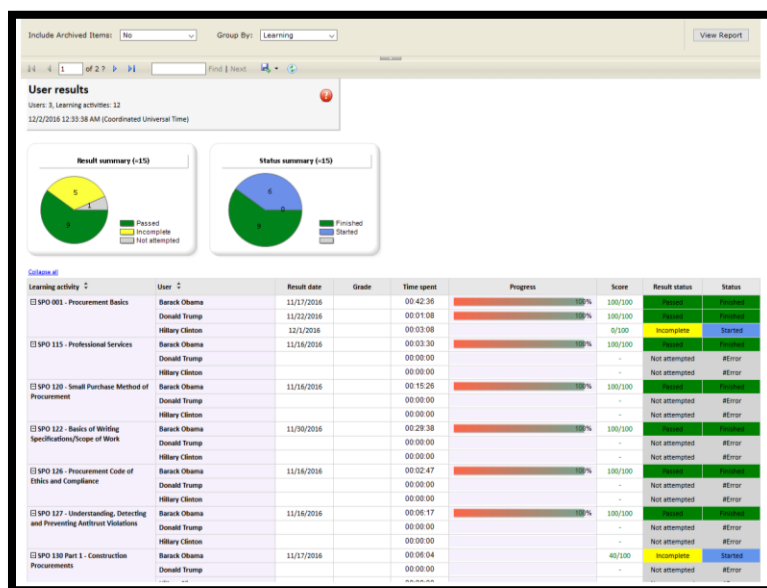


How to View Training Reports for Your Department

1. From the Portal, click on **Administration**
2. A list of users from your Department should be displayed. If not, select **Users** from the drop down in the main window.
3. Select all users for whom you want to run a report. You may select the checkbox in the header to select all users.
4. Click **Reports** in the right panel



5. Click **Learning Activity Results (via selected users)**
6. You have the option to view records grouped by user or by training



Frequently Asked Questions (FAQs)

1. How do I reset my password?

From the login page (<http://hawaii.gov.percepium.com>), click **Forgot your username or password?**

2. Nothing happens when I click the **Start Quiz** button.

Make sure closed captioning is turned off by clicking the “cc” button on the bottom bar.

3. What score do I need on the quiz to pass the course?

You need 100% to pass and have unlimited attempts.

4. How do I know if I passed the course?

You will receive a confirmation email upon completing an SPO Workshop. You can also refer to your training report to check on your course completion progress.

5. Will I get an email confirmation when I pass a course?

Yes, but please do not reply to the confirmation email as it is an unmonitored mailbox. Please direct comments and inquiries to spo.training@hawaii.gov.

6. Will SPO still publish quarterly training reports?

SPO will publish a final quarterly training report after July 1, 2019 that will include all training taken prior to the SPO Training Portal. Training taken within the SPO Training Portal will be available to the individual and their Departmental Training Administrator through their respective SPO Training Portal accounts.

7. Will I have to retake training?

While it is recommended to periodically review SPO Workshops for updates and as a refresher, at this time, retaking SPO Workshops is not required.

8. Will training that I took prior to the SPO Training Portal be reflected in the SPO Training Portal?

No, training taken prior to the SPO Training Portal will be in the final quarterly training report.

9. The audio restarts from the beginning when I pause then play or adjust the slider.

This is an issue with the web browser. We recommend switching to Internet Explorer or Firefox.