



**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**

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**PROCUREMENT CIRCULAR NO. 2021-07**

TO: Office of the Governor, Chief Operating Officer  
Office of the Lieutenant Governor, Chief of Staff  
Executive Department Heads  
Hawaii State Public Library System, State Librarian  
All other CPO Jurisdictions

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: Procurement Training Courses Now Available through Department of Human Resources and Development's Learning Management System

The State Procurement Office (SPO) is excited to partner with the Department of Human Resources and Development (DHRD) to host procurement training courses on the Captivate Prime Learning Management System (LMS). The SPO training transition, to Captivate Prime, will be completed by July 1, 2021.

**Important information for Users:**

- Stop utilizing the SPO training on Percepium LMS by **May 31, 2021**.
- Download your individual training report from Percepium LMS before **June 30, 2021**. After June 30, 2021, individual training reports may be obtained from the department's training point of contact.
  - Link: [Instruction on how to download your training report](#)

**Important Information for Departments Training Points of Contact:**

- Remind staff to complete SPO training on Percepium no later than **May 31, 2021**.
- After **June 30, 2021**, please visit the link below to view past attendance reports for Percepium (password available to departments training POCs):
  - Link: <http://spo.hawaii.gov/for-state-county-personnel/training/attendance-reports/>

**Instructions to access the new DHRD Learning Management System (For Executive Branch Departments Only)**

- Go to: [captiveprime.adobe.com/primetimehawaii](https://captiveprime.adobe.com/primetimehawaii),
- Log in using your State credentials (your Microsoft Outlook username and password)
- Search for SPO courses or 103D/103F, enroll, and start your new learning experience. If you, previously logged in, check the Procurement Tag to filter the courses.
- To earn credit for each course, you must pass the quiz with 100% score.
- For more information on getting started in the new LMS:
  - Link: <https://helpx.adobe.com/captive-prime/user-guide.html/captive-prime/learners/feature-summary/getting-started.ug.html>
- If you have additional questions on getting started with Captivate Prime, please contact your Departmental Human Resources office for assistance.

**Important information for non-executive branches users:**

- Non-executive Branches employees will not have access to DHRD'S LMS.
- SPO Courses will be available for viewing via Youtube. Videos are available for information purposes only. No attendance or record of completion will be available.
  - Link: <http://spo.hawaii.gov/for-state-county-personnel/training/non-exec-training/>

Your staff may contact Jittima Laurita (Jah) at 586-0766, or e-mail [spo.training@hawaii.gov](mailto:spo.training@hawaii.gov) for any questions concerning SPO training, or you may contact me at 587-4701.