

TAKING THE ONLINE SMALL PURCHASE TRAINING 2015

Keep in mind that, once you take the training, you are responsible to abide by the small purchase rules. It is important that you read the training in order to understand those rules.

1. Employees who have a Utah-ID, set up by the State with a personal "Utah.gov" email, should be able to access this training from any computer. If you have trouble accessing the program, please contact Tara Eutsler.
2. This application is mobile device friendly for iPhones, Androids, and Ipads. It is best viewed with Internet 9.0+, Firefox 7.0+ browsers. If you have problems with one browser, please switch to another.
3. The link for the training is <http://sota-purchasing.utah.gov/> If the link in this document is not working, please copy and paste the link into your web browser.
4. Login using your Utah-ID and password.
5. Begin the training by reading the text and answering the questions.
6. If you leave the training and return to it later, the program will remember your location and answers. If you have skipped questions, you should have the opportunity at the end of the training to return to the section, re-read, and answer the missed questions.
7. You will not have the opportunity to change your answers unless the question you wish to change is in the same group as an unanswered question.
8. The system is not sophisticated enough at this time to tell you which questions you missed.
9. When you have successfully completed the training, please print a copy of the certificate for your records by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab.
10. If you are applying for a P-Card, please send a copy of the certificate with the P-Card application.
11. If you did not successfully complete the training, a green button will give you the opportunity to take the training again.

*If you have questions about the required training,
please contact Tara Eutsler at teutsler@utah.gov or at 801-538-3386*