



Welcome to Virtual Instructor-Led Training

On behalf of the State Purchasing Division (SPD) Training Team, welcome to our virtual instructor-led procurement training program. Students can join live and interactive classes remotely through web-based technology provided by SPD, such as GoToWebinar and GoToTraining.

Registration

Access our [Learning Management System](#) (LMS) to view upcoming courses and register. Prior to the start of the course, the instructor will provide instructions via email including, course materials, student exercises and more.

What You Need to Participate in Virtual Training

- ✓ Internet Connection
- ✓ Computer/Laptop
- ✓ Audio Capabilities (microphone/speaker) or Cellphone
- ✓ Home/Work Printer (*Needed in some classes. Instructor will notify you in advance if you are required to print student materials.*)

Tips for Success

- ✓ Perform a System Check: <https://support.goto.com/webinar/system-check-attendee>
- ✓ Prepare Your Learning Environment (select a location free from distractions; alert others not to disturb you)
- ✓ Complete Any Pre or Post-Class Activities
- ✓ Come Prepared and Ready to be Engaged
- ✓ Attend the Entire Class and Participate Fully

Have a question?

Please contact us at georgia.learning@doas.ga.gov.