



GA@WORK

Delivered by The NextGen Project

Procurement Huddle

February 25, 2026

Presenters and Support Team



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NextGen / Deloitte

Agenda

- 1 GA@WORK Training Roll-Out and Key Dates
- 2 Accessing Team Georgia Learning
- 3 Role-Based Procurement Training Overview
- 4 What Does Training Look Like Moving Forward?
- 5 Reminders



GA@WORK Training Roll-Out & Key Dates

Explaining GA@WORK learning dates

Training date explanations

It is important that learners complete GA@WORK training **as soon as possible** – do not wait to the last day!

All assigned GA@WORK training should be completed by June 11.

Incomplete training will not be migrated to GA@WORK.

After go-live, learners who did not complete their assigned learning programs will need to self-enroll and retake incomplete training.

The **Training Support Center** is available on the [GA@WORK Resource Library](#), which houses:

- Learning Programs
- Course Descriptions
- [Ready, Set, Go-live Journey](#)



Key training dates

Learners should prioritize completing assigned training as soon as possible.

March 2

Enrollment begins in Employee Foundational Learning Program.

March 9

Enrollment begins in Managers Foundational Learning Program.

March 16

Enrollment in Role-Based Learning Program(s) begins.



Remember to complete required assessment(s) within 3 days of completing an instructor-led training or eLearning.

April 6 – June 4

Instructor-led training sessions are ongoing for applicable learning programs.

May 28

Team Georgia Learning notifications for the Employee & Manager Foundational Learning Programs show a due date of May 28. Completing the training by this date supports a smoother data conversion and helps learners be prepared for Role-Based Learning Programs, as applicable. Learners are strongly encouraged to complete all assigned courses by May 28.

June 11

Learning Programs must be completed for training data to be available on learner transcripts in GA@WORK.

GA@WORK Training Reports

As of: 1.27.26

WHAT?



Centralized, personalized Training reporting for all agencies participating in GA@WORK training. Each Monday, reporting will be refreshed to show enrollment and completion progress.

WHY?



Created in response to agency feedback that highlighted the need for easier access to training data. Timely and customized, reporting for POCs to provide to managers and leaders to know GA@WORK training course completion rates.

WHO?



Agency POCs will have access to reports for their agency, as well as any attached agencies. Enterprise Learning Community is aware. Super Users to be made aware.

WHEN?



February – POCs advised on how to use the tool to pull reports
March – Tool available

HOW?



POCs can request their report on an SAO hosted page. This link will be made available when the page is live.

NextGen Intellum Training Report Request

THIS PAGE IS UNDER CONSTRUCTION

First Name (required)

Last Name (required)

Agency Email Address (required)

Agency (required)

Submit

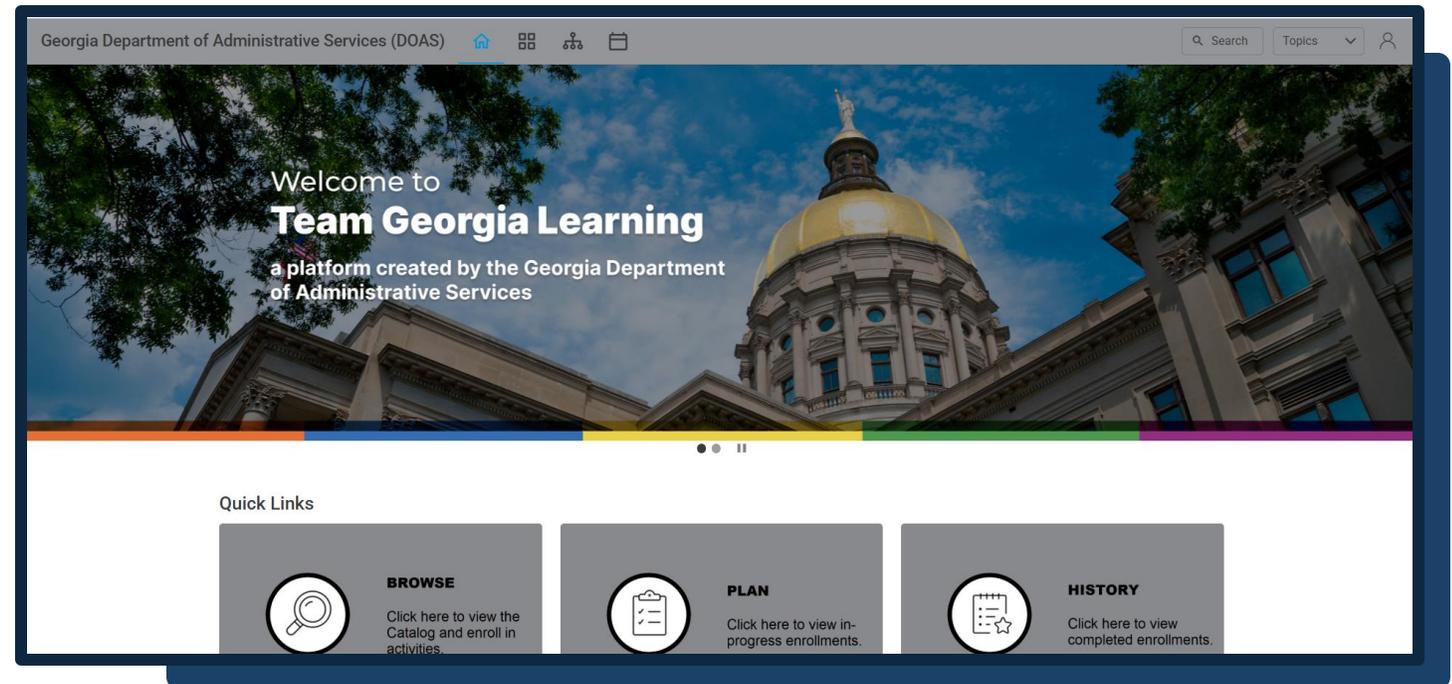


Accessing Team Georgia Learning & Getting Help

Team Georgia Learning

What is Team Georgia Learning?

Team Georgia Learning is the current Learning Management System (LMS) where state employees' access and complete all pre-go live GA@WORK end-user training.



Team Georgia Learning Log in

Logging In to Team Georgia Learning

The first time you log in to Team Georgia Learning, your username and password will both be your Employee ID number. Then, you will be prompted to set your own password.

If you forget your password, the reset email will go to the primary email address in TeamWorks/PeopleSoft.

Issues Logging In to Team Georgia Learning?

If you run into issues logging in to Team Georgia Learning, please **submit a Learning Help Ticket** using the following link (also found on TGL's login page):
<https://service.doas.ga.gov/app/LearningHelp>

Authentication Required
Log in below to unlock additional content.

Your login: Your Employee ID Number
Your password: Your selected password

The first time you login to the system you are asked to reset your password

Need assistance?
<https://service.doas.ga.gov/app/LearningHelp>

Username

Password

Remember Me [Forgot Password?](#)

Access Learning Programs

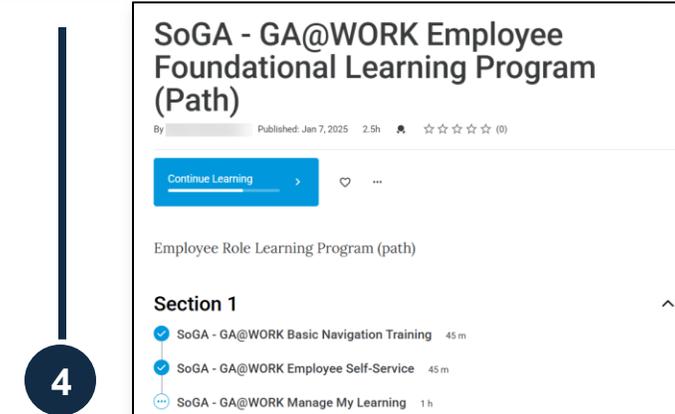
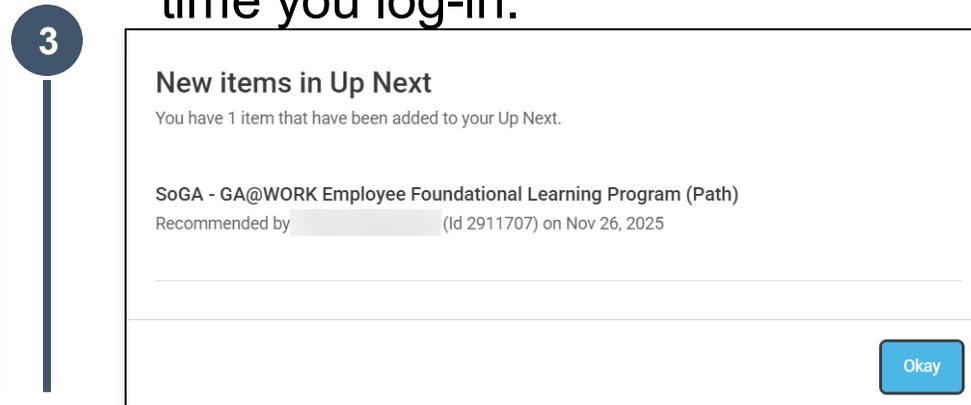
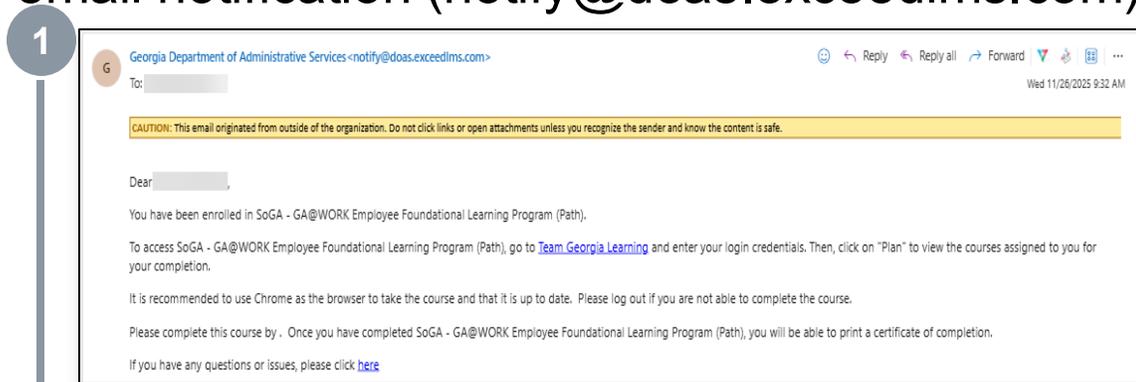


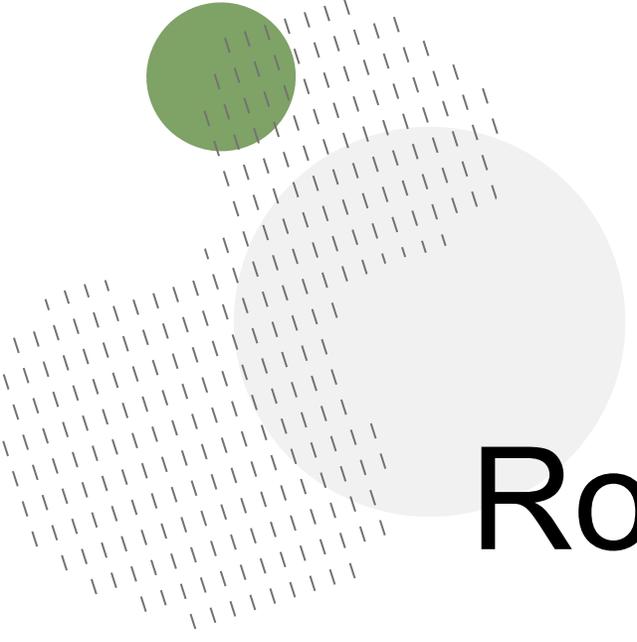
If you have questions or cannot access Team Georgia Learning, email nextgen_training@sao.ga.gov.

To access and complete your Employee Foundational Learning Program:

Log into **Team Georgia Learning** after receiving the email notification (notify@doas.exceedlms.com).

You may see a **notification** the first time you log-in.





Role-Based Procurement Training Overview

Learning Programs



Available on the
GA@WORK Resource Library

 State of Georgia employees will participate in the GA@WORK Employee Foundational Learning Program. Managers will also be enrolled in the GA@WORK Manager Foundational Learning Program.

 Additionally, depending on specific roles, **some employees will be assigned tailored, role-based learning programs**, which may include instructor-led training.

GA@WORK As of 1/12/26		
Finance Foundational and Role Based Learning Programs		
Below is a summary of the GA@WORK Finance Learning Programs and the estimated time to complete each. For more details on courses and Learning Programs, visit the GA@WORK Resource Library .		
Role	Courses in Learning Program <small>eLearning Instructor Led</small>	Est. Hours
Foundational Learning Programs		
Employee	Basic Navigation + ESS + Manage My Learning	2.5
Manager	Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup	8
Role Based Learning Programs		
Accountant & Accounting Operations Lead	Finance Overview + Financial Accounting I + Financial Accounting II + EIB Journal Launch + Financial Allocation Pools	6
Accounting		

Finance Role-Based Learning Programs

GA@WORK As of 1/12/26		
HCM/Payroll Foundational and Role Based Learning Programs		
Below is a summary of the GA@WORK HCM + Payroll Learning Programs and the estimated time to complete each. For more details on courses and Learning Programs, visit the GA@WORK Resource Library .		
Role	Courses in Learning Program <small>eLearning Instructor Led</small>	Est. Hours
Foundational Learning Programs		
Employee	Basic Navigation + ESS + Learning	2.5
Manager	HCM Overview + Introduction to Reporting + MSS + Talent Management + Performance Management + Recruiting for Managers + Onboarding Setup	8
Role Based Learning Programs		
Auditor & Assessor (Learning)	Introduction to Reporting	1
Compensation Partner &	Introduction to Reporting + Manage Compensation	3

HCM/Payroll Role-Based Learning Programs

GA@WORK As of 1/12/26		
Procurement Foundational and Role Based Learning Programs		
Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each. For more details on courses and Learning Programs, visit the GA@WORK Resource Library .		
Role	Courses in Learning Program <small>eLearning Instructor Led</small> <small>*Does not apply to the University System of Georgia (USG)</small>	Est. Hours
Foundational Learning Programs		
Employee*	Basic Navigation + ESS + Learning	2.5
Manager*	Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup	8.0
Role Based Learning Programs		
APO/CUPO	GA@WORK Procure to Pay Overview*	1.0

Procurement Role-Based Learning Programs

Procurement Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each. For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role	Courses in Learning Program <i>eLearning</i> <u>Instructor Led</u> <i>*Does not apply to the University System of Georgia (USG)</i>	Est. Hours
Foundational Learning Programs		
Employee*	<i>Basic Navigation + ESS + Learning</i>	2.5
Manager*	<i>Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup</i>	8.0

Procurement Foundational and Role Based Learning Programs Continued

Role Based Learning Programs

APO/CUPO*

*GA@WORK Procure to Pay Overview**

1.0

Contract Administrator

GA@WORK for Supplier Contracts

6.0

Help Desk & CRM Admins* (DOAS)

GA@WORK Procure to Pay Overview + GA@WORK for Requesters + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for PO Buyers + Introduction to GA@WORK Strategic Sourcing I + GA@WORK for Strategic Sourcing II + GA@WORK for Supplier Contracts + GA@WORK for Purchasing Card Holders + GA@WORK Agency P-Card Administrator System Training

30

Procurement Foundational and Role Based Learning Programs Continued

P-Card Administrator*	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK Agency P-Card Administrator System Training + GA@WORK Intro to Reporting</i>	4.0
P-Card Auditor*	<i>GA@WORK Intro to Reporting (SPD Auditors Only) + GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Cards + GA@WORK Agency P-Card System Administrator Training</i>	6.0
P-Card Holder*	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Card Holders</i>	3.0

Procurement Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each one. For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role

Courses in Learning Program
eLearning | Instructor Led

*Does not apply to the University System of Georgia (USG)

Est.
Hours

Role Based Learning Programs

PO Buyer*

GA@WORK Procure to Pay Overview + GA@WORK for PO Buyers

2.0

Procurement Foundational and Role Based Learning Programs Continued

Procurement Approver*

*GA@WORK Procure to Pay Overview +
GA@WORK for Requisitions, P-Card, and PO Approvers*

2.0

Requesters*

GA@WORK Procure to Pay Overview + GA@WORK for Requesters

2.0

Sourcing Event Buyer

*Introduction to GA@WORK Strategic Sourcing I +
GA@WORK for Strategic Sourcing II +
GA@WORK Technical Evaluation Team Scoring for RFPs & RFQCs*

13.5

Procurement Foundational and Role Based Learning Programs Continued

**Sourcing Event
Panelist (Technical
Evaluator)**

GA@WORK Technical Evaluation Team Scoring for RFPs and RFQCS

0.5

Supplier

*Respond to Sourcing Events (GA@WORK Marketplace) +
Register as a Prospective Supplier (GA@WORK Marketplace)*

2.0

Procurement Instructor-Led Training Schedule

This schedule lists instructor-led training (ILT) sessions only. Assessments and eLearning courses are not listed —please access and complete them directly in Team Georgia Learning as assigned in your Learning Program(s).

GA@WORK for Strategic Sourcing II

Course Duration: 2-Day Course; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 6-7	8:45 a.m. – 4 p.m.	3
April 13-14	8:45 a.m. – 4 p.m.	2
April 27-28	8:45 a.m. – 4 p.m.	2
May 11-12	8:45 a.m. – 4 p.m.	2
May 13-14	8:45 a.m. – 4 p.m.	1
May 18-19	8:45 a.m. – 4 p.m.	2

GA@WORK for Supplier Contracts

Course Duration: 1-Day Course; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>	<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 9	8:45 a.m. – 4 p.m.	3	May 7	8:45 a.m. – 4 p.m.	2
April 16	8:45 a.m. – 4 p.m.	2	May 14	8:45 a.m. – 4 p.m.	2
April 21	8:45 a.m. – 4 p.m.	2	May 21	8:45 a.m. – 4 p.m.	1
April 23	8:45 a.m. – 4 p.m.	3	May 26	8:45 a.m. – 4 p.m.	1
April 29	8:45 a.m. – 4 p.m.	1	May 28	8:45 a.m. – 4 p.m.	1
April 30	8:45 a.m. – 4 p.m.	2			



What Does Training Look Like Moving Forward?

Sunsetting PeopleSoft System Training

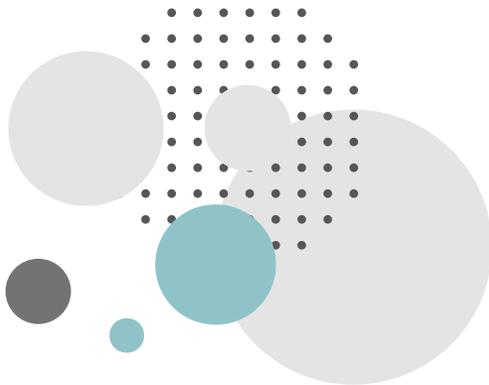
Team Georgia Marketplace™

Instructor-Led Training Courses

- TGM40L eProcurement for PO Buyer
- TGM50L Strategic Sourcing
- TGM60L Supplier Contracts Management

Transition Activities

- **Final course offerings in FY26 Q3 (January – March 2026)**
- **Recommended for new hires only requiring system access**
- Please do not take for CEUs
- Final session will be recorded and published for reference along with training materials



TeamWorks Access for New Hires



Requesting TeamWorks Access

Applies to TeamWorks Roles:

- P.O. Buyer
- Sourcing Event Buyer
- Contract Administrator

1

Submit Request

APO coordinates through **Agency Security Partner (ASP)** to submit request for TeamWorks access for new hires.

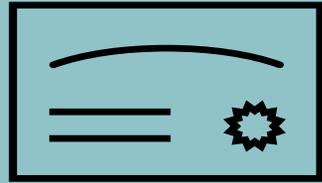
2

Add Required Comment

“SPD has waived the training requirement for PO Buyer, Sourcing Event Buyer or Contract Administrator Role in TeamWorks.”

APO support available as needed. Questions:
mary.chapman@doas.ga.gov

SPD Certifications – In Progress



Started GCPA, GCPM, or GCPCA but not finished?

After Go-Live



Updated certification programs will be **available after Go-Live** and will incorporate the new GA@WORK training.



Your Progress is Protected

Students will receive credit for all training already completed.



Complete & Certify

Complete **GA@WORK** training + assessment and any remaining requirements to earn your certification.

Access GA@WORK Learning and self-enroll in the updated certification programs.

How to Identify GA@WORK Courses

1

Log in to Team Georgia Learning

2

Scroll down to view Required Training

Required Training

Due: Apr 10, 2026

SoGA - GA@WORK APO/CUPO Role Program (Path)

1h

Due: Apr 10, 2026

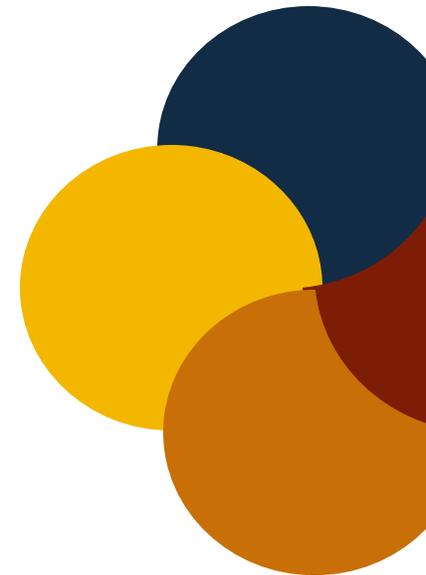
SoGA - GA@WORK Contract Administrator Role Program (Path)

6.5h

Course Attendance & Assessments

Role-based courses require attendance, and some include a final assessment:

- Participants must be **marked as present** for the course.
- Participants must achieve a score of **80% or higher** on the assessment.
- Participants will have an unlimited number of attempts to take and pass the assessment.



New GA@WORK System Training

GA@WORK System Courses

GA@WORK Procure to Pay Overview

GA@WORK for Requesters and Test

GA@WORK for Requisition, P-Card and PO Approvers and Test

GA@WORK for PO Buyers and Test

GA@WORK for P-Cards and Test

GA@WORK for P-Card System Administrators and Test

New GA@WORK Marketplace System Training

Current for USG Only

- TGMU45W – Introduction to JAGGAER Sourcing Director for USG
- TGMU55L – JAGGAER Sourcing Director for USG
- TGMU56W – JAGGAER Sourcing Director for Evaluation Teams



Refreshed and Rebranded

Introduction to GA@WORK Strategic Sourcing I



GA@WORK for Strategic Sourcing II

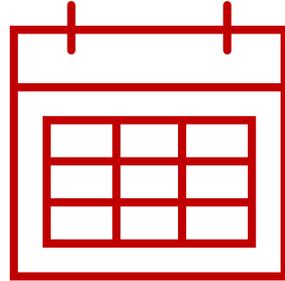


GA@WORK for Technical Evaluation Team Scoring for RFPs and RFQCs



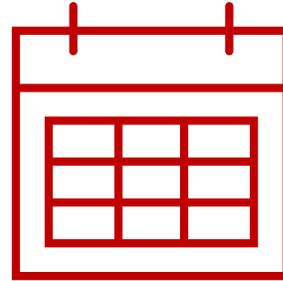
*This course will be available after go-live.

University System of Georgia (USG)



USG Webinar: GA@WORK Updates & Key Differences
Scheduled for May 13

Georgia Department of Transportation (GDOT)



July 1 – GA@WORK Marketplace Goes Live
GDOT Procurement Staff Begin Sourcing
Module Training

Georgia Certified Purchasing Associate (GCPA) Certification

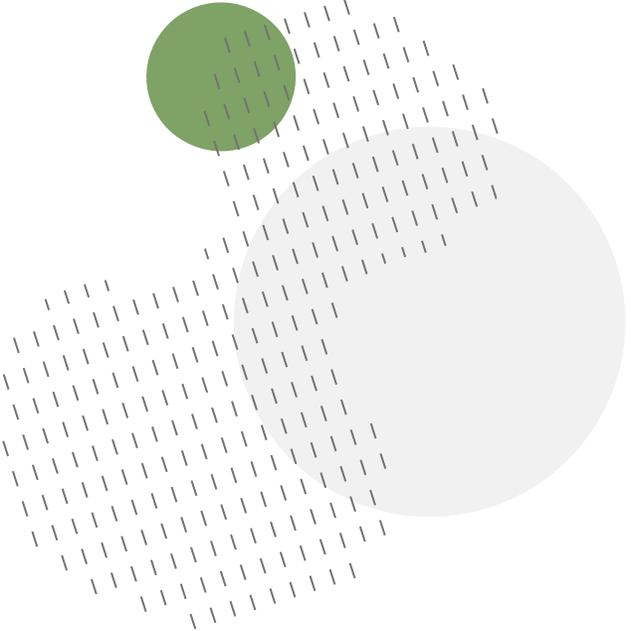
State Agencies & Technical Colleges	Board of Regents Colleges & Universities (USG)	Local Government
Introduction to State Purchasing	Introduction to State Purchasing	Introduction to State Purchasing
Fundamentals of State Purchasing	Fundamentals of State Purchasing	Fundamentals of State Purchasing
NIGP Codes and Exempt Purchases New	NIGP Codes and Exempt Purchases New	NIGP Codes and Exempt Purchases New
GA@WORK for PO Buyers	Basics of Writing Specifications	Basics of Writing Specifications
Basics of Writing Specifications	GA@WORK Introduction to Strategic Sourcing I	
GA@WORK Introduction to Strategic Sourcing I	GA@WORK for Strategic Sourcing II	
GA@WORK for Strategic Sourcing II		

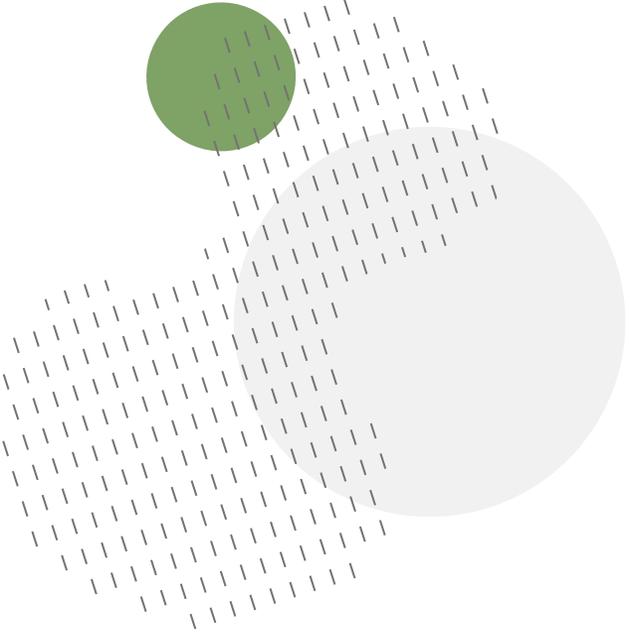
Georgia Certified Purchasing Manager (GCPM) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities (USG)	Local Government
Pre-Work Modules to RFP Course Series	Pre-Work Modules to RFP Course Series	Pre-Work Modules to RFP Course Series
RFP Course Series	RFP Course Series	RFP Course Series
Supplier Contracts	Contract Administration	Contract Administration
Contract Administration		

Georgia Certified Purchasing Card Administrator (GCPCA) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities (USG)	Local Government
Introduction to State Purchasing	Introduction to State Purchasing	Introduction to State Purchasing
Introduction to Purchasing Card Principles	Introduction to Purchasing Card Principles	Introduction to Purchasing Card Principles
Purchasing Card	P-Card Program Management	P-Card Program Management
P-Card Program Management		
GA@WORK for P-Card System Administrators		





Reminders

Continuing Education Units (CEUs)

1

Attend SPD webinars to earn one (1) CEU for every 50 – 60 minutes.

2

Self-report external credits using direct link (Sept. 2025):
https://doas.exceedlms.com/student/external_credits

3

Questions? Contact us at georgia.learning@doas.ga.gov

Mark Your Calendar!



Learning Cutover Transition
June 11, 2026



Upcoming Procurement Huddles
• March 25, 2026



GA@WORK Go Live
July 1, 2026

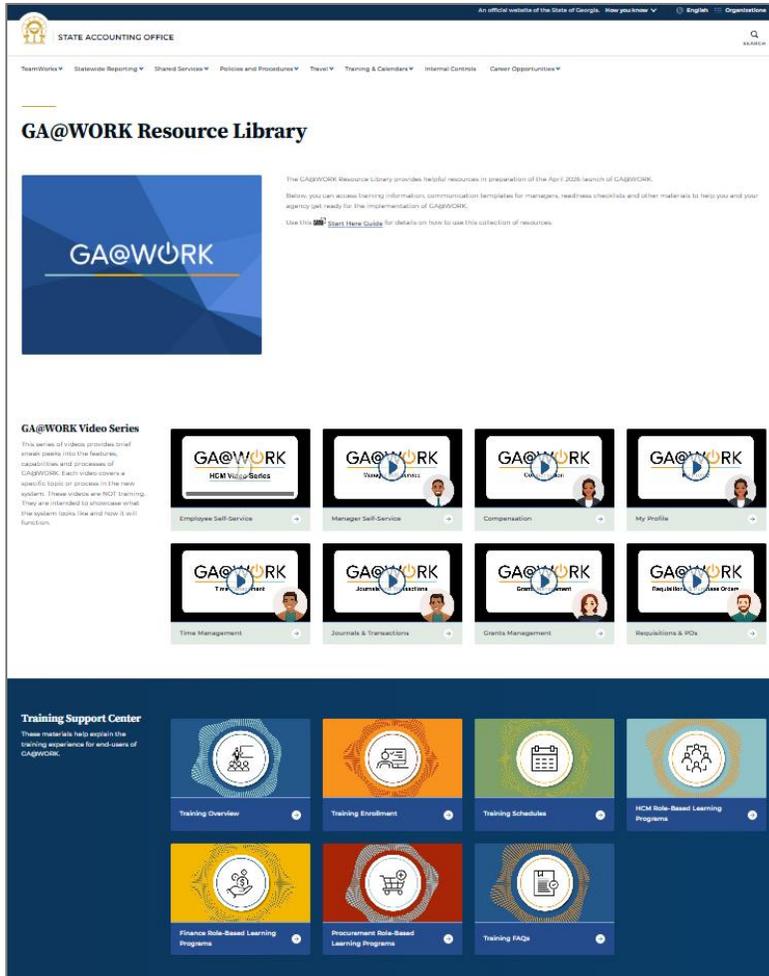


Scan to register for upcoming Huddle Meetings



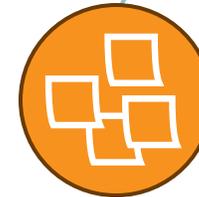
Scan to access previous Huddle Meetings

GA@WORK Resource Library



Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- <https://sao.georgia.gov/gawork-resource-library>



What's on the GA@WORK Resource Library:

- Videos and demos
- Change impacts
- Crosswalks
- Glossaries



Suggested uses:

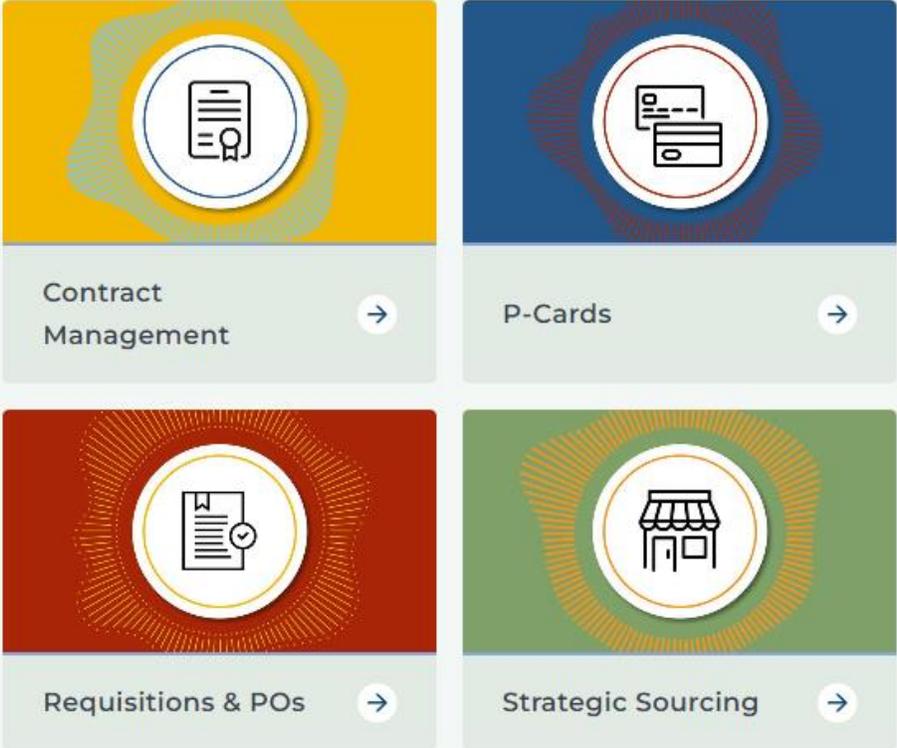
- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review Procurement business area resources with specific agency teams to generate interest and engagement

Procurement Professionals Toolkits

Use these materials as needed and remember to revisit this site periodically as new resources will be added throughout the month.

Procurement Professionals

Click on the tile for information about a specific business area. Each tile links to a toolkit of change impacts, crosswalks, glossaries, FAQs and other resources for Procurement professionals to use to help them in their transition to GA@WORK.



- Contract Management
- P-Cards
- Requisitions & POs
- Strategic Sourcing

What's here now:

- Change impacts
- Crosswalks

What's coming soon:

- Glossaries
- Demos of business processes
- *Additional areas!*

Remember: These materials are NOT TRAINING. Instead, they help these users prepare for training and working in GA@WORK.

GA@WORK stay in the know!



Send any questions to [Nextgen Support](#) (select General Question)

<https://service.doas.ga.gov/app/AskNextgenSupport>



Check out the NextGen website: sao.georgia.gov/NextGen



Subscribe and read the monthly NextGen Newsletter



Follow us on LinkedIn: **@ GA State Accounting Office**

@ Georgia DOAS State Purchasing Division

GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM 	<ul style="list-style-type: none"> • Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	<ul style="list-style-type: none"> • Need to submit procurement resources • Need to submit completed procurement or sourcing requests • Have questions about contracts • Need assistance in completing procurement requests • Have questions about the procurement process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit SIT or UAT testing resources • Have questions about the testing process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov https://service.doas.ga.gov/app/LearningHelp	<ul style="list-style-type: none"> • Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
NextGen	nextgen@sao.ga.gov	<ul style="list-style-type: none"> • Have general questions about the NextGen project, or GA@WORK • Need change management support • Have questions about training • Want to submit questions to our FAQ list 	<ul style="list-style-type: none"> • Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	<ul style="list-style-type: none"> • Are responding to a meeting invitation 	<ul style="list-style-type: none"> • Meeting invitations (project activities)

SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than \$500,000, etc.



*thank
you!*