

DES Mandated Procurement Training

- How to complete the required training and track progress -

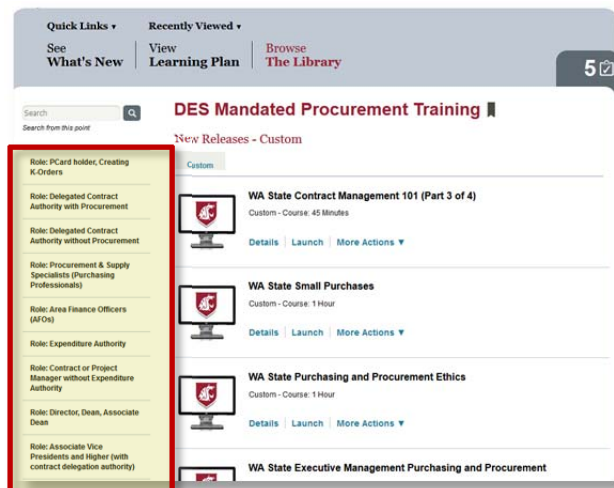
1. Log into your training account at hrs.wsu.edu/skillsoft
2. In the top center of the page, click on "Browse the Library"
Then select WSU Custom Library > DES Mandated Procurement Training



3. In the left-hand column of the resulting page, locate the Role to which you have been assigned.



Click on that link to display the courses you are required to complete.



4. Click the **Details** link of each course to assess progress:
 - A white circle indicates you have not begun the course
 - A half green circle indicates you have begun but not completed the course
 - A full green circle indicates the course has been completed

Questions? Contact hrstraining@wsu.edu or 509-335-4521.