



Procure-to-Pay (P2P) Online Training Instructions

What do I need to get started?

You need your **Employee ID**

Non-UC employees can use an IID if no Employee ID is available

How do I access the online training?

1. Go to <https://learningcenter.ucsfmedicalcenter.org/>
2. Login with your UCSF employee ID.
3. From menu bar select "Learn".
4. From dropdown menu select "Catalog"
5. Under Business & Operations select "Purchasing"
6. Click appropriate e-course "Procure-to-Pay(P2P)..."
7. Select "Register" and "Submit"

What courses do I complete and how long will it take?

1. Complete the P2P **Overview** course which consists of one module, describes P2P processes and roles, and takes less than 30 minutes to complete.
2. Next, complete the courses that correspond to your assigned P2P roles (see chart below). These courses become visible on the course homepage after you complete the **Overview**.

If your P2P Role is...	Take this course after you complete the Overview ...	# of Modules	Estimated Completion Times
Requester or Self Approving Requester	Requesting	6	2 - 3 hours
Default Approver	Default Approving (includes Ad Hoc Approver training)	6	2 - 3 hours
Ad Hoc Approver (but NOT a Default Approver)	Ad Hoc Approving	3	1 - 2 hours
Proxy Approver	Proxy Approving	3	1 - 2 hours
Receiver	Receiving	3	1 - 2 hours
Department Buyer	Managing POs	3	1 - 2 hours

How do I know I have completed my required training?

Each course is comprised of 3 to 6 modules and each module is followed by a quiz that reinforces the training. The quiz must be completed prior to advancing to the next module.

- Once you complete a quiz, use the navigation bar to return to the course. The next module in the course will now be visible for you to review. After you complete the last quiz in a course, a **Certificate of Completion** becomes visible for you to print and provide to your P2P Go-Live Coordinator or department Access Administrator.
- To access another course, use the navigation bar to return to the course homepage to locate the next course.

When is the training deadline?

Ask your P2P Go-Live Coordinator for the training deadline set for your department.

Can I print the courses?

P2P courses are not printable, but you can review completed modules online at any time. Detailed **P2P User Manuals** and other helpful user tools are available online at <http://cpbc.ucsf.edu/p2p> under "**How to Use P2P**".

When can I access the courses?

UC Learning Center is available from any computer with internet access and courses are available 24/7. You can pause, exit and return to a course at any time. Use the bottom navigation bar in the course to return to the slide where you exited.

Need help?

Contact **Customer Support** at 514-4100, option 2, then option 2.