

## Hsieh, Patricia

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**From:** Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]  
**Sent:** Tuesday, April 15, 2008 9:54 AM  
**To:** AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU  
**Subject:** [AMS-HRTRAINERS-L] New online course on HUB purchasing requirements

Dear A&M System Training Coordinators,

I am pleased to announce the completion of a new online course, *HUB Purchasing Requirements*. The course is currently on TrainTraq, but in an inactive state. We will activate it at close of business today (Tuesday, April 15).

This course was developed at the request of, and in conjunction with, the System Office of HUB and Procurement Programs. Instructional objectives are to 1) define HUB; 2) describe the importance of purchasing from HUBs; and 3) provide additional information about the state of Texas and A&M System HUB programs. The course is designed for personnel responsible for making or approving purchases. It is a relatively short (20-30 minutes to complete) and includes practice questions, but not a test.

The course will eventually be assigned as a required course *only for administrative assistants/bookkeepers, account managers, department heads, and procurement card holders* (similar to the HIPAA course, which was required only for employees who handle benefits-related information or have access to HRC Admin). Our current plan is for the assignments to be made on a one-time basis. Employees will have six months to complete the course after receiving the assignment. Employees who are new hires or who transfer into positions that qualify them for this training will be required to complete the course within six months of hire or transfer. We are currently working out the assignment rollout process and will keep you posted as we work out the details.

After the course has been activated, to access it, login to SSO at <https://sso.tamus.edu>, navigate to the Training tab in HRConnect, and open the Alphabetical Master Course List folder. Click the Start Course link to the right of the course title to access the course. If you would like to have a record that you completed the course, click the Acknowledge Training button on the last page of the course. As long as you do not click this button, you can review the course without it being recorded on your transcript.

Please let me know if you have questions, comments, or concerns.

Thanks,

Pat

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