April 2, 2021

To: All Staff and Faculty

From: Jesse Crain-Director of Purchasing

RE: Shop UW+ Shopper Training

Greetings: With the ShopUW+ platform scheduled to be enabled on April 16th, we are beginning the process of offering training to all of our campus users. **Those of you designated as a Requestor or an Approver will be receiving a separate message from UW System regarding your specific training.**

All other Faculty and Staff that have NOT been assigned the Requestor or Approver roles are automatically assigned the **Shopper** role. The training for the Shopper role will be provided through the ShopUW+ Essentials website. This training will be available starting on Monday, April 5th. Please use the link and instructions below to access your training. A copy of the ShopUW+ Essentials link is also available on the UW-Oshkosh Purchasing Website.

**Getting Started**

The [ShopUW+ Essentials](https://shopuwplus.wisc.edu) (<https://shopuwplus.wisc.edu>) website will be your hub to access training, resources, and support. ShopUW+ Essentials will go live April 5. This site will not be active before this date. For future access, you will want to bookmark the new ShopUW+ Essentials website address.

We strongly encourage you to complete your training before using ShopUW+. After April 5, go to [ShopUW+ Essentials](https://shopuwplus.wisc.edu) to get started by watching the short informational video called **Preparing for ShopUW+** to get an overview of the platform and the training courses. You can then self-enroll for your courses.

The following courses will support you in your **Shopper** role. The courses will be delivered through Canvas. We strongly encourage you to complete these courses before using ShopUW+. Completing the training should take under two hours.

|  |  |
| --- | --- |
| **Course** | **Available** |
| ShopUW+ Foundations | 4/5 |
| ShopUW+ Process Updates | 4/5 |
| ShopUW+ Shopper Skills | 4/12 |

**Enrolling in ShopUW+ Courses**

You will need to self-enroll in your courses. Go to the [ShopUW+ Essentials Getting Started](https://shopuwplus.wisc.edu/getting-started) page. Follow the steps under **How to Self-Enroll in Training**.

You can also access your courses after you self-enroll through the ShopUW+ Essentials website after April 5. If you see a notification at the top of the screen informing you that you have been invited to join a ShopUW+ Course as a student, click **Accept**.

* If you access Canvas and do not see the expected courses, please verify that you are in the correct Canvas site by checking that the page starts with **uws.instructure.com.**
* If you do not see the correct courses or have any trouble accessing them, email [Customer Support](mailto:uwsaproblemsolvers@uwsa.edu)at [uwsaproblemsolvers@uwsa.edu](mailto:uwsaproblemsolvers@uwsa.edu).

**Returning to Courses**

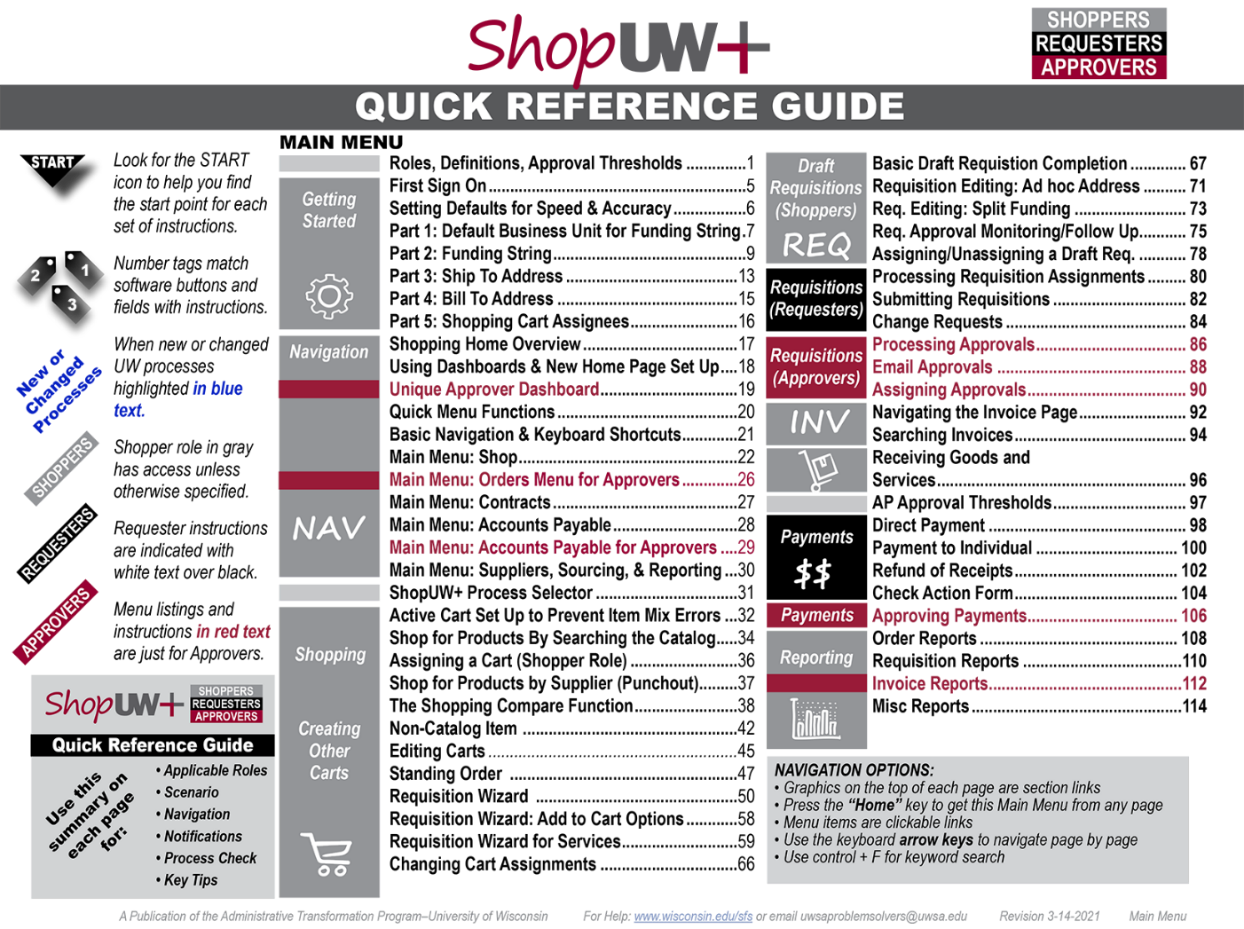
* You will always be able to log in to your training from the ShopUW+ Essentials website.
* You can also log in through [Canvas training](http://uws.instructure.com), which will be hosted at **uws.instructure.com.**

**Training Tips**

* If you revisit training after ShopUW+ launches on April 16 and have two monitors available, use one monitor for watching the training demo/short videos and the other to follow along in the platform.
* Completing the training should take under two hours. You may revisit the training as many times as you would like before and after ShopUW+ goes live.

**Finding Answers**

As you complete your ShopUW+ training, review the **Quick Reference Guide**. You will find step-by-step instructions to complete more than 50 processes, with a summary, standard navigation options, and screen shots to guide you as you begin working in ShopUW+. The Quick Reference Guide will answer most of your questions about using the new platform. You can also find other useful information on the ShopUW+ Essentials website.



**DRAFT**

**Assistance using ShopUW+**

We are currently working to resolve accessibility barriers in ShopUW+. To learn about the accessibility and usability of ShopUW+, go to [ShopUW+ - Accessibility and Usability Information KB.](https://kb.wisc.edu/accessibility/109604)

If you need accessibility assistance, want to report an accessibility barrier, or if you are having difficulty using ShopUW+ or any of the training materials, [email our Customer Support team](mailto:uwsaproblemsolvers@uwsa.edu) at [uwsaproblemsolvers@uwsa.edu](mailto:uwsaproblemsolvers@uwsa.edu).

**Enjoy the new shopping experience**

For the best experience as you make this transition, complete your assigned training in order before you begin working in ShopUW+. Understanding the tool and workflows will help you work confidently and more quickly.

Thank you