

**DIVISION OF PURCHASE & PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
STATE CONTRACT MANAGER TRAINING
COURSE**

I. PURPOSE

Pursuant to Circular Letter titled State Contract Manager, the Director of the Division of Purchase and Property is requiring all State Contract Managers to have formal contract management training in State procurement law, policy, procedure, and efficient and effective procurement practices by completing an online training course.

II. BACKGROUND

The State Contract Manager training is administered and managed by the Department of Treasury, Division of Purchase and Property, Contract Compliance & Audit Unit. The course appears on the myNewJersey Portal under the HRDI, eLearning link.

The course will take approximately two to three hours to complete. At the end of the course material, a multiple choice examination will be administered. All State Contract Managers will be required to pass this examination to successfully complete the training.

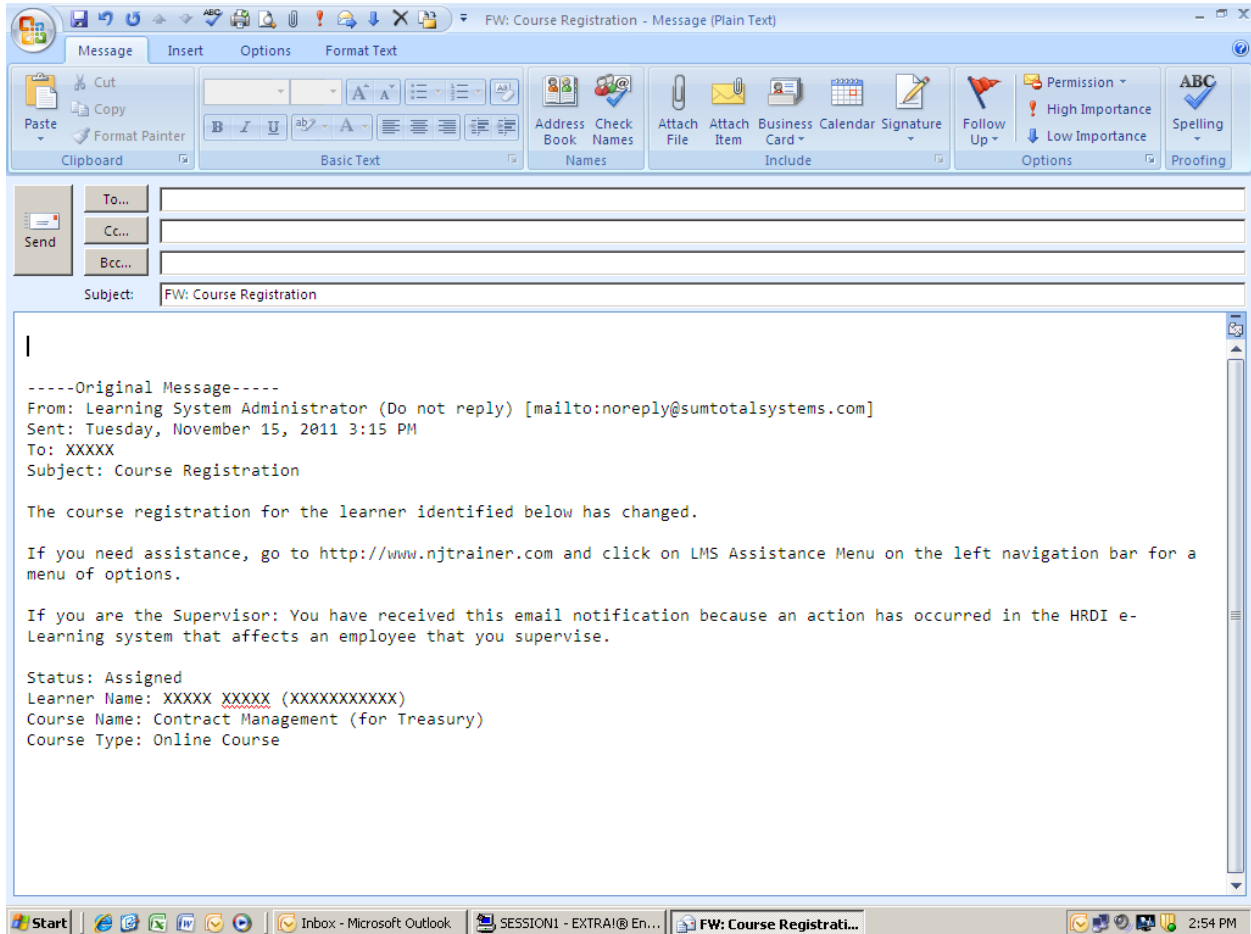
III. PROCEDURE

1. To request the online course for State Contract Manager Training, send your request to the e-mail address below:

scm.support@treas.state.nj.us

2. The following items are required in order to log on to the myNewJersey Portal and HRDI eLearning website:
 - a. Log On ID
 - b. Password

1. When the course is assigned, you will receive the following email. Click on the link 'NJ trainer' referenced in the email below.



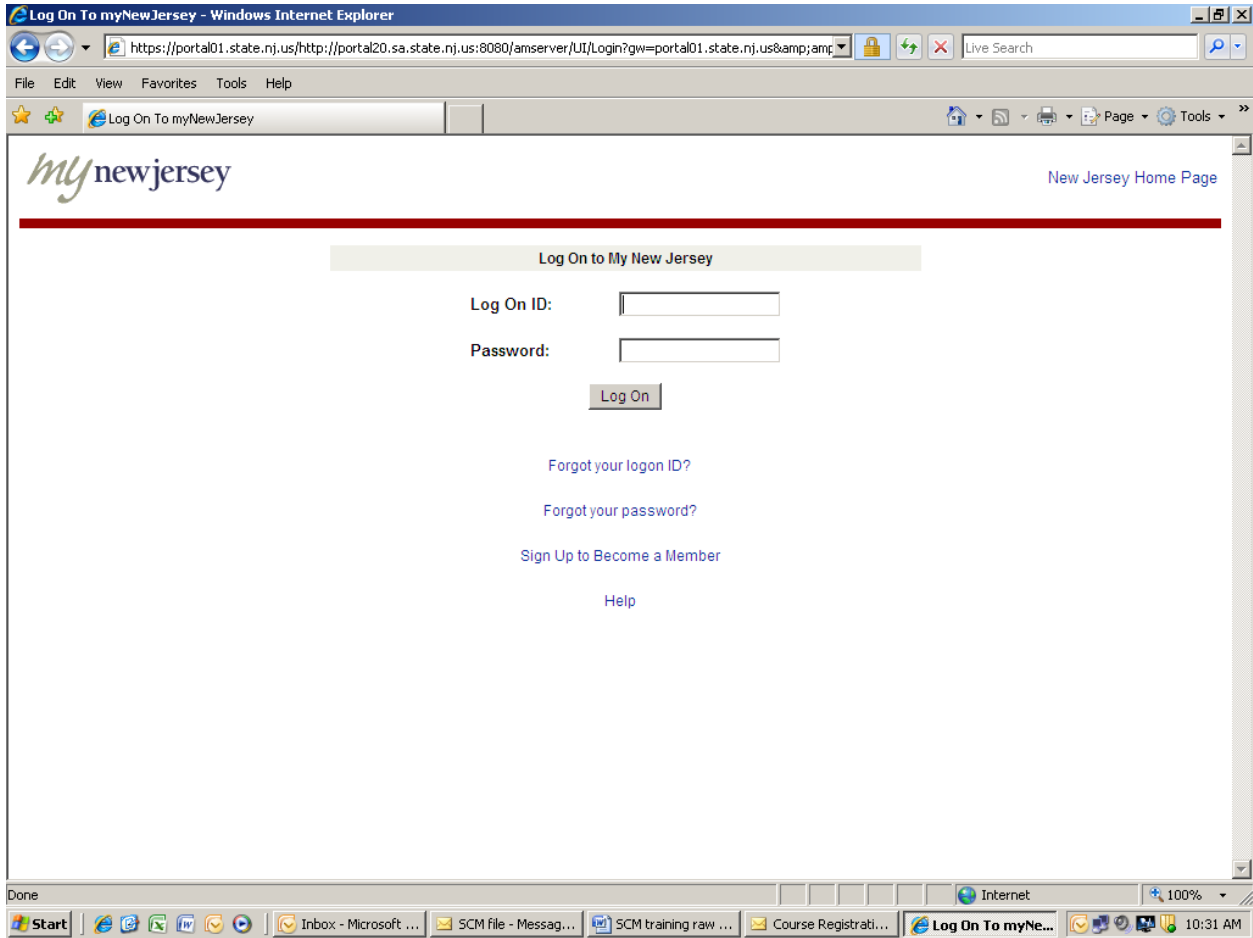
2. Click on the LMS Assistance Menu located on the left side of the screen.



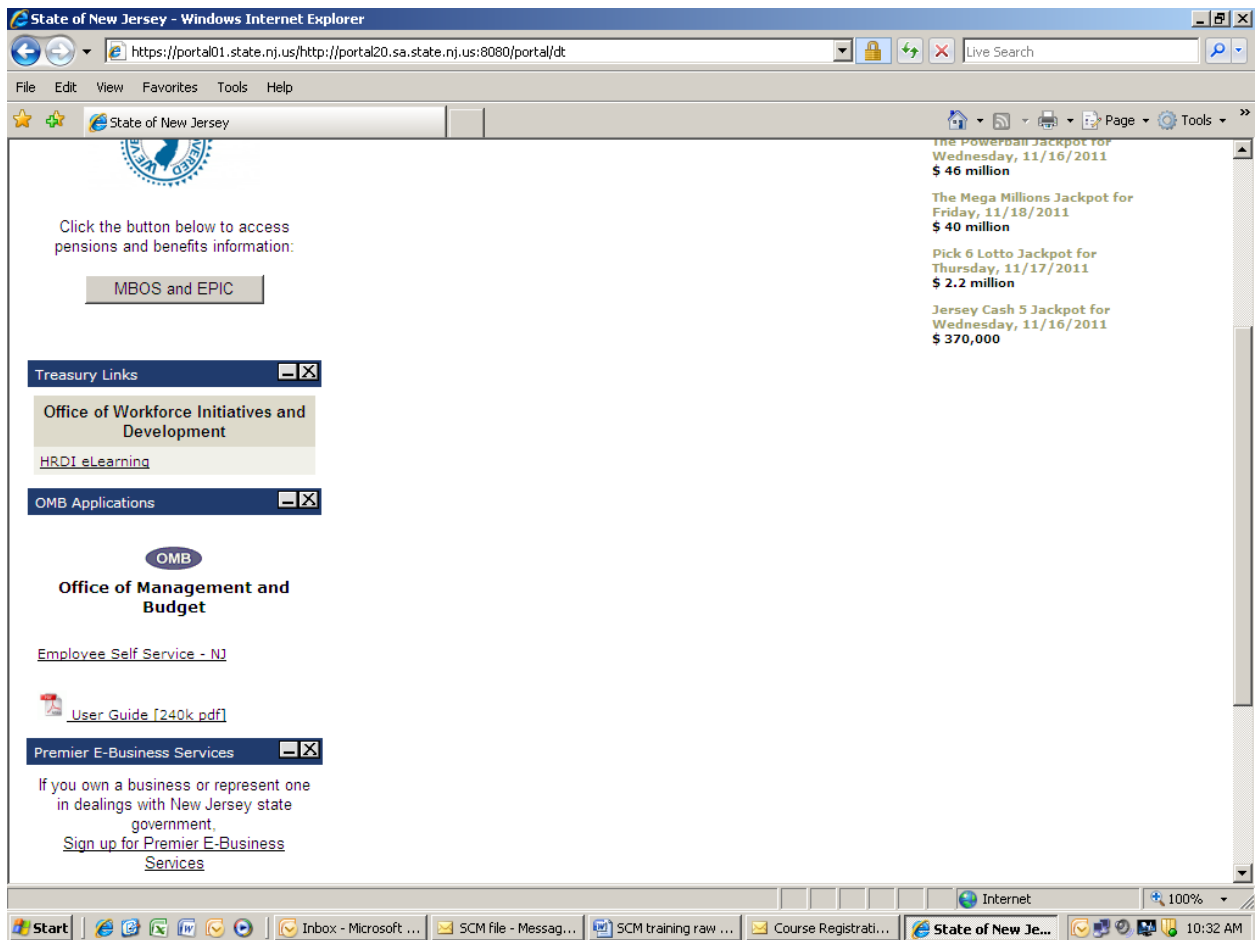
- Next, log on to the myNewJersey Portal to access the HRDI eLearning website by clicking on the words 'click here' as shown below.

The screenshot shows a web browser window titled "HRDI - LMS - Assistance Menu for HRDI eLearning - Windows Internet Explorer". The address bar displays the URL: <https://treasuryapps.state.nj.us/HRDI/docs/LMS/LMSHelpMenu.htm>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation icons. The website content features a header with the HRDI logo and the text "Human Resource Development Institute". Below the logo, it lists the names of New Jersey's Governor, Lt. Governor, and State Treasurer. A navigation menu includes links for HOME, ABOUT HRDI, TRAINING PROGRAMS, SERVICES, FAQ, SITE DIRECTORY, CONTACTS, LOCATIONS/DIRECTIONS, and TEXT ONLY. The main content area is titled "Assistance Menu for HRDI eLearning" and contains a section "How do I...?" with a bulleted list of links: "Access the LMS", "Find My Required Learning", "Launch an online course", "Print a certificate", "Access my transcript", "Request a waiver (If I already completed the course)", and "Frequently asked questions (PDF)". Below this list, there are two paragraphs of text providing contact information for LMS navigation difficulties and for accessing the NJ.GOV portal. The final paragraph states: "To log on to the myNewJersey Portal and access HRDI eLearning, click [here](#)." The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "SCM file - Messag...", "SCM training raw...", "Course Registrati...", and "HRDI - LMS - As...". The system clock indicates the time is 10:31 AM.

4. Enter your **Log On ID** and **Password** and click **Log On**.



5. Click on HRDI eLearning located on the left side of the screen.



6. Click on Learning and Metrics

The screenshot displays the Maestro 5.0 web application interface within a Windows Internet Explorer browser window. The address bar shows the URL: <https://gm1.geolearning.com/geonext/hrdilearning/myhome.geo?nav=MyHome>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Maestro 5.0".

The main content area is titled "My Home" and features a search bar with a "Go" button. Below the search bar, there are several navigation links:

- Organizer**: Review and manage your learning, events, and messages.
- Learning and Metrics**: Manage your online and instructor-led courses, learning plan, and student transcripts.
- Resource Center**: View your online resources here.
- Settings and Preferences**: Manage your user profile, roles, shortcuts, and personal preferences.
- End-user Tutorial**: Launch the tutorial.
- Universal Search**: Search Courses, Classes and Online Resources.

The "Organizer Home" section is highlighted, showing a "System Announcements" area. The first announcement is titled "Treasury Mandatory Training" and is categorized as "Discrimination Policy Training". The text reads: "Welcome Treasury Online Learners to the State of New Jersey Learning Management System (LMS). All employees of The Department of the Treasury and affiliated agencies are required to complete a mandatory training program covering Discrimination in the Workplace. To comply, click the [Learning and Metrics](#) TAB above. Then click the link under [My Plan](#) entitled [TY-Treasury Policy Learning Plan: NJ POLICY PROHIBITING DISCRIMINATION IN THE WORKPLACE](#).... Both components of this learning plan must be completed. The first component is the viewing and reading of the State policy (**remember to hit the Acknowledge button at the end**). You will have the option to print out the policy as well. The second component is the course training. Both must be completed by November, 2011."

The second announcement is titled "HRDI Online Courses Available Now!" and features the HRDI logo (HRDI e-Learning Solutions). The text reads: "HRDI is pleased to announce the availability of MindLeaders Online Courses! Three options to choose from:"

1. [HRDI Business Skills & Desktop Online Catalog Subscription \(View Catalog Details\)](#)
600+ online courses focused on sharpening professional skills.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:41 AM and date 10/4/11.

7. Click on Contract Management (for Treasury) in the My Required Learning box.

The screenshot shows a Windows Internet Explorer browser window displaying the HRDI! e-Learning Solutions website. The address bar shows the URL: https://gm1.geolearning.com/geonext/hrdielearning/trainingandmetrics/home_geo?nav=TrainingandMetrics. The page features a navigation menu with 'My Home' selected. The main content area is titled 'Learning and Metrics Home' and includes a sidebar with links to 'Learning and Metrics Home', 'My Required Learning', 'My Elective Learning', 'Catalog', and 'My Waiver Requests'. The 'My Required Learning' section is expanded, showing 'Contract Management (for Treasury)' with a status of 'Not Attempted'. Other sections include 'My Elective Learning' and 'Instructor-Led Training Events'. The task instruction points to the 'Contract Management (for Treasury)' link.

- Click the activity name Contract Management (for Treasury) in OLT Lessons to begin the State Contract Manager Training.

The screenshot displays the Maestro 5.0 web application interface. The browser window title is "Maestro 5.0 - Windows Internet Explorer". The address bar shows the URL: <https://gm1.geolearning.com/geonext/hrdielearning/coursesummary.CourseCatalog.geo?id=22505411520>. The page content includes a navigation sidebar on the left with icons for Learning and Metrics Home, My Required Learning, My Elective Learning, Catalog, My Waiver Requests, Calendar, and My Transcript. The main content area is titled "Course Catalog: OLT Activities" and shows details for the "Course: Contract Management (for Treasury)". Below the course title, there are tabs for "OLT Activities" and "Details". A "Submit Waiver Request" button is visible. The progress information shows "Progress: Not Attempted", "Required: Yes", and "Subscription Term Expiration: N/A". The description is "State Contract Manager Training". A table titled "OLT Lessons" contains one entry: "Contract Management (for Treasury)" with a score of "Not Attempted". At the bottom of the page, there is a copyright notice: "© 2011 SumTotal Systems, Inc build: 5.201110-00077" and a "POWERED BY SUMTOTAL SYSTEMS" logo. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "9:20 AM".

Course Catalog: OLT Activities

Course: Contract Management (for Treasury) [Close Record](#)

OLT Activities **Details**

[Submit Waiver Request](#)

Progress: Not Attempted Required: Yes Subscription Term Expiration: N/A

Description:
State Contract Manager Training

To launch a learning activity, click the activity name below.

Activity Name	Score	Progress	Last Accessed	Time Taken	Attempts
Contract Management (for Treasury)		Not Attempted			

To go back, click [Close Record](#).

© 2011 SumTotal Systems, Inc
build: 5.201110-00077

POWERED BY SUMTOTAL SYSTEMS

Start | Internet | 100% | 9:20 AM