To register for any class, use your UCSB Net ID and login here:  
https://learningcenter.ucsb.edu/default.aspx

**Procurement Fundamentals – 1 hr**  
**Instructor:** Calli Price  
**Description:** The Procurement class is designed as an introduction to Purchasing and Business Contracts. Topics include conflict of interest, bids, federal order requirements, insurance, restricted commodities, vendor contracts, revenue agreements, hotel contracts, and strategic sourcing.  
**When:** Wednesdays, 10am, Monthly  
March 4, April 1, May 6, June 3, July 1, August 5, September 2, October 7, November 4, December 2

**Accounts Payable 101 – 1 hr**  
**Instructor:** Steve Kriz / Ron Hirst  
**Description:** An interactive session designed to introduce attendees to mechanics of the invoicing process, departmental responsibilities, troubleshooting common issues, and key contacts.  
**When:** Thursdays, 10am, Monthly  
April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19

**Small Business Subcontracting – 1.5 hrs**  
**Instructor:** Lynn Corrigan  
**Description:** Government Contracts awarded through Office of Research over $650,000 require a Small Business Subcontracting Plan. This class provides the information you need to successfully complete a Subcontracting Plan, as well as helpful policies and resources.  
**When:** Tuesdays, 10am, every other month  
April 7, June 9, August 11, October 13, December 8

**Gateway 101 – 2 hrs**  
**Instructor:** Jacob Godfrey  
**Description:** The Gateway 101 class will provide an introductory overview of the Gateway e-Procurement system. Topics include placing an order, receiving, invoicing, and helpful tips and tricks.  
**When:** Tuesdays, 9am, Monthly  
March 3, April 6, May 5, June 2, July 7, August 4, September 1

**Gateway Forms – 1 hr**  
**Instructor:** Jacob Godfrey  
**Description:** The second class in the Gateway series focuses on the many types of Forms in our e-Procurement Gateway system. Topics include non-catalog item, Vendor Blankets, Contracts, Change Orders, Walk-In, Confirming, Flexcard, Business Card Forms, and others.  
**When:** Tuesdays, 9am, every other month  
March 10, May 12, July 14, September 8
Gateway Receiving – 1 hr  
**Instructor:** Jacob Godfrey  
**Description:** The third class in the Gateway series focuses on the Receiver role. We will walk you through how and when to receive, briefly discuss invoices, and review frequently asked questions.  
**When:** Tuesdays, 10am, every other month  
March 17, May 19, July 21, September 15

GMC 101 – 1 hr  
**Instructor:** Jacob Godfrey  
**Description:** The Gateway Management Console (GMC) is the integration point for how departments assign spend authority and approval for their Account Strings in Gateway. The GMC 101 class will provide department administrators information on how to manage accounts and users within their departments, discuss the DPA and DSA roles as well as project codes, and cost centers, and provide tips on bulk uploads. (*DPA users only*)  
**When:** Tuesdays, 10am, monthly  
March 24, April 28, May 26, June 23, July 28, August 25, September 22

Flexcard Department Administrator – 1.5 hrs  
**Instructor:** Lynn Corrigan  
**Description:** This class is required for all new Department Administrators. It provides an overview of the FlexCard program and the policies and procedures that govern it, and training in the basic function that the Department Administrator must perform in the FlexCard Management Module.  
**When:** Wednesdays, 10am, every other month  
March 3, April 15, June 10, August 12, October 14, December 9

Flexcard Department Reviewer - 2 hrs  
**Instructor:** Lynn Corrigan  
**Description:** This class is required for all new Reviewers and Allocators. It provides an overview of the FlexCard program and the policies and procedures that govern it, and training in the basic functions that the Reviewer or Allocator must perform in the FlexCard Allocation Module.  
**When:** Mondays, 9am, monthly  
March 4, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16

Flexcard Cardholder – 1.5 hrs  
**Instructor:** Lynn Corrigan  
**Description:** This class is required for all new FlexCard Cardholders. It provides an overview of the FlexCard Program and the policies and procedures that govern it.  
**When:** Thursdays, 10am, monthly  
March 5, April 30, May 28, June 25, July 23, August 27, September 24, October 22, November 20 (Friday)
Fundamentals of Equipment Management – 1.5 hrs
**Instructor:** Vaughn Boyle
**Description:** The Equipment Management class provides an introduction to the basics of asset management, including the University of California’s definition of inventorial equipment, central office and departmental responsibilities, methods and procedures for acquisition and disposition of equipment, and the recording, tracking and management of assets with UC and non-UC title.
**When:** Thursdays, 10am, every other month
April 9, June 11, August 13, October 8, December 10

Distribution Services – 1 hr
**Instructor:** Jim Hernandez
**Description:** This Distribution Services class covers three critical business support areas: Mail Services – postage/mailing, parcel/overnight shipping and intra-campus mail services; Furniture Services – moving/reconfiguration, handling of truckload deliveries and special events; Surplus Sales – what qualifies as surplus, how it is sold or recycled, and earning revenue for your department.
**When:** Wednesdays, 10am, every other month
April 22, June 24, August 26, October 28