



NEW USER TRAINING

Review the dates & times below - EMAIL purchase@mtsu.edu with your selection.

Call (615) 898-5442 for assistance.

<u>Session Title</u>	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Training Location</u>
Shoppers/Requesters	09/29/21	9:00 AM	11:00 AM	All training will be via Zoom
APPROVERS	09/29/21	2:00 PM	3:30 PM	
Shoppers/Requesters	10/12/21	9:00 AM	11:00 AM	
APPROVERS	10/12/21	2:00 PM	3:30 PM	
Shoppers/Requesters	10/27/21	9:00 AM	11:00 AM	
APPROVERS	10/27/21	2:00 PM	3:30 PM	
APPROVERS	11/09/21	9:00 AM	10:30 AM	
Shoppers/Requesters	11/09/21	2:00 PM	4:00 PM	
Shoppers/Requesters	11/16/21	9:00 AM	11:00 AM	
APPROVERS	11/16/21	2:00 PM	3:30 PM	
APPROVERS	12/07/21	9:00 AM	10:30 AM	
Shoppers/Requesters	12/07/21	2:00 PM	4:00 PM	
Shoppers/Requesters	12/14/21	9:00 AM	11:00 AM	
APPROVERS	12/14/21	2:00 PM	3:30 PM	
APPROVERS	01/11/22	9:00 AM	10:30 AM	
Shoppers/Requesters	01/11/22	2:00 PM	4:00 PM	
Shoppers/Requesters	01/26/22	9:00 AM	11:00 AM	
APPROVERS	01/26/22	2:00 PM	3:30 PM	
APPROVERS	02/08/22	9:00 AM	10:30 AM	
Shoppers/Requesters	02/08/22	2:00 PM	4:00 PM	
Shoppers/Requesters	02/23/22	9:00 AM	11:00 AM	
APPROVERS	02/23/22	2:00 PM	3:30 PM	
APPROVERS	03/08/22	9:00 AM	10:30 AM	
Shoppers/Requesters	03/08/22	2:00 PM	4:00 PM	
Shoppers/Requesters	03/22/22	9:00 AM	11:00 AM	
APPROVERS	03/22/22	2:00 PM	3:30 PM	
APPROVERS	04/05/22	9:00 AM	10:30 AM	
Shoppers/Requesters	04/05/22	2:00 PM	4:00 PM	
Shoppers/Requesters	04/19/22	9:00 AM	11:00 AM	
APPROVERS	04/19/22	2:00 PM	3:30 PM	