



1-Page Reference: Accessing Resources in JAGGAER U

[JAGGAER University](#) content is not designed for end users but includes resources for anyone who will:

- Lead an implementation team
- Develop a training or change management plan
- Administer a customer site
- Have major responsibilities for managing a specific product or resources such as catalogs, templates, contract clauses, etc.
- Participate in key decisions during implementation or beyond

Getting
Started

Step One: Request JAGGAER U Users

Early in the process, ask your JAGGAER implementation team contact to set up users based on the number of subscriptions available, or [use this link to request them individually or in bulk](#).

Recommended: Designate an LMS Manager

Empower someone on your team as the Learning Management System admin who can request users, assign content and track progress. Your OSM or Project Manager can put that in place.

GET SET: Develop Your Training Plan

Learn what's available for stakeholders, managers & administrators:
[JAGGAER U Quick Start](#) video
[JAGGAER U Quick Reference pdf](#)

Assigning Content by Role

All Team Members, Before Kickoff:

1. *Welcome to JAGGAER*
2. The overview video or (if available) *Welcome to class* for each product in their scope (found at the top of the Product Page in the JU Solution Enablement Center section)

After Kickoff, Before Design Workshops

- All decision-makers and key stakeholders watch the *Essentials* course for each product being implemented

During the Project or After Go-Live:

- **Resource Managers:** Relevant product admin classes related to the responsibilities they'll have (e.g. managing templates, hosted catalogs, supplier questionnaires, etc)
- **Product Admins:** *Standard Administration* course for any product they'll manage
- **Site Administrators:** *Core Foundations* and *Site Administration* courses followed by product *Essentials* courses for each product implemented and *Standard Administration* courses or admin classes based on their responsibilities and needs

What's the Benefit?

- Begin the learning process during the preparation period between introductions and the kickoff events
- Set the stage for understanding how to get the most out of JAGGAER capabilities
- Learn what the products you'll be using can do
- Begin thought and discussions about decisions that will be needed during implementation
- Develop a vision for growth into more robust features to be added as you continue your JAGGAER Journey
- Begin a culture of learning that will help you and your team expand your JAGGAER capabilities well past implementation