

Subject: New Online Class Available: COR120U - ECC Navigation

Audience: All ECC Users

The SCEIS Team is pleased to announce a new online class, COR120U - Enterprise Central Component (ECC) Navigation. This introductory class is designed to provide users with a general overview of basic navigation in SCEIS ECC. COR120U is replacing the COR120 online class previously available in Blackboard and uPerform.

Below, you will find details about the online class including class navigation and suggestions for completing the class. The link to COR120U is also below.

COR120U SCEIS ECC Navigation Online Class

Description: COR120U familiarizes users with basic navigation in SCEIS Enterprise Central Component (ECC) to include: logging in, navigating the various toolbars, creating and closing a new session, adding favorite transactions, creating and ending transactions and logging off.

Class Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Class Introduction	(1:10)
Lesson 1 - SCEIS ECC Overview and Access	(3:04)
Lesson 2 - Navigating SAP Easy Access	(5:20)
Lesson 3 - Creating and Navigating Sessions	(2:15)
Lesson 4 - Favorites Folders	(4:30)
Lesson 5 - ECC Transactions	(6:25)
Lesson 6 - Help and ECC Log Off	(4:59)
Total:	27 Minutes (27:03)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the class. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Class Navigation: In the COR120U Class Index, participants will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the COR120U Class Index.

Within the class, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide Pause/Play Button Next Slide

Suggestions for Completing the Class: To get the best out of the COR120U online class, the SCEIS Team has provided the following suggestions for completing the class:

- Have paper available to take notes, or print the PowerPoint version of the class found on the Links page within the online class. Remember, you can pause the class to take notes or rewind to listen to a slide again.
- Visit the Links page of the class to print the class script and PowerPoint and get links to additional resources such as the SCEIS uPerform site.

Accessing the Class: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation. The COR120U class can be found under any of the following menu options:

- Online Training Class: HR/Payroll
- Online Training Class: Finance
- Online Training Class: Materials Management

The direct link is below:

<http://sceis.sc.gov/class/COR120u/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.