

Weekly Update

March 22, 2016

Subject: Seats Are Still Available for the March 30-31 Section of the PS300 Project Systems Class

Audience: Finance Directors, Agency Training Coordinators, AST Leads

There are still seats available for the PS300 Project Systems training class on Wednesday and Thursday, March 30-31, 2016. The SCEIS Team encourages all users with the Project Accountant or Project Manager SCEIS roles to register for this class today!

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PS300 – Class Information

Class ID/Title: PS300 Project Systems

Description: This class is intended to enable participants to understand the steps involved in Project Systems as well as enable users to perform the associated transactions. This class is also intended to enable participants to understand the reports related to Project Systems.

Target Audience: Users with the following roles: Project Accountant and Project Manager.

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- COR120 Enterprise Central Component (ECC) Navigation online class

PS300 – Section 01 – Spring 2016 Details

Class Date: Wednesday and Thursday, March 30-31, 2016 (two-day class)

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/RMC72B9>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.



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If you have any questions about this message, please email them to training.sceis@admin.sc.gov.