

## Weekly Update

Week of September 12, 2016

**Subject:** Seats Are Still Available for the October 5-6 PS300 Project Systems Class  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, SCEIS Project Accountants and Project Managers

There are still seats available in the PS300 Project Systems class on Wednesday and Thursday, October 5-6, 2016. The SCEIS Team encourages users with the Project Accountant or Project Manager role in SCEIS to register for this class today! **Note: This is the only scheduled PS300 class during the Fall 2016 term. The next opportunity to take this class will not be until Spring 2016.**

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

### **PS300 – Course Information**

**Course ID/Title:** PS300 Project Systems

**Description:** This course is intended to enable participants to understand the steps involved in Project Systems as well as enable users to perform the associated transactions. This course 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:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **PS300 – Section 02 – Fall 2016 Details**

**Class Date:** Wednesday and Thursday, October 5-6, 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

### **Registration Instructions:**

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”

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4. In the “Find Learning” tile, use the search box.
  - a. Type in the course ID and click “Go.” Or -
  - b. Type in “SCEIS” to view all SCEIS courses.
5. Find a course title and expand “View Course Dates.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).