

Weekly Update

Week of November 14, 2016

Subject: PS300 Project Systems Class Rescheduled for December 8-9
Audience: Finance Directors, Agency Training Coordinators, AST Leads, SCEIS Project Accountants and Project Managers

Due to the hazardous weather from Hurricane Matthew, the PS300 Project Systems class originally scheduled for October 5-6 has been **rescheduled for Thursday and Friday, December 8-9**. Participants enrolled in the October 5-6 PS300 class will automatically be enrolled in the December 8-9 class. Note: There are still seats available for the December 8-9 PS300 class for any user with the Project Accountant or Project Manager role in SCEIS that would like to register.

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

**Please Note: Due to the hazardous weather in October, the following class date has been updated. The new date is as follows:*

Class Date: Thursday and Friday, December 8-9, 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

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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."
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.