

## Weekly Update

Week of August 8, 2016

**Subject:** One Section of the FM300 Funds Management Course Announced  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Budget and Funds Reservations Users

The SCEIS Training Team is pleased to offer one section of the full-day course, FM300 Funds Management on Wednesday, September 7, 2016. This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

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.**

### **FM300 – Course Information**

**Course ID/Title:** FM300 – Funds Management

**Description:** This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

**Target Audience:** Agency Budget Analyst, Agency Budget Manager, FM Funds Reservation - Create/Change (with/without Workflow); FM Funds Reservation Approver

### **Pre-requisites:**

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

### **FM300 – Section 02 – Fall 2016 Details**

**Class Date:** Wednesday, September 7, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m.

### **Class Location:**

Room 202, SCEIS Office

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](mailto:training.sceis@admin.sc.gov).