

## Weekly Update

Week of August 8, 2016

**Subject:** One Section of the PS300 Project Systems Course Announced  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, SCEIS Project Accountants and Project Managers

The SCEIS Training Team is pleased to offer one section of the two-day training course, PS300 Project Systems on Thursday and Friday, December 8-9, 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

*\*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

### **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 -

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- 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).