

## Weekly Update

*Week of January 16, 2017*

**Subject:** COR120U SCEIS ECC Navigation Online Course  
**Audience:** All ECC Users

The COR120U SCEIS Enterprise Central Component (ECC) Navigation online course is available in MySCLearning. Below you will find details about the online course.

### COR120U SCEIS ECC Navigation Online Course

**Description:** COR120U familiarizes users with basic navigation in SCEIS Enterprise Central Component (ECC) to include: logging in, navigating the various toolbars, creating and closing a new session, adding favorite transactions, creating and ending transactions and logging off.

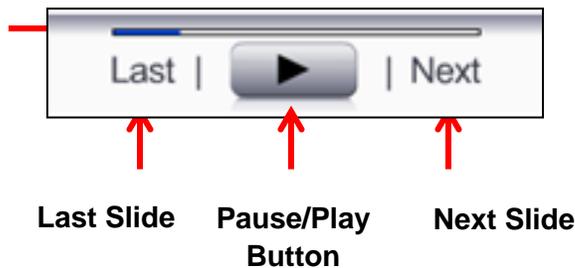
#### Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Course Introduction	(1:10)
Lesson 1 - SCEIS ECC Overview and Access	(3:04)
Lesson 2 - Navigating SAP Easy Access	(5:20)
Lesson 3 - Creating and Navigating Sessions	(2:15)
Lesson 4 - Favorites Folders	(4:30)
Lesson 5 - ECC Transactions	(6:25)
Lesson 6 - Help and ECC Log Off	(4:59)
<b>Total:</b>	<b>27 Minutes (27:03)</b>

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

**Course Navigation:** Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind



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**Suggestions for Completing the Course:** To get the best out of the COR120U online course, the SCEIS Team suggests:

- Having paper available to take notes, or printing the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Printing the course script, if needed, in the “Course Documents” folder in MySCLearning.

### **Accessing the Course:**

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. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (COR120U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).