

## Weekly Update

*Week of March 20, 2017*

**Subject:** Seats Are Still Available in the April 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, April 5-6, 2017. The SCEIS Team encourages all users with the Project Accountant or Project Manager role to register for this class today! Note: This is the only scheduled PS300 class during the spring 2017 term. The next opportunity to take this class will not be until fall 2017.

Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **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.

### **Class Date(s):**

### **PS300 – April 5-6 – Spring 2017 Details**

**Class Date:** Wednesday and Thursday, April 5-6, 2017 (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:**

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 (PS300) and click “Go.”
5. Find the course title and click “See Offerings.”
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).