

Weekly Update

Week of May 15, 2017

Subject: Additional **GM300 Grants Management** Class Offered on **May 22**
Audience: Agency Training Coordinators, AST Leads, Finance Directors, GM Program Managers, GM Administrators

An additional GM300 Grants Management class will be offered on Monday, May 22, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

Course ID/Title: GM300 Grants Management

Description: This course covers the processes for managing grants including the budget process, posting and billing process activities and monthly activities for grants.

Target Audience: GM Program Managers, GM Administrators

Pre-requisites:

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

Class Date(s):

GM300 - May 22 – Spring 2017 Details

Class Date: Monday, May 22, 2017

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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 MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (GM300) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

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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.