

## Weekly Update

Week of January 16, 2017

**Subject:** CO500 Year-End Update Course for Finance, Grants and Materials Management Offered on **May 25 and on June 13**

**Audience:** AST Leads, Agency Training Coordinators, Finance Directors, Procurement Directors

The CO500 Year-End Update course for Finance, Grants and Materials Management users will be offered on May 25, 2017, and again on June 13, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: CO500 Year-End Update**

**Description:** This full-day Year-End Update workshop will both address the overall year-end closing process for Finance, Grants and Materials Management and provide an update on changes for this fiscal year.

**Target Audience:** All SCEIS Finance, Grants and Materials Management users involved in fiscal year-end closing functions.

**Pre-requisites:** None

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

#### **CO500 – May 25 – Spring 2017 Details**

**(For Finance, Grants and Materials Management Users)**

**Date:** Thursday, May 25, 2017

**Time:** 9:00 a.m. to 4:30 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

#### **CO500 – June 13 – Spring 2017 Details**

**(For Finance, Grants and Materials Management Users)**

**Date:** Tuesday, June 13, 2017

**Time:** 9:00 a.m. to 4:30 p.m.

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

### **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.

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4. In the “Find Learning” tile, use the search box to type in the course ID (CO500) 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.

**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).