

Subject: CO400 Year-End Physical Inventory Closing Training Materials and Registration for CO400 Q&A Online Meetings Now Available

Audience: Inventory users

In an effort to continue social distancing practices due to COVID-19, the instructor-led CO400 Year-End Physical Inventory Closing classes will be presented in a different format this year. The SCEIS Team has posted CO400 training materials for FY2020 in MySCLearning for self-directed study.

After reviewing the CO400 training materials, users may attend one of two CO400 Q&A online meetings, during which SCEIS team members will answer year-end physical inventory closing questions. Attendance is optional.

The Q&A online meeting for CO400 **is not intended to be an online training course.** Materials will not be reviewed during the Q&A meeting. Instead, the online meeting is an opportunity to ask follow-up questions after users have completed self-directed study. The Q&A sessions will be recorded and available on-demand via the Training and Reminders & Tools sections of the SCEIS website.

The CO400 materials are available now in MySCLearning. For instructions on accessing the materials, see the [Print Materials for an Instructor-Led Class](#) help sheet. Although the 2020 CO400 course is not instructor-led, the process for accessing the materials is the same.

CO400 Q&A Online Meeting Session One Details

Meeting Date: Thursday, May 14, 2020

Meeting Time: 10-11 a.m.

CO400 Q&A Online Meeting Session Two Details

Meeting Date: Thursday, May 28, 2020

Meeting Time: 1-2 p.m.

CO400 Q&A Online Meeting Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (CO400) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view meeting dates.
7. Find the meeting date you prefer and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation.

If you do not receive a CO400 registration confirmation email after registering for a Q&A online meeting, please email SCEIS Training (training.sceis@admin.sc.gov).

10. Shortly before the online meeting, SCEIS Training will send the link and log-in instructions to registered participants.