

**Subject:** CO500 Year-End Update for Finance, Grants and Materials Management Training Materials and Registration for CO500 Q&A Online Meetings Now Available

**Audience:** Users involved with fiscal year-end closing

In an effort to continue social distancing practices due to COVID-19, the instructor-led CO500 Year-End Update for Finance, Grants and Materials Management classes will be presented in a different format this year. The SCEIS Team has posted CO500 training materials for FY2020 in MySCLearning for self-directed study.

After reviewing the CO500 training materials, users may attend one or all three of the following CO500 Q&A online meetings. During the Q&A online meetings, SCEIS or CG's Office team members will answer year-end closing questions. Attendance is optional.

### **CO500 Q&A Online Meeting for Finance Questions**

**Meeting Date:** Tuesday, June 9, 2020

**Meeting Time:** 1-2 p.m.

### **CO500 Q&A Online Meeting for Comptroller General's Office Questions**

**Meeting Date:** Wednesday, June 10, 2020

**Meeting Time:** 1-2 p.m.

### **CO500 Q&A Online Meeting for Materials Management Questions**

**Meeting Date:** Thursday, June 11, 2020

**Meeting Time:** 1-2 p.m.

The Q&A online meetings for CO500 **is not intended to be an online training course**. Materials will not be reviewed during the Q&A meetings. Instead, the online meetings are 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 CO500 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 CO500 course is not instructor-led, the process for accessing the materials is the same.

### **CO500 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 (CO500) 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 CO500 registration confirmation email after registering for a Q&A online meeting, please email SCEIS Training at [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).

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