

SCEIS Spring 2021 Webinar Schedule Announced

For the safety of our training participants and our team members, SCEIS will not be conducting in-person training classes this spring. Instead, SCEIS will conduct live, interactive webinars.

A recording of the live webinar (without exercises) will be available upon request. However, you will not receive credit for the course if you do not attend the live webinar.

Twenty-four SCEIS classes have been scheduled for February through May 2021. The schedule below provides a high-level view of the upcoming SCEIS training opportunities. (Please note, registration instructions can be found near the end of this document.)

Spring 2021 Webinar Schedule

February 2021

Tue.-Wed., Feb. 2-3
(8:30 a.m.-12:30 p.m. each day)

OM200-WEB Organizational Management

Thu.-Fri., Feb. 4-5
(8:30 a.m.-12:30 p.m. each day)

LMS100-WEB MySCLearning Basic Management

Tue.-Fri., Feb. 9-12
(8:30 a.m.-12:30 p.m. each day)

PR217-WEB Creating and Managing Purchase Orders

Wed.-Thu., Feb. 17-18
(8:30 a.m.-12:30 p.m. each day)

FM300-WEB Funds Management

Wed., Feb. 17
(1-5 p.m.)

ACA100-WEB Affordable Care Act Reporting

Thu.-Fri., Feb. 25-26
(8:30 a.m.-12:30 p.m. each day)

LMS200-WEB MySCLearning Course Management

March 2021

Mon.-Thu., Mar. 1-4
(1-5 p.m. each day)

PA250-WEB Personnel Administration

Tue-Wed., Mar. 2-3
(8:30 a.m.-12:30 p.m. each day)

AR300-WEB Accounts Receivable Invoice Processing

Tue.-Fri., Mar. 9-12
(8:30 a.m.-12:30 p.m. each day)

AP300-WEB Accounts Payable Invoice Processing

Learn More
at sceis.sc.gov

MySCLearning Tools



March 2021 (cont.)

Mon.-Tue., Mar. 15-16
(1-5 p.m. each day)

TM400-WEB Advanced Time and Leave Administration

Tue., Mar. 16
(8:30 a.m.-12:30 p.m.)

**REP210-FI/MM-WEB Reporting with BEx for
Finance and Materials Management Users**

Wed.-Fri., Mar. 17-19
(8:30 a.m.-12:30 p.m. each day)

TM200-WEB Time Administration

Wed.-Thu., Mar. 17-18
(1-5 p.m. each day)

LMS300-WEB MySCLearning Assignment Management

Mon.-Thu., Mar. 22-25
(1-5 p.m. each day)

PS300-WEB Project Systems

Tue.-Wed., Mar. 30-31
(1-5 p.m. each day)

TM300-WEB Leave Administration

Wed.-Thu., Mar. 31-Apr. 1
(8:30 a.m.-12:30 p.m. each day)

GL300-WEB General Ledger Accounting

April 2021

Tue.-Wed., Apr. 6-7
(8:30 a.m.-12:30 p.m. each day)

RPC100-WEB Report Center for MySCLearning

Mon.-Thu., Apr. 12-15
(1-5 p.m. each day)

**PR260-WEB Strategic Purchasing and Contract
Management**

Wed.-Thu., Apr. 14-15
(8:30 a.m.-12:30 p.m. each day)

PY200-WEB Payroll Administration

Mon., Apr. 19
(1-5 p.m.)

**REP210-HR/PY-WEB Reporting with BEx for
HR/Payroll Users**

Tue., Apr. 27
(1-5 p.m.)

AM300-WEB Asset Masters and Asset Reporting

Wed.-Thu., Apr. 28-29
(1-5 p.m. each day)

AM315-WEB Advanced Asset Management

May 2021

Tue.-Wed., May 4-5

GM300-WEB Grants Management

(8:30 a.m.-12:30 p.m. each day)

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into 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 (for example, PR217-WEB) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view webinar date.
7. Find the webinar date and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).

If you have any questions about this SCEIS Training information, please email training.sceis@admin.sc.gov.