

**Subject:** Seats available for the March 22-25, 2021, PS300-WEB Project Systems webinar

**Audience:** Users with the Project Accountant or Project Manager security roles

Seats are still available for the March 22-25, 2021, PS300-WEB Project Systems webinar. The SCEIS Team encourages users with the Project Accountant or Project Manager security roles to register for this webinar.

This is the only PS300 live webinar scheduled this spring. **Please forward this message to appropriate staff members within your agency.**

### **PS300 Webinar Details**

**Class Date:** Monday-Thursday, March 22-25, 2021

**Class Time:** 1–5 p.m. each day

**Note:** Please plan to attend the entire class and be engaged.

### **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 (for example, PS300-WEB) and click “Go.”
5. Find the course title and click “See Classes.”
6. Scroll down and click the “Classes” 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 have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).