Subject: The CO500 Year-End Update for Finance, Grants and Materials Management training materials and registration for CO500 Q&A online meeting are now available

Audience: Users involved with fiscal year-end closing

The CO500 Year-End Update for Finance, Grants and Materials Management class will be presented through an online format again this year.

Users will download and review the year-end materials independently. Users may also attend the webinar Q&A session to ask follow-up questions.

Users involved with fiscal year-end closing should do the following:

1. Download the CO500 materials for fiscal year 2022 in MySCLearning. For instructions on accessing the materials, see the [Download Materials for an Instructor-Led Class](#) help sheet. Although the 2022 CO500 course is not instructor-led, the process for accessing the materials is the same.
2. Review the CO500 materials.
3. Write down any questions you have about the year-end closing process.
4. Register for the CO500 follow-up Q&A online meeting in MySCLearning.

   CO500 follow-up Q&A Online Meeting

   Meeting Date: Thursday, June 2, 2022

   Meeting Time: 9:30-11:30 a.m.

5. Attend the CO500 follow-up Q&A online meeting.
   - During the meeting, SCEIS and CG's Office team members will answer year-end closing questions.
   - Attendance is optional.
   - The Q&A online meeting for CO500 **is a follow-up to your self-directed study, not a webinar class**. Materials will not be reviewed during the Q&A meeting. The online meeting is an opportunity to ask follow-up questions after users have completed their independent review of the materials.
6. The Q&A session will be recorded and posted on the [SCEIS website](#) June 6, 2022.
7. An FAQ document will be posted on the [SCEIS website](#) the week of June 20, 2022.

CO500 Q&A Online Meeting Registration Instructions
1. In Chrome, 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 enter in the course ID (CO500) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view meeting dates.

7. Below the meeting date, click "Register Now."
8. At the Registration 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.

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