

Subject: Seats are available for the June 1, 2022, AM300 Asset Masters and Asset Reporting class

Audience: Users with the following security roles: Asset Accountant, Asset Custodian and Asset Manager.

Seats are still available for the June 1, 2022, AM300 Asset Masters and Asset Reporting class. The SCEIS Team encourages users with the Asset Accountant, Asset Custodian and Asset Manager security roles to register for this class.

This is the last AM300 class scheduled this spring. **Please forward this message to appropriate staff members within your agency.**

AM300 Details

Class Date: Wednesday, June 1, 2022

Class Time: 9 a.m.–1 p.m.

Note: Please plan to attend the entire class.

Registration Instructions:

1. In Chrome, 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 (AM300) and click “Go.”
5. Find the course title and click “See Classes.”
6. Scroll down and click the “Classes” tab to view class dates.
7. Find the class date and click “Register Now.”
8. At the Registration 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.