**Subject:** Access SCEIS physical inventory year-end materials and submit questions
**Audience:** Inventory agencies

The CO400 SCEIS Year-End Physical Inventory Closing materials are available in MySCLearning. Users should download and review year-end materials and submit questions to training.sceis@admin.sc.gov.

Users involved with physical inventory year-end closing should:

1. Download CO400 materials for fiscal year 2024 in MySCLearning using these instructions.
2. Review CO400 materials.
3. Note any questions you have about the year-end closing process.
   Submit questions to training.sceis@admin.sc.gov by Wednesday, June 12.

**To access CO400 materials:**
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 (CO400) and click "Go."
5. Find the course title and click the title of the course.
6. Scroll down and expand Additional Materials.
7. Open the SCEIS CO400 Participant Guide (FY24).
8. Review and submit your questions.
9. SCEIS will compile submitted questions and answers and post FAQs to the SCEIS website on June 14.
10. From the SCEIS website, click Training. Then click Fiscal Year-end Training Guide Materials to view the FAQs.