

<u>ID</u>	<u>Title</u>	<u>Date</u>	<u>Prerequisites</u>
PR217	Creating and Managing Purchase Orders	Nov. 5-6	PR101V
PR260	Strategic Purchasing and Contract Management	Nov. 19-20	PR101V PR217 (recommended)
REP210	Reporting with BEx for Finance/Materials Management Users	Dec. 4	SCEIS Validation
SPC200	SCEIS Shopping Cart Workshop	Oct. 8	SPC100V, SPC110V, SPC130V

*Click on course title for additional information.*

## Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the View My Learning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Search."

### Online Courses

5. Find course title.
6. Click "Start Course."

### Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."\*
7. At the Registration box, click "Register."
8. Receive email confirmation with details and instructions.

*\*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.*

## Online Courses 24/7 Access

**BEX100V: Reporting with BEx**

**ECC100V: ECC Basic Navigation**

**MML100V: Processes for Agency  
Material Master Liaisons**

**PR101V: Foundations of Procurement**

**SPC100V: SCEIS Shopping Cart  
Process Overview**

**SPC110V: SCEIS Shopping Cart  
Creation**

**SPC120V: SCEIS Shopping Cart  
Approval**

**SPC130V: SCEIS Shopping Cart Approval**