

# **COR120U SCEIS ECC Navigation**

## **Description**

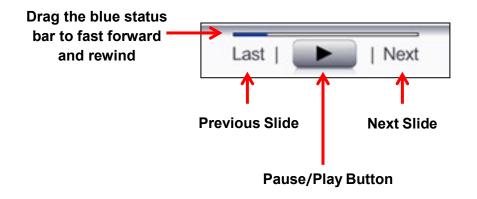
This online course familiarizes users with basic navigation in SCEIS Enterprise Central Component (ECC) to include the following: logging in, navigating the various toolbars, creating and closing a new session, adding favorite transactions, creating and ending transactions, and logging off.

### **Course Lessons and Timing**

Lesson	Minutes Per Lesson
Course Introduction	1:10
Lesson 1 - SCEIS ECC Overview and Access	3:04
Lesson 2 - Navigating SAP Easy Access	5:20
Lesson 3 - Creating and Navigating Sessions	2:15
Lesson 4 - Favorites Folders	4:30
Lesson 5 - ECC Transactions	6:25
Lesson 6 - Help and ECC Log Off	4:59
Total	27:03

# **Course Navigation**

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.





# **Course Information**

### **Tips for Completing the Course**

To get the most out of the COR120U online course:

- Take notes or print the PowerPoint version of the course found in the "Course Documents" folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, print the course script from the "Course Documents" folder in MySCLearning.

#### **Accessing the Course:**

- 1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (<a href="https://sceiscentrallogin.sc.gov">https://sceiscentrallogin.sc.gov</a>).
- 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 (COR120U) and click "Go."
- 5. Click "Start Course."
- 6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.



