Description
This instructor-led course presents the steps involved in creating/maintaining budgets and funds block/reservations for agencies and demonstrates how to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

Target Audience
Users with the following roles: Agency Budget Analyst; Agency Budget Manager; FM Funds Reservation - Create/Change (with/without Workflow); FM Funds Reservation Approver

Prerequisites
None. However, we recommend that you complete the ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation online course.

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 type in the course ID (FM300) 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 you prefer and click “Register Now.”
8. At the Registration box, click “Confirm.”
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.