

## FM300 Funds Management

### 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 COR120U Enterprise Central Component (ECC) Navigation online course.

### Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
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 Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

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MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).