

**Subject:** FM300U – SCEIS Funds Management Online Course  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Team would like to remind users that the FM300U – SCEIS Funds Management online course is available in MySCLearning. FM300U is the online version of the instructor-led course, FM300 – SCEIS Funds Management. This course covers the budget processes and earmarked funds performed at the agency level. Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

**FM300U SCEIS Funds Management Online Course**

**Description:** This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies, and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

**Course Lessons and Timing:**

<b>Lesson:</b>	<b>Length of Lesson in Minutes:</b>
Course Introduction	(1:00)
Lesson 1 – Funds Management Process and Master Data	(19:00)
Lesson 2 – Availability Control	(9:45)
Lesson 3 – Create, Change, and Display Budgets	(10:30)
Lesson 4–Create and Maintain Earmarked Funds	(14:30)
Lesson 5 – Budget Error Messages	(4:30)
<b>Total:</b>	<b>1 Hour (59:15)</b>

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

**Course Navigation:** Within the course, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

**Drag the blue status bar to fast forward and rewind slide**



**Last Slide**      **Pause/Play Button**      **Next Slide**

**Suggestions for Completing the Course:** To get the best out of the FM300U online course, the SCEIS Team has provided the following suggestions for completing the course:

- To absorb as much information as possible, watch the course in sections followed by a break. For example:
  - Watch Lessons 1 and 2
  - Break
  - Watch Lesson 3
  - Break
  - Watch Lessons 4 and 5
  
- Have paper available to 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, the course script can be found in the “Course Documents” folder in MySCLearning.

**Accessing the Course:**

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

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 MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
  - a. Type in the course ID and click “Go.”
5. Hover over the title of the course and 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.

If you have any questions about this message, please email the SCEIS Training Team at [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).