

Materials Management Training Schedule

Fall 2017



South Carolina Enterprise Information System

ID	Title	Date	Pre-req
PR217	Creating and Managing Purchase Orders	Aug 29-30	PR101V
PR260	Strategic Purchasing and Contract Management	Sept 25-26	PR101V
REP200 FI/MM	Reporting with Business Objects for FI/MM Users	Oct 5 (a.m.)	REP200U
REP210 FI/MM	Reporting with BEx for FI/MM Users	Oct 5 (p.m.) Oct. 26 (a.m.) Nov. 8 (a.m)	REP200U

Click on course title for additional course information.

Registration Instructions

1. Log in to MySCEmployee.
2. Click the MySCCentral tab (first-time users create a PIN).
3. Click the MySCLearning tile.
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses

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

Instructor-led Courses

5. Below the course title, click "See Offerings."
6. Find class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation; view details and instructions.

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

Online Courses 24/7 Access

COR120U: ECC Navigation

MML100V: Processes for Agency Material Master Liaisons *(available soon)*

PR101V: Foundations of Procurement

REP200U: Intro to BEx and Business Objects

SRM200U: SCEIS Requisitioning, Purchasing, and Receiving Goods and Services