

ID	Title	Date	Pre-req
PR217	Creating and Managing Purchase Orders	Aug 22-23	PR101V
PR260	Strategic Purchasing and Contract Management	Sep 11-12	PR101V
REP200 FI/MM	Reporting with Business Objects for FI/MM Users	Sep 20 (p.m.)	BOBJ100V
REP210 FI/MM	Reporting with BEx for FI/MM Users	Sep 20 (a.m.)	

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**

**BEX100V: SCEIS Reporting in BEx**

**BOBJ100V: SCEIS Reporting in Business Objects**

**PR101V: Foundations of Procurement**

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