

Materials Management Training Schedule Spring 2018



South Carolina Enterprise Information System

| ID | Title | Date | Pre-req |
|-----------------|--|---------------|----------|
| CO400 | Year-End Physical Inventory Closing | May 15 | |
| CO500 | Year-End Update for Finance, Grants & Materials Management | May 23 | |
| PR217 | Creating and Managing Purchase Orders | Feb 27-28 | PR101V |
| PR260 | Strategic Purchasing and Contract Management | May 1-2 | PR101V |
| REP200 FI/MM | Reporting with Business Objects for FI/MM Users | Feb 22 (p.m.) | BOBJ100V |
| REP210 FI/MM | Reporting with BEx for FI/MM Users | Feb 22 (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