

# Materials Management Training Schedule Spring 2022

ID	Title	Date	Pre-req
PR217	<b>Creating and Managing Purchase Orders</b> <i>(Register for one of the two available dates)</i>	Feb. 8-9 March 17-18	PR101V
PR260	<b>Strategic Purchasing and Contract Management</b> <i>(Register for one of the two available dates)</i>	April 26-27 May 24-25	PR101V PR217 <b>(recommended)</b>

## Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
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 Classes."
6. Select class date and click "Register Now."\*
7. At the Registration box, click "Confirm."
8. Receive email confirmation with details and instructions.

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

Click on course title for additional course information.

## Online Courses 24/7 Access

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

MML100V: Processes for Agency Material Master Liaisons

PR101V: Foundations of Procurement

SPC100V: SCEIS Shopping Cart Process Overview

SPC110V: SCEIS Shopping Cart Creation

SPC120V: SCEIS Shopping Cart Approval