Subject: COR120U - SCEIS ECC Navigation Online Course
Audience: All ECC Users

The SCEIS Team would like to remind users that the COR120U - SCEIS Enterprise Central Component (ECC) Navigation is an online course available on our website. It is recommended for all ECC Users.

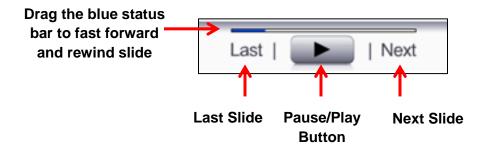## COR120U SCEIS ECC Navigation Online Course

Description: COR120U familiarizes users with basic navigation in SCEIS Enterprise Central Component (ECC) to include: logging in, navigating the various toolbars, creating and closing a new session, adding favorite transactions, creating and ending transactions and logging off.

Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Course Introduction	(1:10)
Lesson 1 - SCEIS ECC Overview and Access	(3:04)
Lesson 2 - Navigating SAP Easy Access	(5:20)
Lesson 3 - Creating and Navigating Sessions	(2:15)
Lesson 4 - Favorites Folders	(4:30)
Lesson 5 - ECC Transactions	(6:25)
Lesson 6 - Help and ECC Log Off	(4:59)
Total:	**27 Minutes (27:03)**

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 COR120U online course, the SCEIS Team has provided the following suggestions for completing the course:

- 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:
This open online course is available to all users without a registration process. Click on the link to access the course.

http://sceis.sc.gov/courses/COR120u/index.htm

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.