Subject: SRM200U - SCEIS Requisitioning, Purchasing and Receiving Goods and Services Online Course

Audience: Agency Training Coordinators, MM Directors, Shopping Cart Users

The SCEIS Team would like to remind users that the SRM200U - SCEIS Requisitioning, Purchasing and Receiving Goods and Services online course is available in MySCLearning.

Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

SRM200U SCEIS Requisitioning, Purchasing and Receiving Goods and Services Online Course

Description: SRM200U is a collection of three online courses that presents the complete process of using the SCEIS SRM Shopping Cart system to purchase and track goods and services. Participants will become familiar with creation of a Shopping Cart, approval of a Shopping Cart, and recording receipt of the ordered goods or services.   The courses are:

Course:	Description:	Audience:	Length:
Course 1 - Shopping Cart Creation	This course covers the process of creating a shopping cart to request the purchase of goods and services.	Shopping Cart User	1.5 hours
Course 2 - Shopping Cart Workflow Approval	This course covers the process of approving an SRM Shopping Cart.	Shopping Cart Approver	0.5 hour
Course 3 - Goods Receipts in ECC	This course covers the process of recording the delivery of ordered goods or services.	Goods Receiver	0.5 hour

Note: The times above are estimates. Participants are able to pause and jump to the previous or next slide in 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 pause and jump to the previous or next slide in the course by using the navigation tool at the bottom of the screen.

| **Previous** | **Pause/Play Button** | **Next Slide** |
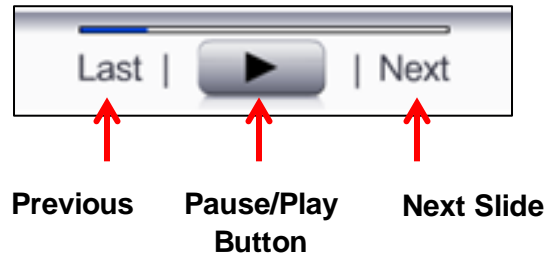
Suggestions for Completing the Course: To get the best out of the SRM200U online course, the SCEIS Team has provided the following suggestions for completing the course:

- To absorb as much information as possible, watch the course in sections followed by a break.

- Have paper available to take notes. Remember, you can pause the course to take notes or click the Last button to listen to a slide again.

- If needed, the course script can be found in the "Course Documents" folder in MySCLearning.

Accessing the Course:
Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID and click "Go."
5. Click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

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