

PS300 Project Systems

Description

This instructor-led course will provide participants with the skills necessary to execute business processes in Project Systems (PS). They will become more familiar with PS transactions and learn how to generate reports used to analyze projects. Participants will leave with a deeper understanding of how projects are created and maintained, the proper use of WBS elements, as well as the impact projects have on assets and budget.

Target Audience

Users with the following roles: Project Accountant, Project Manager.

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation Online Course. Click [here](#) for more information on ECC100V.

Registration Instructions

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).