

Subject: Reminder: Register Today for the PS300 SCEIS Project Systems Training Course Offered March 19-20

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Team would like to remind users who are interested in learning Project Systems in SCEIS to register for the PS300 SCEIS Project Systems two-day training course to be held on Wednesday and Thursday, March 19 and 20. Below you will find details about the course, including the name, description, target audience, date, location and registration information.

Please forward this message to appropriate staff members within your agency.

PS300 – Course Information

Course ID/Title: PS300 SCEIS Project Systems

Description: This course is intended to enable participants to understand the steps involved in Project Systems as well as enable users to perform the associated transactions. This course is also intended to enable participants to understand the reports related to Project Systems.

Pre-requisites: COR120 SCEIS Basic Overview and Navigation, FI100 Financial Overview

Target Audience: Users with the following roles: Project Accountant and Project Manager.

PS300 – Section 01 – Spring 2014 Details

Course Date: Wednesday and Thursday, March 19 and 20, 2014 (two-day class)

Course Time: 9:00 a.m. to 5:00 p.m. each day

Course Location:

SCEIS Training Room 202
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/RMC72B9>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. *Users who are already on the Wait List for this course will receive priority for enrollment.* Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.