

**Subject:** Seats are available for PR260 Logistics class

**Audience:** SCEIS users

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

Seats are still available for the following classes:

**PR260 Strategic Purchasing and Contract Management**

**Class Date:** Tuesday-Wednesday, Nov. 19-20, 2024

**Class Time:** 9 a.m. to 5 p.m. each day

*This course is for buyers who create RFxs (solicitations) and manage contracts.*

This is the last Logistics class scheduled this year. You must attend the entire class to get credit.

**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**. If you do not see **Register Now**, you have not completed the prerequisite.
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.

If you have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).