

ECC100V SCEIS ECC Basic Navigation

Description

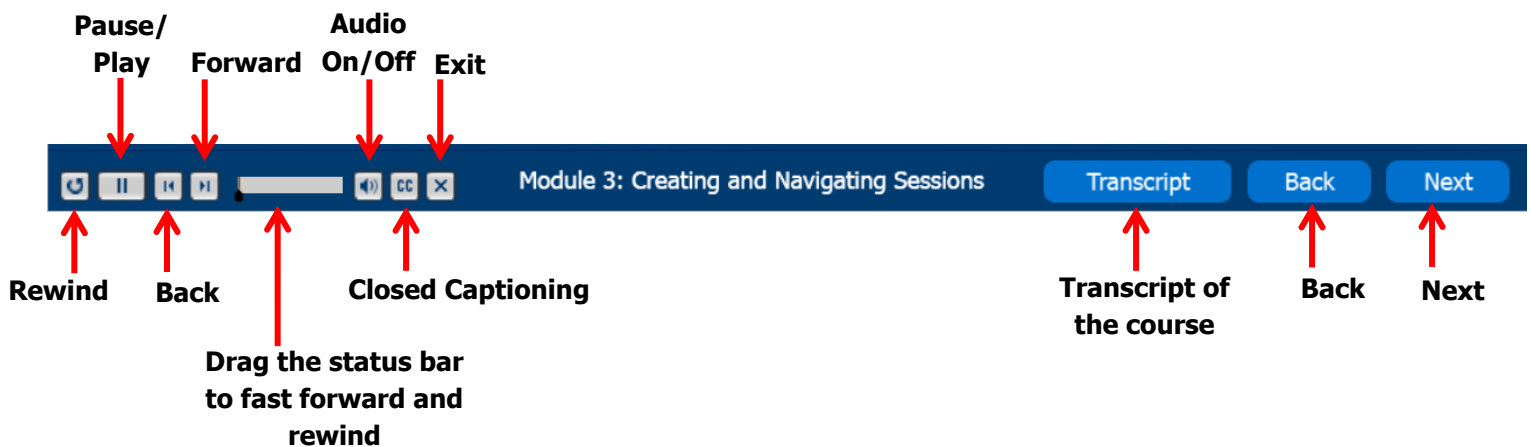
This online course familiarizes users with basic navigation in SCEIS Enterprise Central Component (ECC) to include the following: logging in, navigating the various toolbars, creating and closing a new session, adding favorite transactions, creating and ending transactions, and logging off.

Course Modules and Timing

Module	Minutes Per Module
Module 1 – SCEIS ECC Overview and Access	4:00
Module 2 – Navigating the SAP Easy Access User Menu	7:10
Module 3 – Creating and Navigating Sessions	4:10
Module 4 – Favorites	4:50
Module 5 – ECC Transactions	6:00
Module 6 – Help and ECC Logoff	5:10
Total	31:20

Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.



Tips for Completing the Course

To get the most out of the ECC100V online course:

- 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, print the course script from the “Course Documents” folder in MySCLearning.

Accessing the Course:

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. Click **Start Course**.
6. Review the **Start Here** document for additional instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



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.