

ID	Title	Date	Pre-req
CO400	Year-End Physical Inventory Closing <i>(Register for one of the two available dates)</i>	May 1 (a.m.) May 29 (a.m.)	
CO500	Year-End Update for Finance, Grants & Materials Management	<i>Date TBA</i>	
PR217	Creating and Managing Purchase Orders <i>(Register for one of the two available dates)</i>	March 26-27 May 7-8	PR101V
PR260	Strategic Purchasing and Contract Management	May 21-22	PR101V
REP210 FI/MM	Reporting with BEx for FI/MM Users	Feb. 26 (a.m.)	System roles and SCEIS validation

## Registration Instructions

1. Log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>)
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

### Online Courses

5. Find course title.
6. Click "Start Course."

### Instructor-led Courses

5. Below the course title, click "See Offerings."
6. Select class date and click "Register Now."\*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation with details and instructions.

\*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

*Click on course title for additional course information.*

## Online Courses 24/7 Access

COR120U: ECC Navigation

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

MML100V: Processes for Agency Material Master Liaisons

PR101V: Foundations of Procurement

SRM200U: SCEIS Requisitioning, Purchasing, and Receiving Goods and Services

SCEIS100V: SCEIS Central Resources

SCEISM100V: SCEIS Central for Managers