

ID	Title	Date	Pre-req
PR217	<b>Creating and Managing Purchase Orders</b> <i>(Register for one of the two available dates.)</i>	Aug. 27-28 Nov. 6-7	PR101V
PR260	<b>Strategic Purchasing and Contract Management</b>	Nov. 19-20	PR101V
REP210 FI/MM	<b>Reporting with BEx for FI/MM Users</b>	Oct. 10 (a.m.)	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

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