Subject: Seats available for March 9, 2023, AR300 Accounts Receivable Invoice Processing class

Audience: Accounts Receivable users

Please forward this message to accounts receivable users in your agency.

Seats are still available for the Thursday, March 9, 2023, AR300 Accounts Receivable Invoice Processing class. The SCEIS Team encourages accounts receivable users to register and attend this class.

This is the only AR300 class scheduled this spring.

AR300 Details
Class Date: Thursday, March 9, 2023
Class Time: 9 a.m. to 5 p.m.
                Note: Please plan to attend the entire class.

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 "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (AR300) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Registration box, click "Confirm."
9. Receive email confirmation, view details and instructions.

If you have questions, email training.sceis@admin.sc.gov.