Subject: Access SCEIS year-end course materials and online follow-up meeting registration

Audience: Users involved with fiscal year-end closing

The CO500 Year-End Update for Finance, Grants and Materials Management class will be presented in an online format this year. This requires users to download and review year-end class materials independently and join a live Q&A webinar for follow-up questions.

Users involved with fiscal year-end closing should:

1. Download CO500 materials for fiscal year 2023 in MySCLearning using these instructions.
2. Review the CO500 materials independently.
3. Note questions you have about the year-end closing process.
4. If you still have questions, register for the CO500 follow-up Q&A online meeting in MySCLearning.

   CO500 follow-up: Q&A Online Meeting

   Meeting Date: Tuesday, May 30, 2023

   Meeting Time: 9:30-11:30 a.m.

5. Attend the CO500 follow-up Q&A online meeting.
   - During the meeting, SCEIS and Comptroller General's Office team members will answer year-end closing questions.
   - **The Q&A online meeting for CO500 is a follow-up to your self-directed study, not a webinar class**. We will not review materials during the Q&A meeting. The online meeting is an opportunity to ask questions after users have completed independent course materials review.
   - The CO500 Q&A online meeting is optional.
6. We will record and post the Q&A session to the SCEIS website June 5, 2023.
7. We will post an FAQ document to the SCEIS website the week of June 19, 2023.

CO500 Q&A Online Meeting 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 enter in the course ID (CO500) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view the meeting date.

7. Below the meeting date, click "Register Now."
8. At the Registration box, click "Confirm."
9. Receive an email confirmation.

   If you do not receive a CO500 registration confirmation email after registering for the Q&A online meeting, email SCEIS Training at training.sceis@admin.sc.gov.

10. SCEIS Training will send the link and log in instructions to registered participants close to the meeting date.