

From: sceis-ast@sceis.sc.gov

To: Finance and Procurement Directors

Cc: SCEIS Service Desk

Subject: Access year-end update and materials for finance, grants and materials management and register for Q&A webinar

The **CO500 SCEIS Year-End Update for Finance, Grants and Materials Management** resources are available in MySCLearning. The **SCEIS Year-End Update Q&A FY26 (CO500)** will be held Tuesday, May 26, 2026, from 9:30 a.m.-noon.

Instructions to access and review the year-end CO500 course materials and register for the follow-up webinar are outlined below.

Users involved with fiscal year-end closing should:

1. Register for the virtual **SCEIS Year-End Update Q&A FY26 (CO500) May 26, 2026**, through MySCLearning (instructions below).
2. Download the CO500 materials for fiscal year 2026 in MySCLearning using these [instructions](#).
3. Review the CO500 materials independently.
 - Note questions you have about the year-end closing process.
4. Attend the **May 26, 2026**, Q&A webinar.
 - During the webinar, team members from the Comptroller General's Office and South Carolina Department of Administration will recap year-end processes and answer questions.
 - Please note, the virtual **SCEIS Year-End Update Q&A FY26 (CO500)** for Finance, Grants and Materials Management is a follow-up to your self-directed study. The Q&A is an opportunity to hear a recap and ask questions after users have completed the independent course materials review.
 - The virtual Q&A is optional.

A recording of the webinar will be posted to the [SCEIS website](#) by June 1.

A frequently asked questions (FAQs) document will be posted to the [SCEIS website](#) the week of June 8.

Registration instructions:

1. In Chrome, use your SCEIS user ID and password to authenticate and 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 **"Search for Learning"** field, enter in the course ID (SCEIS CO500) and click the magnifying glass icon.
5. Click on the **course title**.
6. Click your desired Upcoming Class Option (**box with date and time desired**).

7. Click the blue “**Register**” button in the upper right corner of the page.
8. A “You’re registered!” confirmation window will display. Click “**OK.**”
9. You will receive **an email confirmation** of your registration that includes the Webex meeting information.
If you do not receive a CO500 registration confirmation email after registering, email SCEIS Training at training.sceis@admin.sc.gov.
10. SCEIS Training will send a reminder email the day before class to all registered participants.

If you have questions, contact the SCEIS Service Desk at 803.896.0001, option 2, or submit a [SCEIS Service Desk ticket](#).

Thank you,
Division of Enterprise Applications (DEA)/SCEIS Team