

ID	Title	Date	Pre-req
AM300	Asset Masters and Asset Reporting	Nov 1 (a.m.)	
AM315	Advanced Asset Management	Nov 2	AM300
AP300	Accounts Payable Invoice Processing	Oct 10-11	
AR300	Accounts Receivable Invoice Processing	Sept 21	
FM300	Funds Management	Sept 7	
GL300	General Ledger Accounting	Nov 7	
GM300	Grants Management	Sept 12	
PS300	Project Systems	Oct 24-25	
REP200 FI/MM	Reporting with Business Objects for FI/MM Users	Oct 5 (a.m.)	REP200U
REP210 FI/MM	Reporting with BEx for FI/MM Users	Oct 5 (p.m.) Oct 26 (a.m.) Nov 8 (a.m.)	REP200U

*Click on course title for additional course information.*

### Registration Instructions

1. Log in to MySCEmployee.
2. Click the MySCCentral tab (first-time users create a PIN).
3. Click the MySCLearning tile.
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. Find 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.*

### Online Courses 24/7 Access

COR120U: ECC Navigation

ACCT101U: Accounting Basics

FM300U: Funds Management

REP200U: Intro to BEx and Business  
Objects