SCEIS

MML100V Processes for Agency Material Master Liaisons

Description

The MML100V online course teaches you how to extend and maintain a Material Master Record in the SCEIS system.
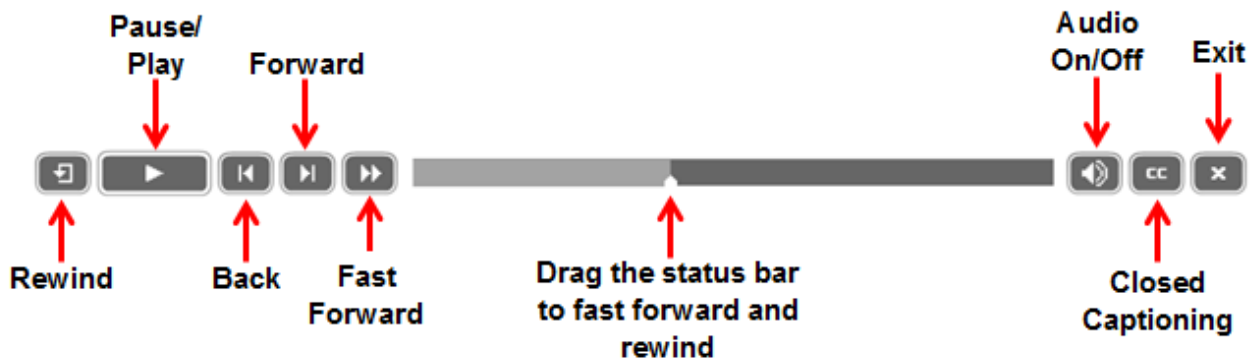
In MML100V, users will:

- Gain knowledge of key terms and concepts pertaining to Material Master Records (MMR).
- Gain knowledge of roles and responsibilities of CMMDTs and AMMLs.
- Learn the process for creating a Material Master Record.
- Learn how to extend a Material Master Record.
- Learn how to maintain a Material Master Record.

Course Modules and Timing

Module	Approximate Minutes Per Module
Module 1 – Material Master Processes Fundamentals	12:11
Module 2 – Agency and Central Roles and Responsibilities	4:24
Module 3 – Creating Material Master Records	6:13
Module 4 – Extending Material Master Records	8:45
Module 5 – Maintaining Material Master Records	5:35
Total	**Approximately 36:28**

Course Navigation

The times above are estimates. In some modules, there are opportunities for participant interaction such as reviewing and practicing processes. Participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the module times may be shorter or longer than those listed above.

Tips for Completing the Course

To get the most out of the MML100V online course:

- Take notes or print the "MML100V Print Version" of the course posted in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.

- Use Closed Captioning by clicking the CC button on the play bar, if needed. The "MML100V Print Version" also contains the course script.

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Course Information

Accessing the Course:

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 **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Click **Start Course**.
6. Review the **Start Here** document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.