

## REP210 Reporting with BEx

### Description

This instructor-led course teaches you how to use BEx to report data from the SCEIS system. Participants learn where different types of BEx reports are located and how to customize the reports to fit their needs.

REP210 focuses solely on BEx. Users interested in learning BusinessObjects should watch the BOBJ100V Reporting with BusinessObjects online course.

The classes are tailored for a Finance (FI)/ Materials Management (MM) audience or a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. *You do not need to take the class twice, regardless of the range of your duties.*

### Target Audience

SCEIS users who need to report data from SCEIS using the reporting tool BEx.

### Prerequisites

The following, including validation from the SCEIS Team, *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary access for class.

- You must have the BEx role in SCEIS.
- You must have security access to relevant functional-area data.
- The SCEIS Team will validate your roles and access before enrollment.

Note: The class is taught in Production, using your own credentials and system access. You must bring your SCEIS user ID, password and any device needed for DUO verification.

## Registration Instructions:

Enrollment in REP210 Reporting with BEx requires security access to relevant functional-area data in BEx and validation by the SCEIS Team.

The deadline to *request enrollment* for a REP210 class is two business days prior to the class.

## To request enrollment:

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. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Within a few minutes you will receive an email confirming your request for enrollment. Within two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive any email notifications from MySCLearning, please contact the [SCEIS Help Desk](#).