

SPC100V SCEIS Shopping Cart Process Overview

Description

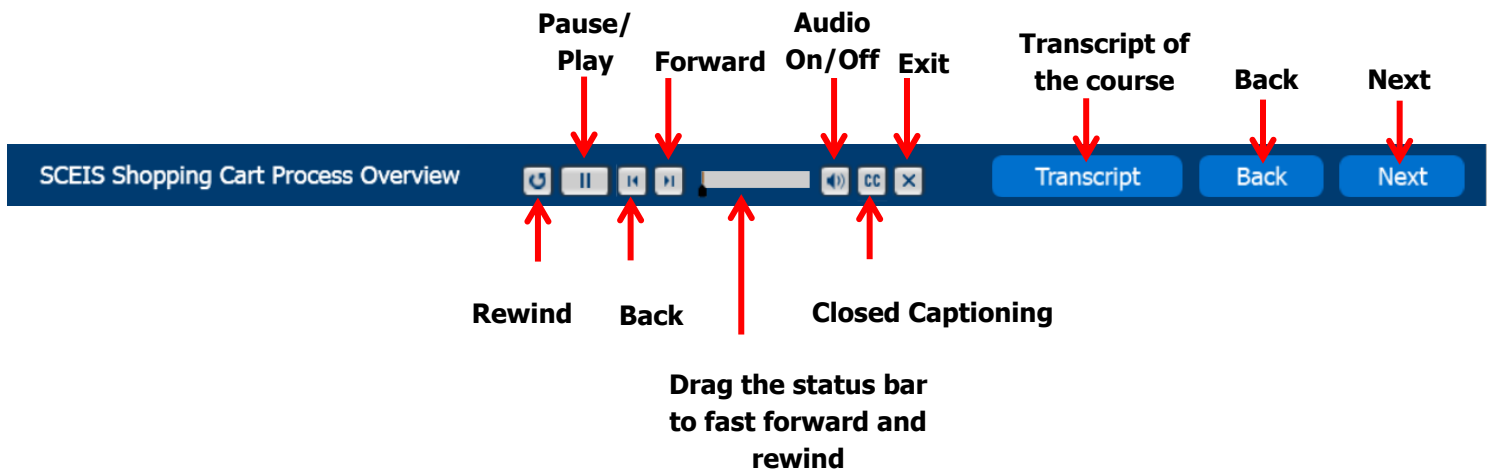
This online course introduces shopping cart users to the shopping cart process to include the following: the definition of Supplier Relationship Management (SRM) and Enterprise Central Component (ECC), the shopping cart security roles and their responsibilities in the shopping cart process, the procurement process flow and logging in to SRM.

Course Modules and Timing

Module	Minutes Per Module
Module 1 – SRM and ECC	2:15
Module 2 – Roles and Responsibilities	11:00
Module 3 – Foundational Concepts	6:00
Module 4 – SRM Login Instructions	1:35
Total	20:50

Course Navigation

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



Tips for Completing the Course

To get the most out of the SPC100V online course:

- Take notes or print the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, print the course script from the “Course Documents” folder in MySCLearning.

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 “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (SPC100V) and click “Go.”
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.

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MySCLearning Tools

