

SPC120V SCEIS Shopping Cart Approval

Description

This online course teaches shopping cart approvers how to approve, edit and reject a shopping cart, manage substitution rules and understand differences among other approver roles.

Prerequisites

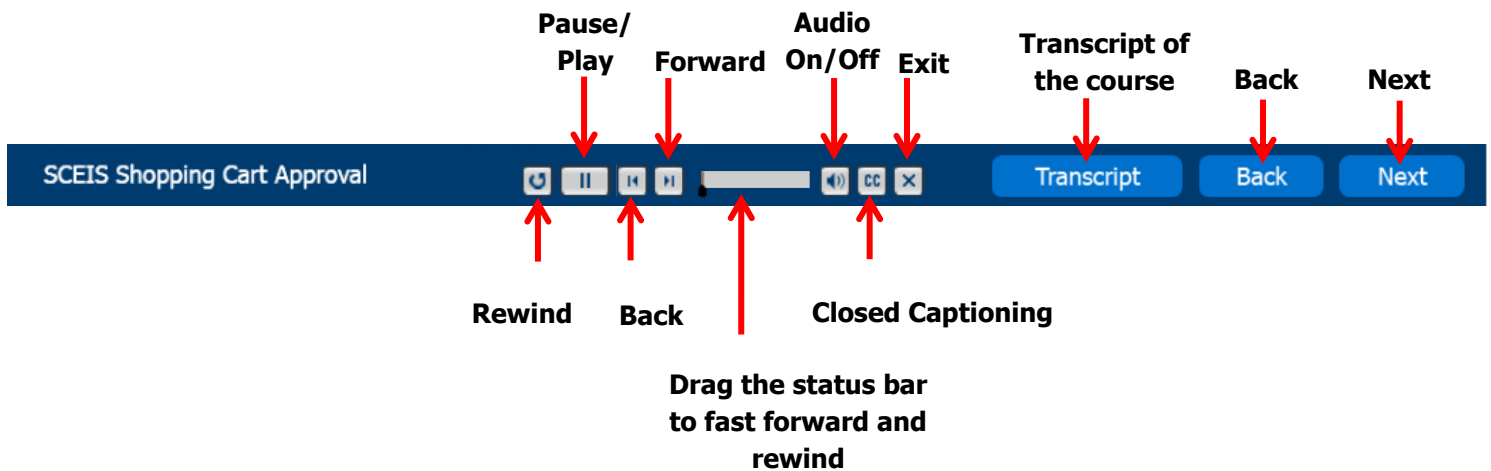
- SPC100V SCEIS Shopping Cart Process Overview online course. Click [here](#) for more information on SPC100V.

Course Modules and Timing

Module	Minutes Per Module
Module 1 – Understand the Shopping Cart Approver Role and Responsibilities	2:52
Module 2 – Find a Shopping Cart Awaiting Approval	3:49
Module 3 – Understand the Shopping Cart Monitor Folder	4:20
Module 4 – Approve a Shopping Cart	6:29
Module 5 – Edit a Shopping Cart	16:38
Module 6 – Reject a Shopping Cart	8:54
Module 7 – Manage Substitution Rule	16:49
Module 8 – Understand Other Approvers	24:12
Module 9 – Helpful Tips and Best Practices	3:31
Total	Approx. 1 hr 28 mins

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 SPC120V online course:

- Take notes or print the script 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.

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**. If you do not see **Start Course**, you have not completed the prerequisite.
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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at sceis.sc.gov

MySCLearning Tools

