Subject: Seats are available for PR217, PR260 and SPC200 Logistics classes
Audience: Shopping Cart Creators, Buyers who create purchase orders, Buyers who create RFxs

Please forward this message to Logistics users in your agency.

Seats are still available for the following Logistics classes:

PR217 Creating and Managing Purchase Orders
Class Date: Tuesday-Wednesday, April 9-10, 2024
Class Time: 9 a.m.-5 p.m. each day

PR260 Strategic Purchasing and Contract Management
Class Date: Tuesday-Wednesday, May 7-8, 2024
Class Time: 9 a.m.-5 p.m. each day

SPC200 Shopping Cart Workshop
Class Date: Wednesday, May 22, 2024
Class Time: 9 a.m.-5 p.m.

These are the last Logistics classes scheduled this spring. You must attend the entire class to get credit.

Registration Instructions:
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**. If you do not see **Register Now**, you have not completed the prerequisite.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

If you have any questions about this message, please email
training.sceis@admin.sc.gov.