

CO500 Year-End Update for Finance, Grants and Materials Management

Description

CO500 both addresses the overall year-end closing process for Finance, Grants and Materials Management, and provides an update on changes for this fiscal year. Users download the CO500 materials in MySCLearning and review them independently. A list of frequently asked questions and support documents are posted on the [SCEIS website](#). Users may also attend the webinar Q&A session to ask follow-up questions.

Target Audience

All SCEIS Finance, Grants, and Materials Management users involved in fiscal year-end closing functions.

Prerequisites

None.

CO500 Q&A Online Meeting 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**.
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.

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MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).