

GM300 Grants Management

Description

This instructor-led course covers the processes for managing grants including the budget process, posting and billing process activities, and monthly activities for grants.

Target Audience

Users with the following roles: GM Program Managers, GM Administrators.

Prerequisites

None. However, we recommend that you complete the ECC100V SCEIS Enterprise Central Component (ECC) Basic Navigation online course.

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](#).