

# Register for Training in MySCLearning

1. Visit the SCEIS homepage at <http://sceis.sc.gov/>.
2. On SCEIS homepage, click on the SCEIS Central logo.

The screenshot displays the SCEIS homepage. At the top left is the SCEIS logo with the text "South Carolina Enterprise Information System" and "SC Department of Administration". To the right are links for "Site Map", "Privacy", and "Disclaimer", along with a search bar. A horizontal navigation bar contains links for "Home", "SCEIS Help", "Meetings", "Calendar", "News & Updates", "FAQs", "Links", and "SCEIS Logins". On the left side, a vertical menu lists various services: "About SCEIS", "Agency Support", "Training", "Finance", "HR & Payroll", "Materials Management", "Reporting", "Imaging", and "Technical". The "SCEIS Central" link in this menu is highlighted with a red box. Below the menu is the "admin" logo for the South Carolina Department of Administration. A central banner features the text "Streamlining Business Processes within the Government of South Carolina" over a background of green financial data. Below the banner are four blue buttons: "Emergency Internal Orders", "Real Estate and IT GL Documents", "Segregation of Duties Policy", and "MySCLearning Tools". On the right, a "Reminders & Tools" box states "2019 Year-End Training Materials now available". At the bottom left, a box for the "INSPECTOR GENERAL'S FRAUD HOTLINE" provides the phone number "1-855-SCFRAUD or 1-855-723-7283".

3. Login using your SCEIS username and password. Then check the box and click Log On.

Login Step 2

User

Password

Check here to login and accept the [Terms & Conditions](#)

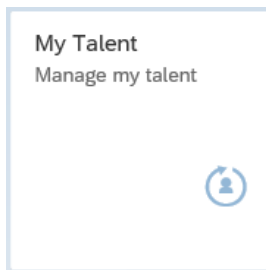
[Password Management Instructions](#)  
[Manage Your SCEIS Password](#)

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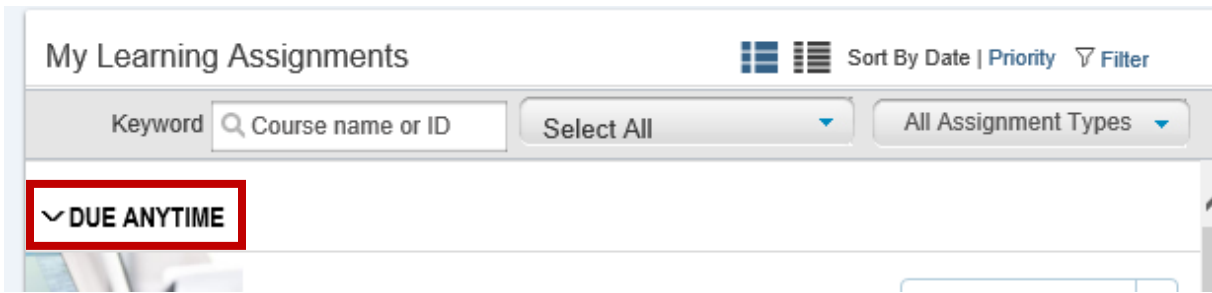
4. Once logged into SCEIS Central, click on the “My Talent” tile located under ESS:



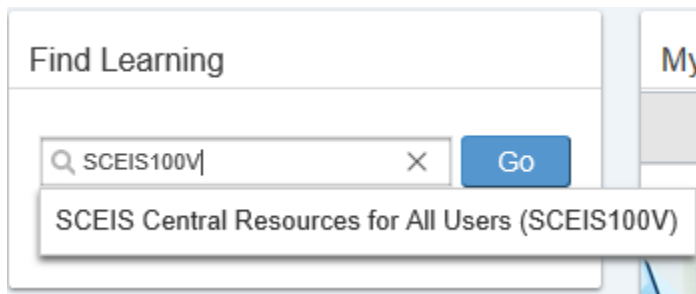
5. On the homepage in the top left-hand corner, click on “Home” then “MySCLearning”



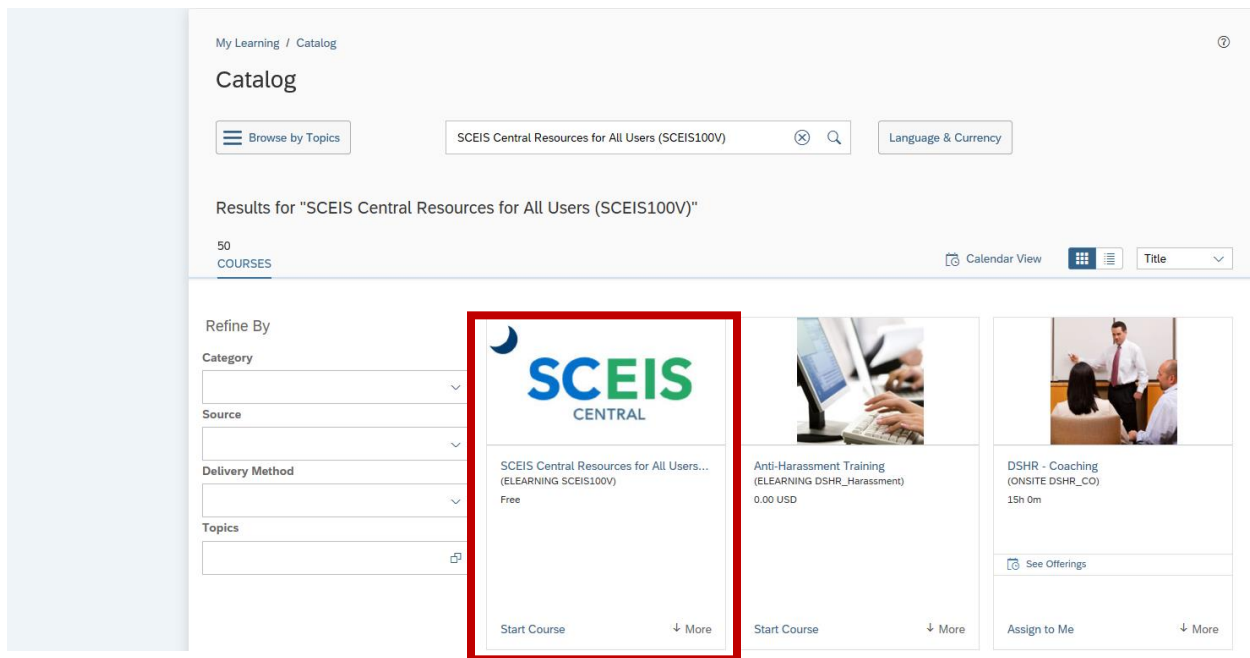
6. Courses that are assigned to you will be located in “My Learning Assignments.”



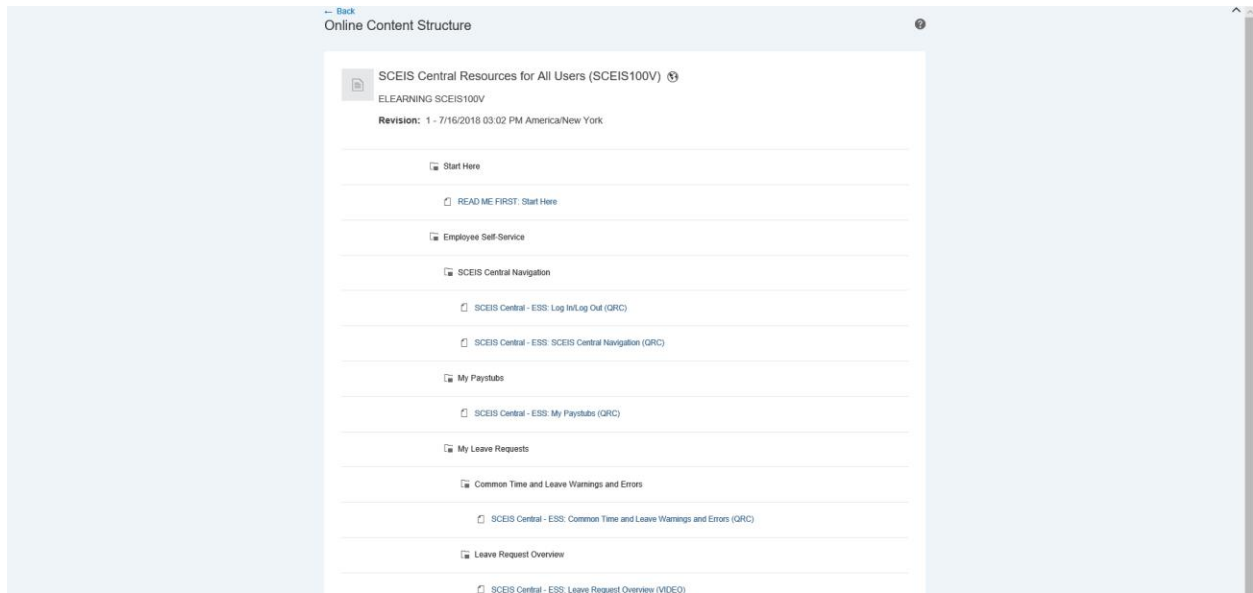
You can also search for a course to take. For example, search for “SCEIS100V” in the “Find Learning” box and click GO.



7. Locate SCEIS Central course “SCEIS100V” and click on the training link to view course information. To begin, click on “start course.”



8. Click on the module to complete the training. Note: you must complete each module to receive full credit for taking the course.



\*Note: The training will begin in a pop-up window. Make sure your pop up blocker is disabled for SCEIS Central in order to properly view the training.

9. When complete, click on “exit course” and exit to the content structure to verify completion of the course. You will also have the option to print your certificate.