

Subject: Register Now for a Live Meeting/Conference Call Detailing Enhancements to MySCEmployee ESS and MSS Functionality
Audience: HR Directors, All MySCEmployee Users

Live Meeting / Conference Call Details

The SCEIS Team is pleased to provide a series of six Live Meeting/Conference Call workshops, both before and after the November 9 implementation date, to help prepare users for new MySCEmployee functionality.

Because this workshop has a wide audience, the SCEIS Team would appreciate assistance from agencies in coordinating calls into the workshop so that no agency location uses more than one to two call-in ports per session. For example, your agency could have multiple employees call in from one phone in a central location such as a conference room.

Please forward the details below to the appropriate employees in your agency, to ensure they have the opportunity to participate in this important workshop. If you have any questions about this workshop, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.

Workshop Registration: There are six presentations of the MySCEmployee Workshop available:

- **Wednesday, November 7, from 10:00 a.m. to 11:00 a.m.**
- **Thursday, November 8, from 9:00 a.m. to 10:00 a.m.**
- **Friday, November 9, from 1:30 p.m. to 2:30 p.m.**
- **Wednesday, November 14, from 10:00 a.m. to 11:00 a.m.**
- **Thursday, November 15, from 10:00 a.m. to 11:00 a.m.**
- **Friday, November 16, from 1:30 p.m. to 2:30 p.m.**

To register for any one of these sessions, click the following link:
<https://www.surveymonkey.com/s/MBM28JJ>.

Live Meeting and Registration Details for All Workshop Sections

This online workshop uses a telephone conference call to deliver the two-way audio for the meeting, and Microsoft Live Meeting to deliver the on-screen presentation. If two or more employees in your agency will attend the workshop, please plan to call in as a group, if possible.

When you register, you will be asked whether you are registering as a caller, or a participant. Here is the difference:

- A **caller** will actually dial in to the meeting, either individually or on behalf of a group, and will log on to the Live Meeting presentation. The number of Callers cannot exceed the number of available call-in ports, and registration is required. Registered Callers will receive the phone-in info and the Live Meeting link about a day before the meeting.

- A **participant** is present at a group session where someone else handles the phone call and the Live Meeting log-in. Registration is not required to participate. However, only registered Participants receive any mini-guide or other advance materials, and any follow-up communications. Any number of Participants may pre-register.

Live Meeting: If you are registered as a “caller,” the SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number approximately one day before the workshop. Users who register as “participants” will not receive the Live Meeting or Call-in information.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to the computer that will be used for the workshop as early as possible in advance. The Live Meeting 2007 client download is available here:

<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.