

Subject: MySCLearning Updates – December 2016
Audience: AST Leads, HR Directors

Good Afternoon,

SAP updates modules of the SuccessFactors suite (e.g., LMS) four times a year. The SCEIS Team is pleased to provide the following four updates to MySCLearning effective December 5, 2016:

- **Signature via 4 digit PIN**
- **Recommendation**
- **Organizational Charts**
- **Recording Class Attendance via QR Codes**

Signature via 4 digit PIN

MySCLearning will begin using a personal identification number (PIN) to serve as an electronic signature. PINs are an additional level of security that provide an audit trail related to learning events. In addition to user name and password some regulated actions require a personal PIN. Each individual’s PIN is associated with the selected item and/or curriculum they are completing. This proves which specific individual completed a learning event.

All MySCLearning users and administrators have to set a PIN one time when they login after December 5, 2016. After logging in, the PIN screen appears and forces users to create a PIN (alphanumeric and symbols are allowed; up to 40 characters in length).

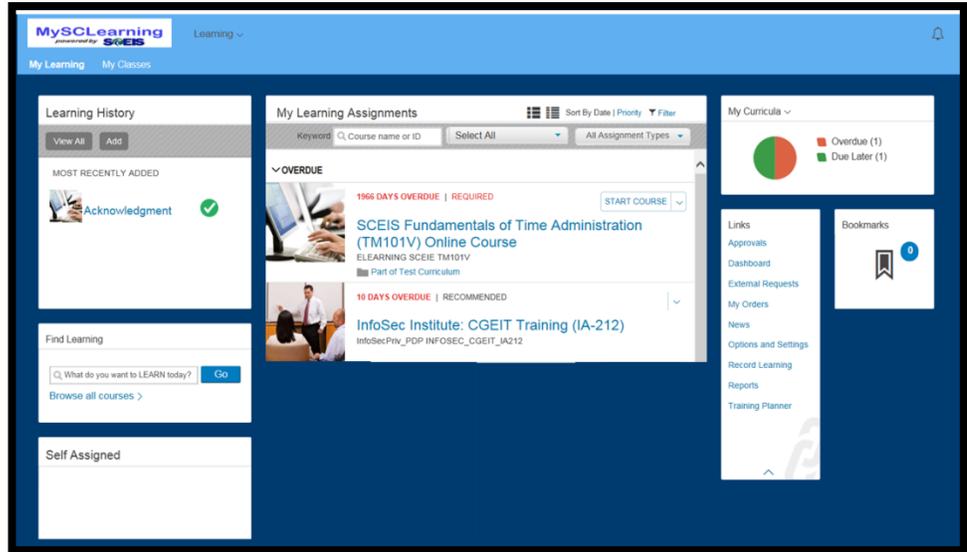
- Enter a unique PIN in the New PIN field and Verify PIN field. Click Submit.



Weekly Update

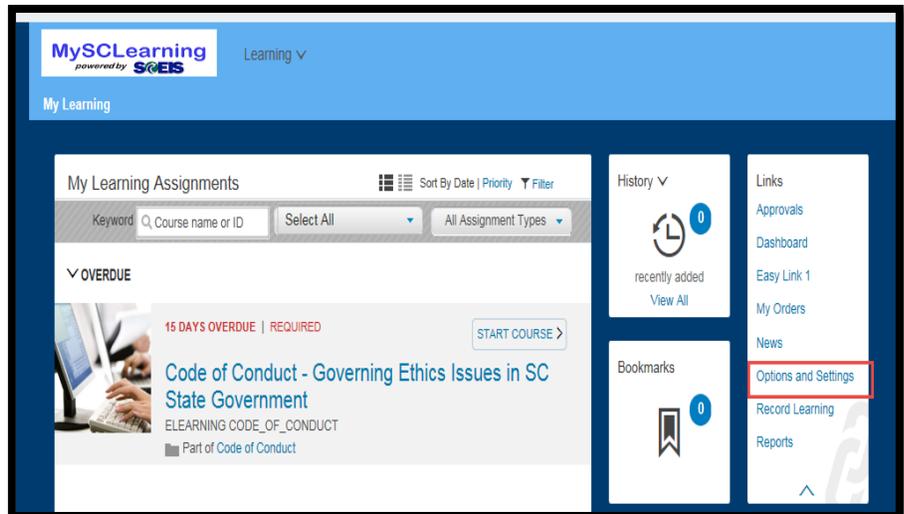
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- After successfully submitting the PIN the Learning Home Page will open.

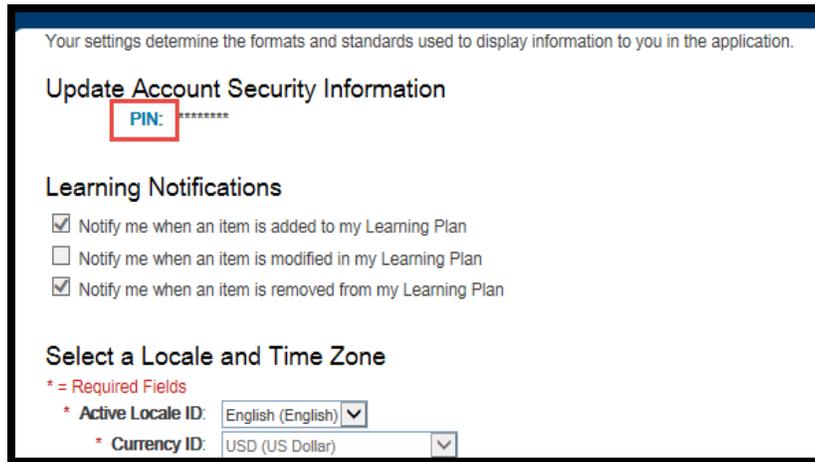


Changing a PIN

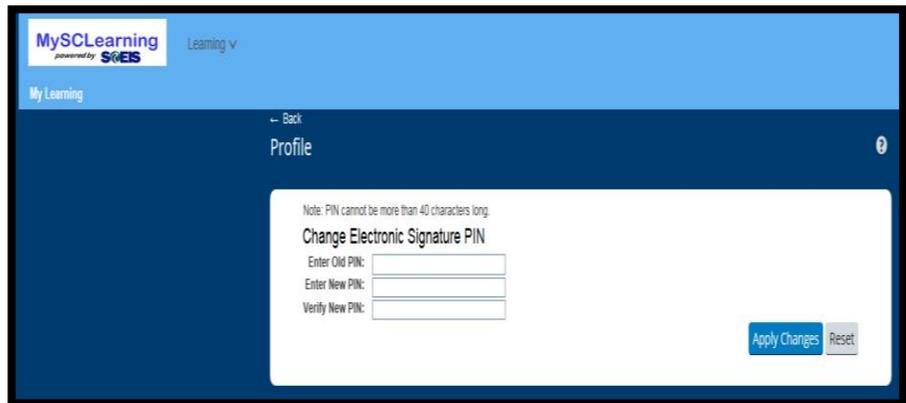
1. To change a PIN, click "Options and Settings" under the Links section of the Learning Home Page.



2. Then click PIN link.



3. A “Change Electronic Signature PIN” screen opens.



4. Enter the old PIN and then create the new one using the required criteria (alphanumeric and symbols are allowed; up to 40 characters).

5. Click “Apply Changes.”

Recommendation

To expand learning opportunities, users can now recommend any learning to their peers. When users have a good experience with a course, Quick Guide or other item, they can recommend it to their peers with a personal note. Users can recommend any learning objects, including Open Content Network (OCN) courses, curricula, programs, Quick Guides, or External Links.

MySCLearning does enforce catalog security. If, for example, a user wants to recommend a learning item, the item must be in the catalog of the user receiving the recommendation. If it is not in the receiver's catalog, the user making the recommendation sees a notification that it cannot be recommended because the recipient does not have access.

Weekly Update

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ELEARNING SCEIS PA250

 Instructor-led and Online Course

This course provides participants with the skills to display and maintain various employee personnel information including: personal data, address information, education, skills, and certification and licensure.

16^{HOUR(S)}

LENGTH

15^{HOUR(S)}

CREDIT

3

[VIEW 3 SUBJECT AREAS, MORE >](#)

Assign to Me >

You may also:

[Request Schedule >](#) [Recommend >](#)

Organizational Charts

- The Organization Chart provides managers an interactive view of the organizational hierarchy and reporting relationships. The manager will be able to view their own team and view “down” to their own subordinate hierarchy.

MySCLearning
powered by SCEIS
Home ▾
Q

ToDo

Take Courses



4

Courses
1 Overdue

My Info

Quick Links



Learning



Org Chart



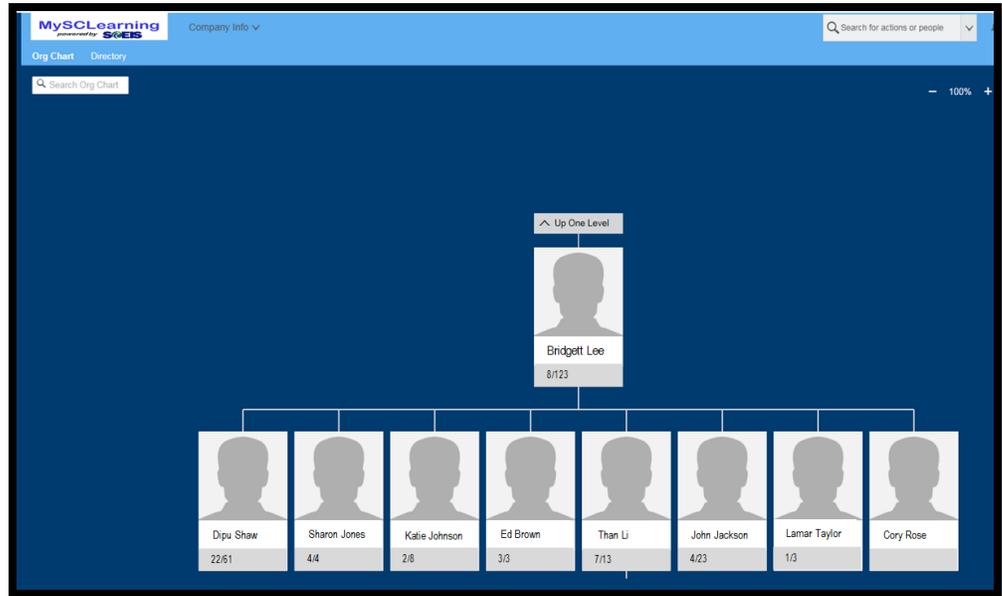
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Peers

Weekly Update

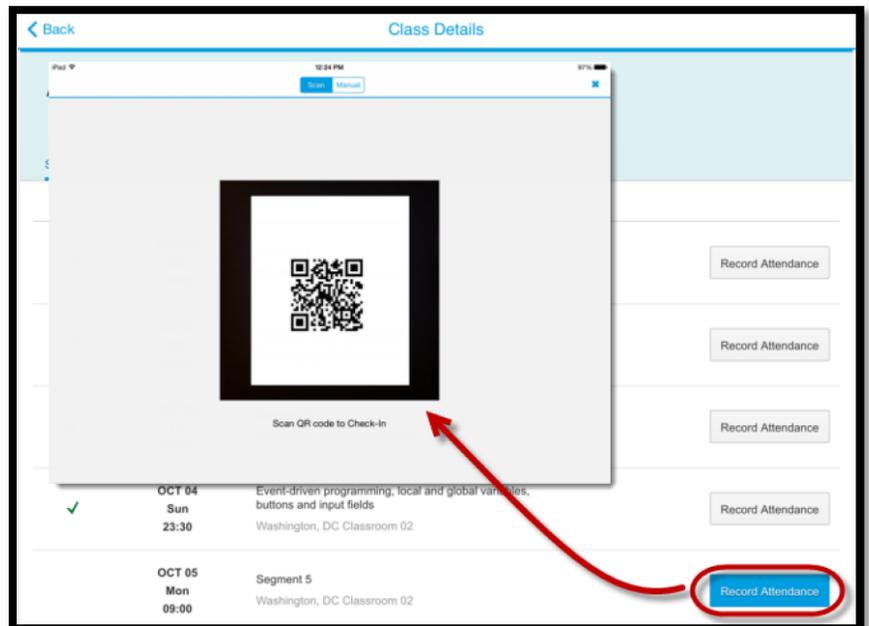
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- Managers will also be able to go “up” to their immediate supervisor and see their peers.



Recording Class Attendance via QR Codes

This method can be used to record attendance for a course via QR Code. QR codes can only be used to record attendance in a course segment. MySCLearning administrators have to activate this feature in the System Administrator portal for each desired course. Users will receive an email containing the registration notification that includes the QR Code for the specified content.



If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>