

Weekly Update

Week of Nov. 5, 2018

Subject: Required SCEIS Central Training Materials Available in MySCLearning
Nov. 6, 2018,

Audience: All SCEIS Users

MySCEmployee will be replaced by SCEIS Central this fall. In preparation of this event, **all required** SCEIS Central training materials will be available in MySCLearning Tuesday, Nov. 6, 2018. The materials will be divided into two resource libraries: SCEIS100V SCEIS Central Resources for All Users and SCEISM100V SCEIS Central Resources for Managers.

SCEIS100V SCEIS Central Resources for All Users

- All employees will be automatically assigned SCEIS100V Nov. 6, 2018.
- Employees with a valid email address in SCEIS will receive an email from MySCLearning when SCEIS100V is assigned.
- Once assigned, employees can log in to MySCLearning and find SCEIS100V in their Learning Assignments tile.
- Within 60 days, **employees are required** to complete the acknowledgement form in SCEIS100V acknowledging that they have reviewed the materials applicable to them.

SCEISM100V SCEIS Central Resources for Managers

- Managers will be automatically assigned SCEISM100V Nov. 6, 2018.
- Managers with a valid email address in SCEIS will receive an email from MySCLearning when SCEISM100V is assigned.
- Once assigned, managers can log in to MySCLearning and find SCEISM100V in their Learning Assignments tile.
- Within 60 days, **managers are required** to complete the acknowledgement form in SCEISM100V acknowledging that they have reviewed the materials applicable to them.

To access SCEIS100V and/or SCEISM100V:

1. In Internet Explorer, use your SCEIS user ID and password to log in to MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "My Learning Assignments" tile, click the title of the resource library (SCEIS100V or SCEISM100V).

If you do not see SCEIS100V or SCEISM100V in the "My Learning Assignments" tile, search for it in the "Find Learning" tile. Use the search box to type in the ID (SCEIS100V or SCEISM100V) and click "Go."

If you have any questions about this message, please email training.sceis@admin.sc.gov.