

# ACCESSING SCEIS CENTRAL TRAINING RESOURCES



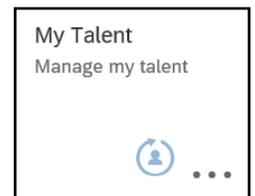
## QUICK REFERENCE CARD

This Quick Reference Card provides information on how to log in to SCEIS Central and access SCEIS Central training resources in MySCLearning.

### PROCESS

1. To access SCEIS Central, type <https://sceiscentrallogin.sc.gov> in your web browser.
2. In the User field, enter your **SCEIS user ID**.
3. In the Password field, enter your **SCEIS password**.
4. **Check the box** beside "Check here to login and accept the Terms & Conditions."
5. Click the **Log On** button.

6. Under the Employee Self-Service section, click the **My Talent** tile.
7. Click the **MySCLearning** tile.
8. In the Find Learning tile, type **SCEIS100V** to access SCEIS Central training materials for all users. Type **SCEISM100V** to access SCEIS Central training materials for managers.
9. Click **Go**.



10. The course should appear in the search results. Click the **Start Course** link found below the course title.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**