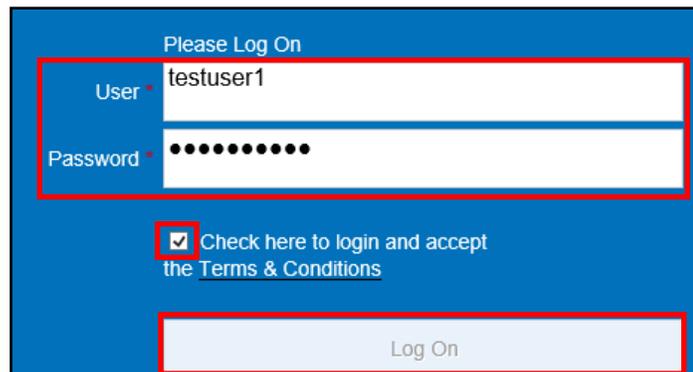**Subject:**   Complete Required SCEIS Central Training in MySCLearning
Audience: All Users

All employees were assigned the resource library "SCEIS100V SCEIS Central Resources for All Users" in MySCLearning. In addition, managers were assigned the resource library "SCEISM100V SCEIS Central Resources for Managers." Completion of these training materials was required by Jan. 5, 2019.
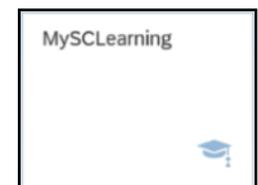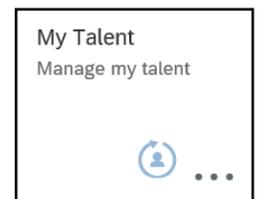
If you have not completed the required SCEIS Central training(s), use the instructions below to access them in MySCLearning as soon as possible.

Access SCEIS Central Training Materials

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."
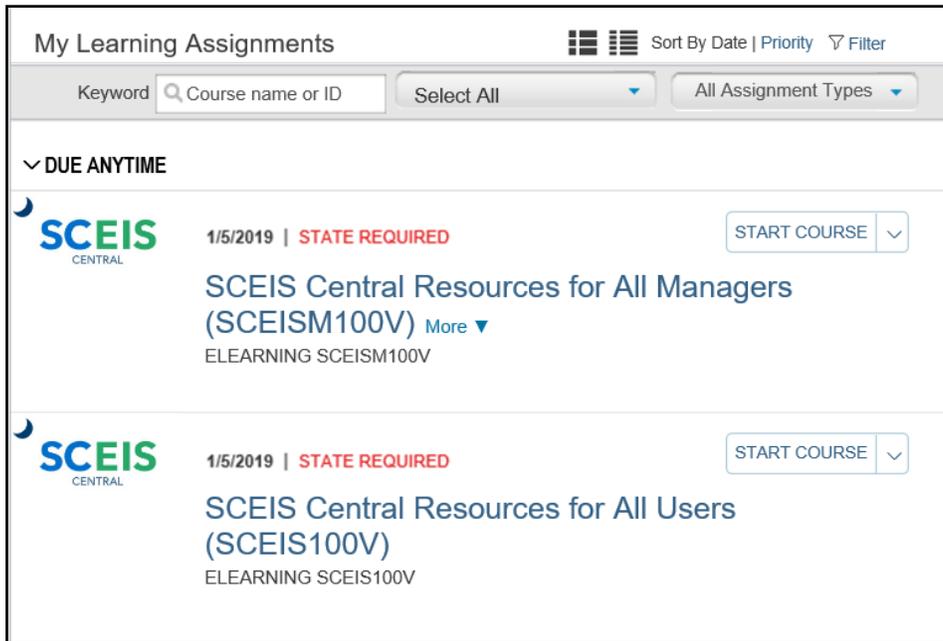
5. Click the **Log On** button.

6. Under the Employee Self-Service section, click the **My Talent** tile.

7. Click the **MySCLearning** tile. Sometimes SCEIS Central will take you directly to MySCLearning after clicking the My Talent tile. If so, skip this step.

8. In the **My Learning Assignments** tile, beside the title of the resource library (SCEIS100V or SCEISM100V), click the **Start Course** button. (If you have started the training but not finished it, you will have a Continue Course button.)

9. Read the **READ ME FIRST document** for instructions on completing the training.

If you do not see SCEIS100V or SCEISM100V in the My Learning Assignments tile, search for it in the Find Learning tile.

Type **SCEIS100V** to access SCEIS Central Resources for All Users. Click **Go.**

If you are a manager, type **SCEISM100V** to access SCEIS Central Resources for All Managers. Click **Go.**

For help using MySCLearning, visit the MySCLearning Tools page at http://sceis.sc.gov/page.aspx?id=345.

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