LMS100 MySCLearning Basic Management

Description

This instructor-led course is an introduction to MySCLearning for agencies' learning administrators and learning coordinators. The basic navigation and concepts will be taught as well as the actions that a learning coordinator can make within MySCLearning.

Target Audience

Users who wish to have the following MySCLearning security roles: MySCLearning Learning Administrator and MySCLearning Learning Coordinator. **You must complete LMS100 before receiving MySCLearning security roles.**

Prerequisites

- None.

Registration Instructions

Learn More
at sceis.sc.gov

MySCLearning Tools

1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (LMS100) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.