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THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Subject: Seats are still available for the Sept. 14-16, 2020, TM200-WEB Time Administration webinar

Audience: Time Administrators

Seats are still available for the Sept. 14-16, 2020, TM200-WEB Time Administration webinar. The SCEIS Team encourages Time Administrators to register for this webinar.

This is the only TM200 live webinar scheduled this fall. **Please forward this message to appropriate staff members within your agency.**

TM200 Webinar Details
Class Date: Monday-Wednesday, Sept. 14-16, 2020
Class Time: 1–5 p.m. each day
              Note: Please plan to attend the entire class.
Registration Instructions:
1. In Internet Explorer, use your SCEIS user ID and password to log in to 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 (for example, TM200-WEB) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view webinar date.
7. Find the webinar date and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive the email confirmation; view details and instructions.

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