

# RPC100 Report Center for MySCLearning

### Description

This instructor-led course is an introduction to Report Center, a centralized reporting tool for the My Talent modules. This course addresses the needs for MySCLearning reporting only. Report Center will allow for the building of reports by selecting the appropriate columns and/or data that the agency needs.

### Target Audience

Users with the following roles: MySCLearning Learning Administrator and MySCLearning Learning Coordinator who will be assigned the Report Manager role to build, share, run and schedule reports.

### Prerequisites

- This is a hands-on course which will require the assignment of the Report Manager role. Approval must be obtained by the appropriate agency Data Owner, or designee, for the role to be assigned before 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 (RPC100) 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.

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at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



**If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).**