

**Subject:** Location of Person icon will change in SCEIS Central navigation effective Sunday, Feb. 28, 2021

**Audience:** SCEIS Central Users

Effective Sunday, Feb. 28, 2021 the Person icon in SCEIS Central will appear in the top right corner of the screen in SCEIS Central navigation instead of its current location in the top left corner of the screen.

As shown below, the Person icon opens a drop-down menu where users may view a list of their recent activity and frequently used tiles, or they may choose to sign out of SCEIS Central.



Also note that managers may create manager substitutions by opening the My Inbox tile and then clicking the Person icon.

The Quick Reference Cards listed below have been updated to reflect these navigation changes and can be found in the SCEIS100V and SCEIS M110V courses. [Click here](#) for more information on accessing the materials via MySCLearning.

- Log In/Log Out of SCEIS Central
- SCEIS Central Navigation
- Manager Substitutions

If you have questions about these system changes, please Contact the SCEIS Help Desk (803-896-0001 and **select option 2** for SCEIS issues or visit <http://sceis.sc.gov/requests>).

Thank you,  
The SCEIS Team