

**Subject:** Seats available for the March 30-31, 2021, TM300-WEB Leave Administration webinar

**Audience:** Users with the following security roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer or HR FMLA Event Maintainer

Seats are still available for the March 30-31, 2021, TM300-WEB Leave Administration webinar. The SCEIS Team encourages users with the Time Administrator, HR Leave Administrator, HR Master Data Maintainer or HR FMLA Event Maintainer security roles to register for this webinar.

This is the only TM300 live webinar scheduled this spring. **Please forward this message to appropriate staff members within your agency.**

### **TM300 Webinar Details**

**Class Date:** Tuesday-Wednesday, March 30-31, 2021

**Class Time:** 1–5 p.m. each day

*Note: Please plan to attend the entire class and be engaged.*

### **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, TM300-WEB) and click “Go.”
5. Find the course title and click “See Classes.”
6. Scroll down and click the “Classes” tab to view webinar date.
7. Find the webinar date and click “Register Now.”
8. At the Scheduled Offering box, click “Confirm.”
9. Receive email confirmation; view details and instructions.

If you have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).