

Subject: Six in-person SCEIS classes converted to live webinars

Audience: All SCEIS users

Six SCEIS classes originally scheduled for in-person format (in the classroom) are being converted to a live, webinar format via Webex. All users registered for the in-person classes have been notified of the change and registered for the webinar version.

There are still seats available for the following classes, which have been converted to webinar format:

ACA100-WEB — Affordable Care Act Reporting	Monday, Sept. 20 (1-5 p.m.)
TM300-WEB — Leave Administration	Monday-Tuesday, Nov. 1-2 (1-5 p.m. daily)
TM400-WEB — Advanced Time and Leave Administration	Monday-Tuesday, Oct. 18-19 (8:30 a.m.-12:30 p.m. daily)
LMS200-WEB MySCLearning Course Management	Monday-Tuesday, Sept. 27-28 (1-5 p.m. daily)
LMS300-WEB MySCLearning Assignment Management	Monday-Tuesday, Oct. 11-12 (1-5 p.m. daily)
RPC100-WEB SCEIS Report Center for MySCLearning	Wednesday-Thursday, Nov. 3-4 (8:30 a.m.-12:30 p.m. daily)

To register for a course:

1. In Internet Explorer or Google Chrome, 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 the class or webinar date.
7. Find the class or webinar date and click “Register Now.”
8. At the Class box, click “Confirm.”
9. Receive email confirmation; then view details and instructions.

If you have any questions about this message, please email the SCEIS Training Team (training.sceis@admin.sc.gov).