**Subject:** Seats available for Feb. 28-March 1, 2023, PA250 Personnel Administration class

**Audience:** Users who complete personnel actions in PA40

*Please forward this message to PA40 (the transaction code used to process personnel actions) users in your agency.*

Seats are still available for the Feb. 28-March 1, 2023, PA250 Personnel Administration class. The SCEIS Team encourages users who complete personnel actions in PA40 to register and attend.

**This is the only PA250 class scheduled this spring.**

**PA250 Details**
**Class Date:** Tuesday-Wednesday, Feb. 28-March 1, 2023
**Class Time:** 9 a.m. to 5 p.m. each day
>     **Note: Please plan to attend the entire class.**

**Registration Instructions:**
1. In 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. Complete the prerequisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, type the course ID (PA250) in the search box and click "Go."
6. Find the course title and click "See Classes."
7. Scroll down and click the "Classes" tab to view class dates.
8. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you have not completed HR100V.
9. At the Registration box, click "Confirm."
10. Receive email confirmation, view details and instructions.

If you have questions, email training.sceis@admin.sc.gov.