

Log in to MySCLearning

1. Log in to *MySCEmployee*.
 - a. In Internet Explorer, go to <https://myscemployee.sc.gov>.
 - b. Use your SCEIS user ID (it does *not* begin with “10”) and password.
2. Open *MySCCentral*.
 - a. In the upper left corner of the screen, click on the *MySCCentral* tab.

TIP: *The first time you log in, you’ll be asked to set a PIN. Once you do that, you won’t see the message again. Your PIN may be needed if a course requires secure affirmation.*

3. Open *MySCLearning*.
 - a. Click on the *My Info/MySCLearning* tile.

Find a Course

1. Log in to MySCLearning.
2. Use the *Find Learning* tile. In the search field:
 - a. Type in the **course ID** to see all related courses. *Or,*
 - b. Type in a **key word** to see courses with that word in the title or description. *Or,*
 - c. Type in the word **SCEIS** to see all SCEIS courses.
 - d. Click GO.

TIP: *An online course has “Online Course” in its title, and a letter – either U or V – at the end of the course ID. The “eLearning” tag is not an indicator.*

3. Manage your course:
 - a. To begin registering, click *See Offerings*. See “Register for an Instructor-Led Class” for step-by-step registration instructions.
 - b. To add a course to My Learning Assignments without registering, click *Assign to Me*.
 - c. To launch an online course, click *Start Course*.
4. Use the My Learning Assignments tile:
 - a. View or manage your enrollment.
 - b. Start or continue an online course.
 - c. Register for an instructor-led class.

Launch an Online Course

1. Log in to MySCLearning.
2. Choose a course:
In the *Find Learning* tile, search for the course you want or navigate to an assigned course in *My Learning Assignments*.

TIP: An online course has “Online Course” in its title, and a letter – either U or V – at the end of the course ID. The “eLearning” tag is not an indicator.

3. Launch an *online* course:
 - a. Near the course title, click *Start Course*. It will start playing and will automatically be added to *My Learning Assignments*.
 - b. If you are interrupted while taking the course, feel free to close it. To pick up where you left off, navigate to *My Learning Assignments* and click *Continue Course*.

See “*Learn with an Online Course*” for information about navigating within an online course.

Take an Online Course

1. Log in to MySCLearning.
2. Begin or continue an online course.
 - a. *Either:* Go to an online course using the Find Learning tile. See “Find a Course.”
 - b. *Or:* Go to an online course in *My Learning Assignments*.
 - c. Click *Start Course* or *Continue Course*.
3. Complete all modules. Modules are enabled in sequence.
 - a. Click to read “SCEIS Start Here.” Click *Return to Content Structure*.
 - b. Click to view the first module. Click *Return to Content Structure* to advance to the next one.
 - c. Repeat until you have viewed all tasks, lessons or modules.
4. Complete the final tasks.
After completing all learning tasks, see “Assessment, Evaluation and Certificate” for step-by-step instructions to complete the course and get your certificate.

Register for an Instructor-Led Class

1. Log in to MySCLearning.
2. Choose a course. In the *Find Learning* tile, use the search box to find the course you want. See “Find a Course” for step-by-step instructions.
3. Register for an Instructor-led class.
 - a. Below your course title, click *See Offerings*.

TIP: If “You have unmet prerequisites,” you must complete them before you can register.

- b. Scroll down and click the *Offerings* tab to view class dates.
- c. Beside the class schedule you want, click *Register Now*.
- d. At the *Registration* box, click *Confirm*.
- e. Watch for an enrollment confirmation in your email.

TIP: “Assign to me” adds the course to My Learning Assignments without registering you. To reserve a seat in a class, you must complete these registration steps.

4. Your enrollment reserves a seat for you. Please be considerate of other users. If you can’t attend, WITHDRAW to release your seat for another participant. See “Withdraw or Change an Enrollment” for step-by-step instructions.

View your Enrollments

1. Log in to MySCLearning.
2. View a list of your courses.

All of your courses are in the *My Learning Assignments* tile, whether a course is merely “assigned” to you without a registered class date, or you have already enrolled and secured your seat. Your online courses are here, too. You can “Start” or “Continue” them from here.

TIP: If you need to expand the tile, hover on the tile’s upper-right corner and click the Plus icon.

3. View more details about your courses and classes.

Enrolled/Launch: You have a reserved seat in a class. To see the class date, time and location, click the down-arrow by “Enrolled/Launch,” and select *View Registration*.

Start Course: This online course is ready for you to begin. Click *Start Course*.

Continue Course: You began this online course and paused it before completion. Click *Continue Course* to pick up where you left off.

Register Now: The course is “assigned” to you, but you haven’t yet registered for a class date. Click *Register Now* to select a class date and reserve a seat. See “Register for an Instructor-Led Class” for step-by-step instructions

Withdraw or Change an Enrollment

1. Log in to MySCLearning.
2. View your enrollments in *My Learning Assignments*. If you need to expand the tile, hover in the tile's upper-right corner and click the *Plus* icon.
3. Withdraw from a class date.
 - a. Beside a course, click the down-arrow to expand *Enrolled/Launch*.
 - b. Click *Withdraw*.

TIP: If 'Withdraw' is not available, contact the person who enrolled you, or send an email to training.sceis@admin.sc.gov.

- c. At the *Confirmation* box, click *Yes*.
 - d. At the *Current Registrations/Remove* box, select either:
 - *No*, to keep the course but not the class date in your Learning Assignments; or,
 - *Yes*, to remove the course from your Learning Assignments.
4. **If desired, register for a different class date.** See "Register for an Instructor-Led Class."

IMPORTANT! Enroll for *no more than one class date*. Enrollment reserves a seat for you. If you can't attend, *withdraw* to release your seat for another participant.

Clear your Browsing History in Internet Explorer

To ensure that you have the most current training materials, it's a good practice to clear Internet Explorer's cache before logging in to MySCLearning to download materials.

1. Open Internet Explorer.
2. In the upper right corner of the screen, click *Safety*. Select *Delete browsing history*.
3. Ensure that these options are all checked for deletion:
 - a. Temporary Internet files and website files
 - b. Cookies and website data
 - c. History
 - d. Download History
 - e. You may select other options as well.
4. Click *Delete*.
 - a. Wait until you see "Internet Explorer has finished deleting the selected browsing history."
5. Close Internet Explorer and reopen it.
6. Log in to MySCLearning as usual.

Print Materials for an Instructor-Led Class

TIP: To be sure you get the latest materials, we recommend that you clear your browser's cache before you log in to MySCLearning. See "Clear your Browsing History in Internet Explorer."

1. Log in to MySCLearning.
2. Navigate to your course.
 - a. See "View your Enrollments in MySCLearning," or use the *Find Learning* tile to bring up a course.
 - b. Click the course *title*.

TIP: You can access course materials even if you are not registered for a class.

3. Open the course materials.

Click the *paperclip* icon to expand the documents list. You may need to scroll to view all materials.

TIP: Materials are almost always in PDF format. Be sure that PDF Reader is available.

4. Print the course materials.
 - a. Read the "Start Here" document.
 - b. Open and print all other materials.
 - c. Some items may refer you to a document on another website. If so, print this document, too.

Bring all printed materials with you to class.

Assessment, Evaluation and Certificate

1. Attend an instructor-led class, or take an online course.

In an [instructor-led class](#), follow the instructor's directions.

For an [online course](#), see "Learn with an Online Course" to complete the learning modules before beginning these tasks.

2. Complete the *Course Assessment*. After completing all learning tasks –
 - a. Click *Course Assessment*. Answer all questions.

TIP: You can "Check Answer" during the assessment, although you can't change an answer after it's checked.

- b. Click *Submit Quiz*.
- c. At "Confirm Quiz Submission," click *Yes*.
- d. Click the Assessment's *Exit* button.

TIP: Before you "Exit" from the quiz, click "Review Questions" to re-check your answers.

- e. Click *Return to Content Structure*. You may repeat the Assessment as needed to reach the 70% benchmark.

TIP: After completing the Assessment, do NOT use a back-arrow either in the browser or in MySCLearning, or you won't be able to return to Online Content Structure to complete the Evaluation and get your Certificate.

3. Complete the *Evaluation*.

After completing the *Assessment* and returning to *Content Structure* –

- a. Click *Survey: Course Feedback*.
- b. When you have responded to all questions, click *Submit*.
- c. Click *Return to Content Structure*.

TIP: If you forget to complete the *Evaluation*, you'll find a reminder in *My Learning Assignments*. Plus, you'll get an email reminder.

4. Get your *Certificate*

- a. Scroll to the end of *Content Structure*.
- b. Click the *Print* icon to view, download or print your certificate. Later, you can always go to your certificates using the *Learning History* tile. See "Access your Course Certificate after Class."

Access your Certificate after Class

1. Log in to MySCLearning.
2. Open your *Learning History* tile.
Learning History may appear collapsed or expanded. In either display, click *View All*.
3. View a list of all completed courses and print certificates.
To view, download or print a certificate, click a *Print* icon on the right. Your certificate is a PDF which you can print or save as needed. It remains available indefinitely in your *Learning History*.

TIP: Hover on a course title to see additional options.

Review Course Materials after Completing a Course

TIP: For instructor-led courses, Review Content is not available from Learning History. You can access these materials as you did when you took the course. See “Print Materials for an Instructor-Led Class” for step-by-step instructions.

1. Log in to MySCLearning.
2. Open your *Learning History* tile.
Learning History may appear collapsed or expanded. In either display, click *View All*.
3. Review the content of a completed *online* course.
 - a. In the Completed Work list, hover on the title of an *online* course.
 - b. From the fly-out menu, select *Review Content*.