

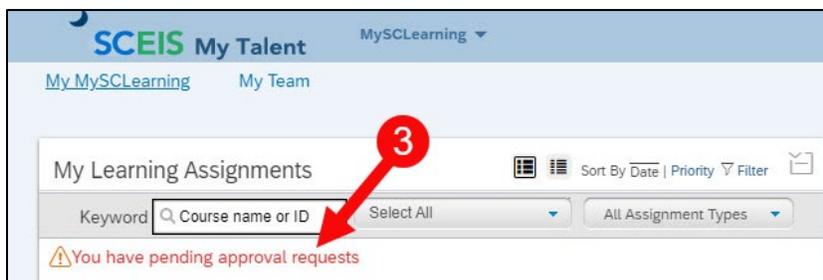
Users may request to include external learning events in their Learning History using MySCLearning. After the user submits a request, a supervisor must approve the request in MySCLearning for the event to appear in Learning History.

Approving an External Learning Credit request

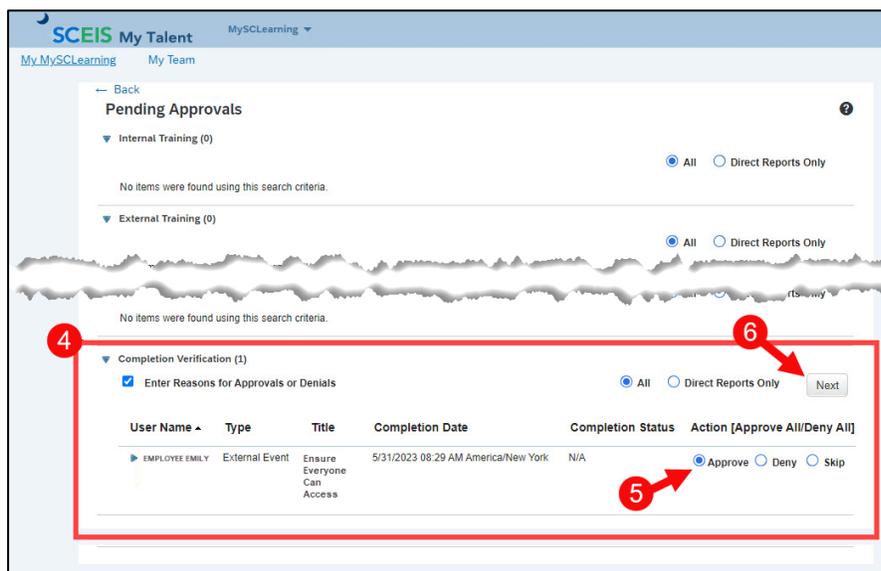
1. You will receive an email notification of the approval request.



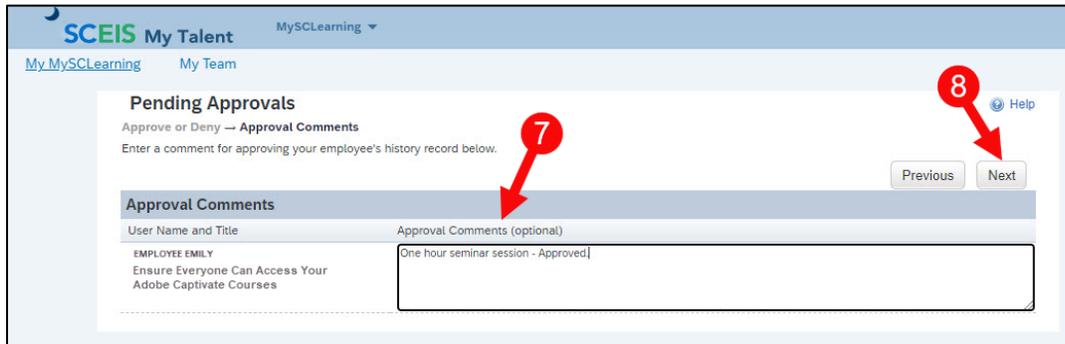
2. To review the request, log into **SCEIS Central**. Click the **My Talent** tile, then click the **My Learning** tile.
3. In the My Learning Assignments tile, click on the message, **"You have pending approval requests."**



4. On the Pending Approvals screen, scroll down to the **Completion Verification** section. Review the details of the External Event that has been submitted for approval.
5. Click the **Approve** radio button.
6. Click **Next**.



7. Enter **Approval Comments** (optional).
8. Click the **Next** button.



SCEIS My Talent MySCLearning

My MySCLearning My Team

Pending Approvals Help

Approve or Deny → Approval Comments

Enter a comment for approving your employee's history record below.

Previous Next

Approval Comments

User Name and Title	Approval Comments (optional)
EMPLOYEE EMILY Ensure Everyone Can Access Your Adobe Captivate Courses	One hour seminar session - Approved!

9. Click **Confirm**.



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Pending Approvals Help

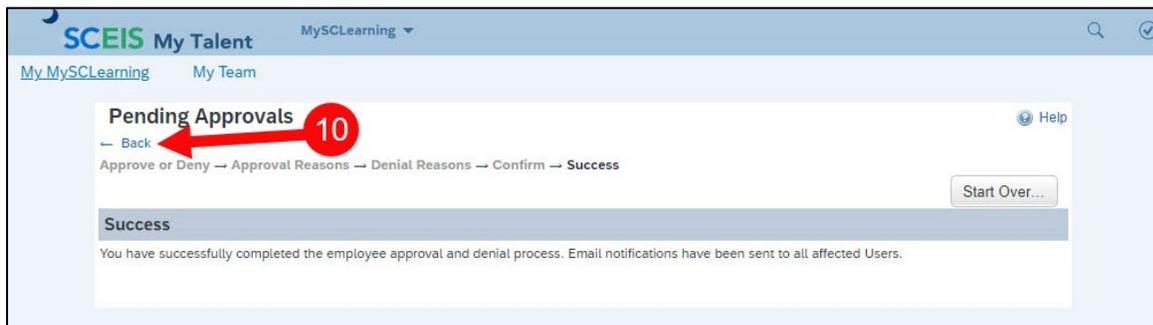
Approve or Deny → Approval Reasons → Confirm

Previous Confirm

Approve

User Name	Type	Title	Completion Date	Completion Status
EMPLOYEE EMILY	External Event	Ensure Everyone Can Access Your Adobe Captivate Courses	5/31/2023 08:29 AM America/New York	N/A

10. Click the **Back** button to return to the MySCLearning home screen.



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Pending Approvals Help

← Back

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success

Start Over...

Success

You have successfully completed the employee approval and denial process. Email notifications have been sent to all affected Users.

If you have difficulty using this procedure, contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>).