Approve External Learning Credit in MySCLearning

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.

Approval Required to Verify Learning Completion for EMPLOYEE EMILY				
Learning_System_Notification@sc.gov	← Reply	≪) Reply All	Forward Thu 5/26/2022	 3:55 PM
IMPLOYTETRUY 155126) This note is to inform you that the user listed above has requested approval for the following recorded lear Your Adobe Captivate Courses Completion Date: 5/11/2022 12:00 PM America/New York Completion Status: N/A Grade: Total Hours: are listed as an approver in the Supervisor step of the approval process. Please go to the Approvals section of MySCLearning at your ea ***This is a system generated message. Please do not respond to this email.***	ning event: Exte 1.00 CPE: Credi Irliest convenie	ernal Event: Ensur t Hours: Contact H nce to act on this	e Everyone Can A lours: Comments request.	Access :: You

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

SCEIS My Talent	MySCLearning 🔻	
My MySCLearning My Team		
My Learning Assignments	3	Sort By Date Priority 7 Filter
Keyword Q Course name or ID	Select All	All Assignment Types
AYou have pending approval reque	sts	

- 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.

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My MySCLearning	g My Team						
F	Back Pending Approv	vals				0	
•	Internal Training (0)				۲	All O Direct Reports Only	
	No items were found	using this search	criteria.				
	External Training (0)						
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	 Completion Verification (1) Enter Reasons for Approvals or Denials 				All O Direct Reports Only Next		
	User Name 🔺	Туре	Title	Completion Date	Completion Status	Action [Approve All/Deny All]	
	User Name A	Type External Event	Title Ensure Everyone Can Access	Completion Date 5/31/2023 08:29 AM America/New York	Completion Status	Action [Approve All/Deny All] Approve O Deny O Skip	
	User Name A	Type External Event	Title Ensure Everyone Can Access	Completion Date 5/31/2023 08:29 AM America/New York	Completion Status	Action [Approve All/Deny All] Approve Deny Skip	

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

SCEIS My Talent MySCLearning		
My MySCLearning My Team		8
Pending Approvals	_	Help
Approve or Deny → Approval Comments		
Enter a comment for approving your employ Approval Comments	ee's history record below.	Previous Next
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.

My MySCLearning My Team 9 Pending Approvals Approve or Deny - Approval Reasons - Confirm Previous Confirm Approve Vervious Confirm Previous Confirm User Name Type Title Completion Date Completion Status EMPLOYEE EMILY External Event Ensure Everyone Can Access Your Adobe Capitwate 5/31/2023 08:29 AM America/New York N/A	SCEIS My Talent	MySCLearning 🔻			
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10. Click the **Back** button to return to the MySCLearning home screen.

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My MySC	Learning My Team					
	Pending Approvals ← Back Approve or Deny → Approval	Beasons → Denial Reasons → Confirm → Success Start Over	0			
	Success					
	You have successfully complete	d 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).



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