

**Subject:** Remember to Provide SCEIS Credentials to New Agency Employees  
**Audience:** HR Directors, Agency Managers and Supervisors

There is always a lot to remember when preparing to welcome a new employee to your agency. You have to set up an email account and phone number, clear out a desk, order new equipment and complete about a million other tasks, making it easy to forget a detail.

To ensure your employee has a smooth transition, make sure that you don't forget to supply him or her with SCEIS login information (User ID and initial password) as early as possible. Before the employee arrives for the first day at his or her new job, submit a request to the SCEIS Service Desk to have his or her security access set up, so you can have the login credentials in hand and ready to go on the first day. The new user can then log in, check and update their information in MySCEmployee, and get down to business right away.

If you're a supervisor unsure about how to get a new employee's security access set up, contact your Human Resources Department, or give us a call at the SCEIS Service Desk, and we'll be glad to help you get started (SCEIS Service Desk contact information is below).

When your new employee is transferring from another agency that uses SCEIS, please instruct him or her to log in using the same User ID and password he or she used when working for the previous employer. If the password has expired, as is often the case for re-hired employees, the user should use [Identity Management](#) (IdM) to [re-set the password](#), or, if he or she is unable to re-set it through IdM, contact the SCEIS Service Desk for assistance.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.