

# Managers: View employee activity in MySCLearning

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## Log in to MySCEmployee and MySCCentral

In Internet Explorer, go to <https://myscemployee.sc.gov>.  
Use your SCEIS user ID (it does not begin with "10") and password.  
Click on the *MySCCentral* tab

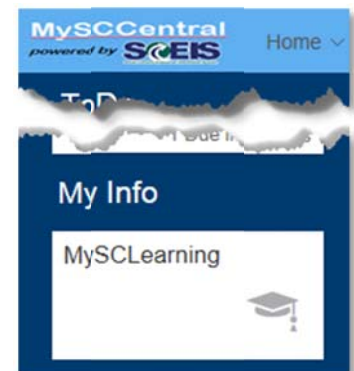


**TIP:** The first time you log in, you'll be asked to set a PIN. Once you do that, you won't see the message again. Your PIN may be needed occasionally when a particular course requires secure affirmation.

2

## Open MySCLearning

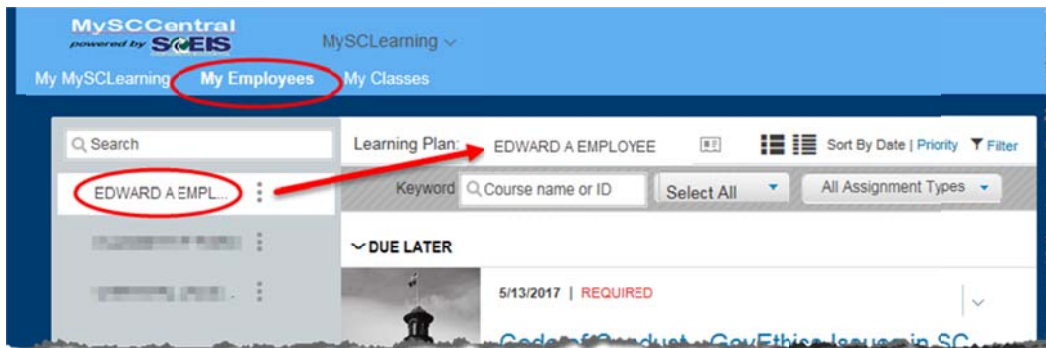
Click on the *MySCLearning* tile (or click the *Home* dropdown and select *MySCLearning* from the list).



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## View your employees

Click on the *My Employees* tab.  
All of your direct-reports are listed on the left side of the screen.  
Click on an employee's name to view his/her assignments, completions, overdue items, etc.

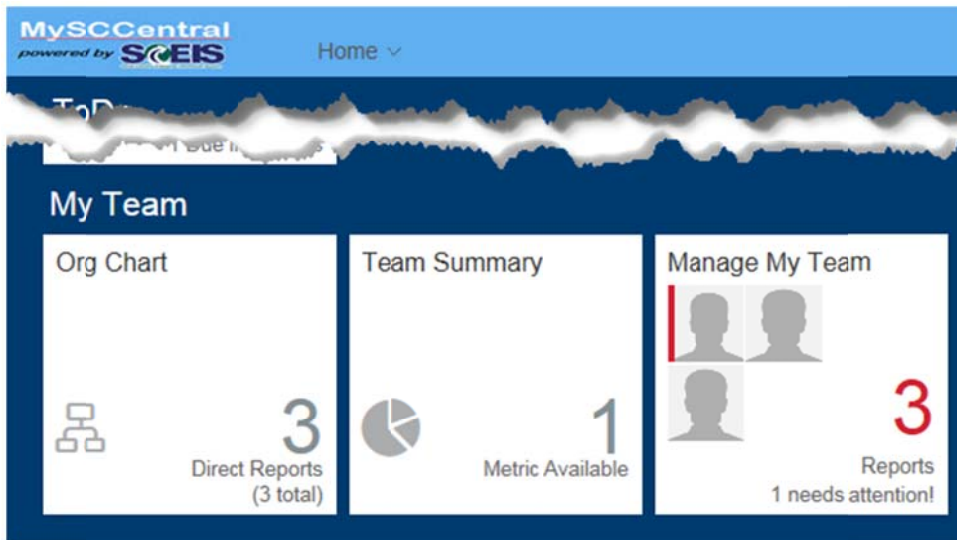


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## Other views of your employees

At Step 2 and Step 3, instead of clicking the *MySCLearning* tile and the *My Employees* tab, you can select one of the tiles grouped under *My Team*.

*Manage My Team* offers many of the same functionalities as *My Employees*, plus additional options such as reports of employees' training completions.



The screenshot shows the 'My Team' dashboard in MySCCentral. The dashboard is divided into three main sections: 'Org Chart', 'Team Summary', and 'Manage My Team'. The 'Org Chart' section shows a tree icon and '3 Direct Reports (3 total)'. The 'Team Summary' section shows a pie chart icon and '1 Metric Available'. The 'Manage My Team' section shows three person icons, with one highlighted in red, and '3 Reports 1 needs attention!'.

Section	Icon	Value	Description
Org Chart	Tree icon	3	Direct Reports (3 total)
Team Summary	Pie chart icon	1	Metric Available
Manage My Team	Person icons	3	Reports 1 needs attention!