

1

Log in to MySCLearning

Log in to *SCEIS Central* (<https://sceiscentrallogin.sc.gov>). Click the *My Talent* tile.
(For detailed instructions, see the tip sheet “Log in to MySCLearning.”)

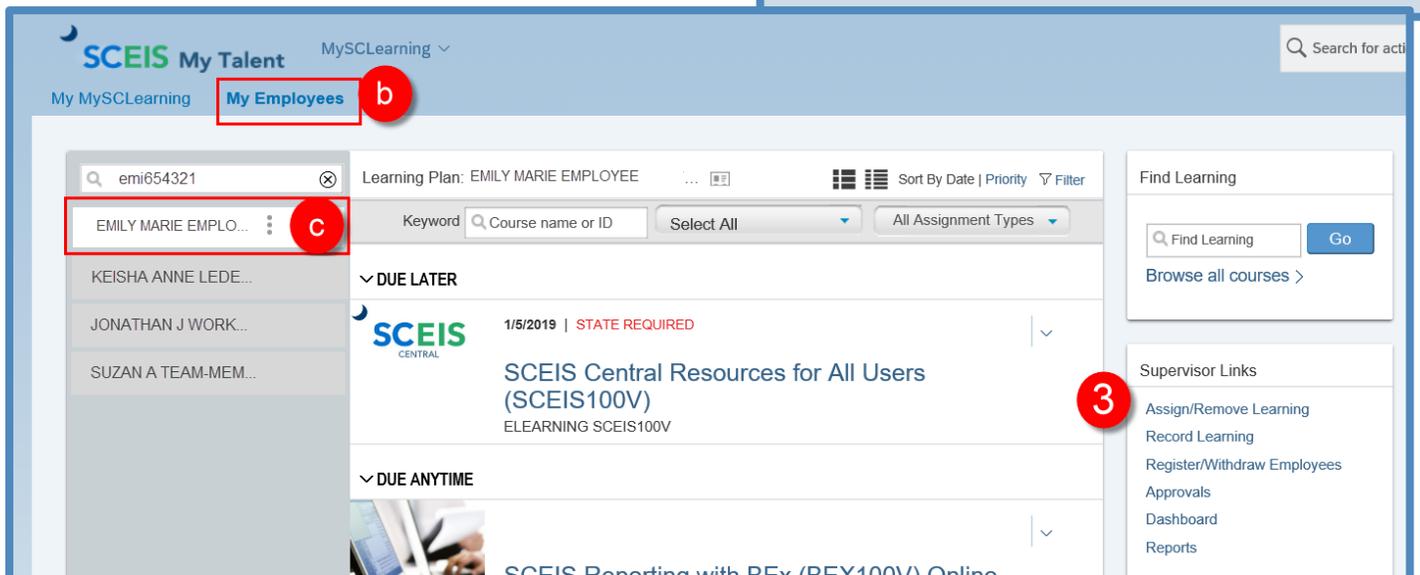
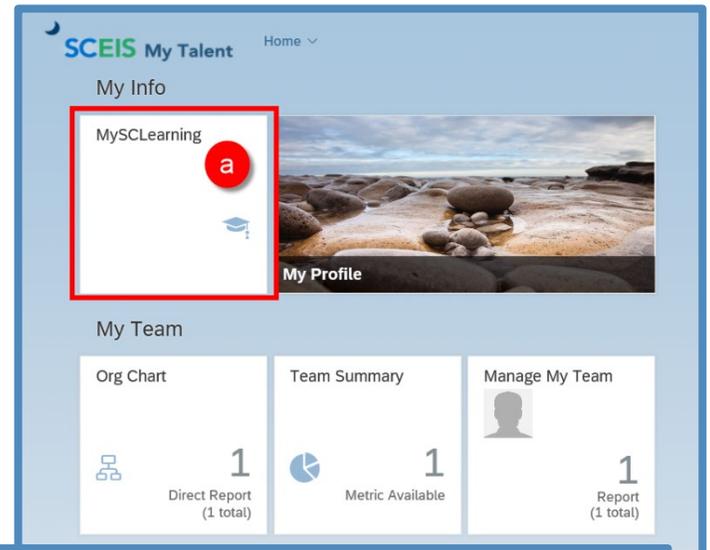
2

View your employees

- a) Click the *MySCLearning* tile.
- b) Click the *My Employees* tab.

Your direct-reports are listed in the left column.

- c) Click on an employee’s name to view his/her assignments, completions, overdue items, etc.



3

Other actions for your employees’ training

On the right side of the screen, you can assign training to an employee or remove an assignment; and register an employee for a class or withdraw the employee from a class.