1 Log in to MySCLearning

a) Using Google Chrome, log in to SCEIS Central. For detailed steps, see "Log in to MySCLearning."
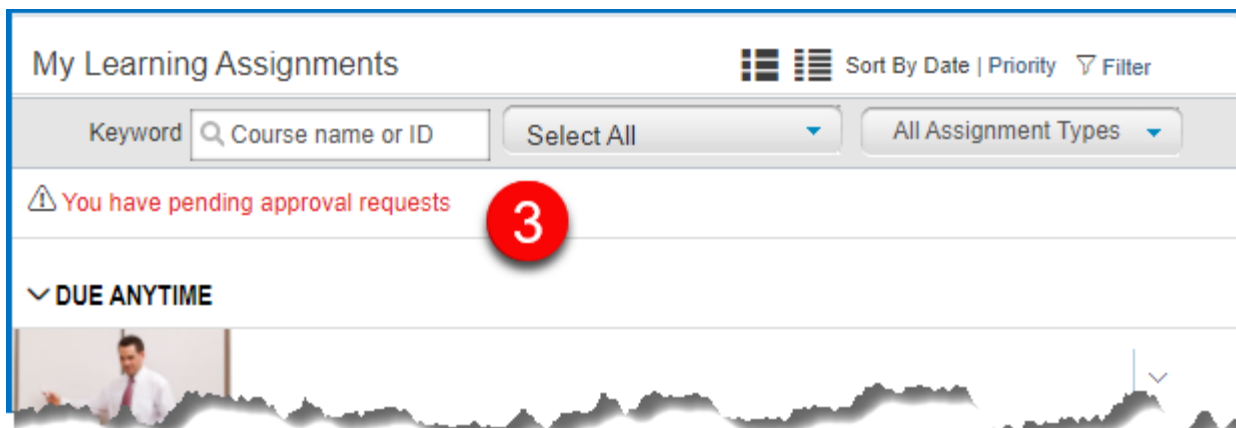
b) Click the *My Talent* tile.

2 Open MySCLearning

Click the *MySCLearning* tile.

3 Open pending approval requests

In My Learning Assignments, click the red notice, "You have pending approval requests."

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4 Review employee requests for training

The Pending Approvals window displays.

a) In the Action column, select a radio button to *Approve* or *Deny* a training request.

    a. Do you have multiple requests? You can select *Skip* to handle requests individually.

b) Click *Next*.

5 Provide feedback.

a) If desired, type in a reason for approving or denying the employee's training request.

b) Click *Next*.

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6 Confirm your decision.

Click the Confirm button.
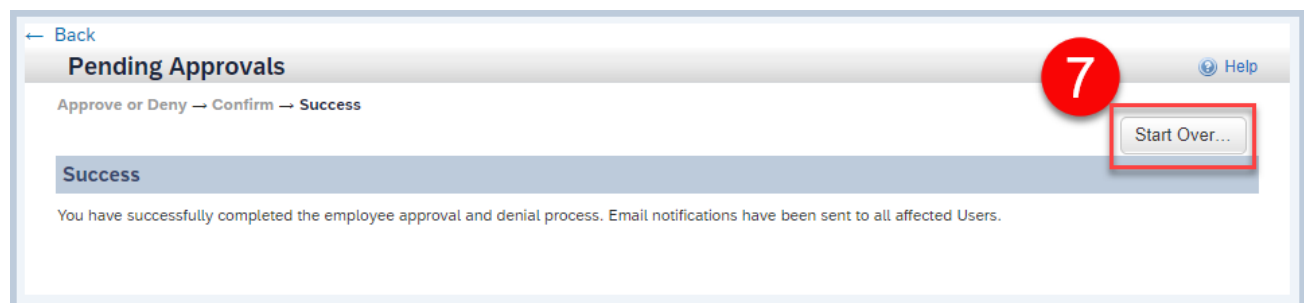
7 Continue or finish reviewing requests

Click *Start Over* to return to the requests list.

Find more tip sheets at MySCLearning Tools.

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