

# Managers: Nudge Employees About Training

## 1 Log in to MySCLearning

- Using Google Chrome, log in to SCEIS Central. For detailed steps, see “Log in to MySCLearning.”
- Click the *My Talent* tile.

## 2 View your employees

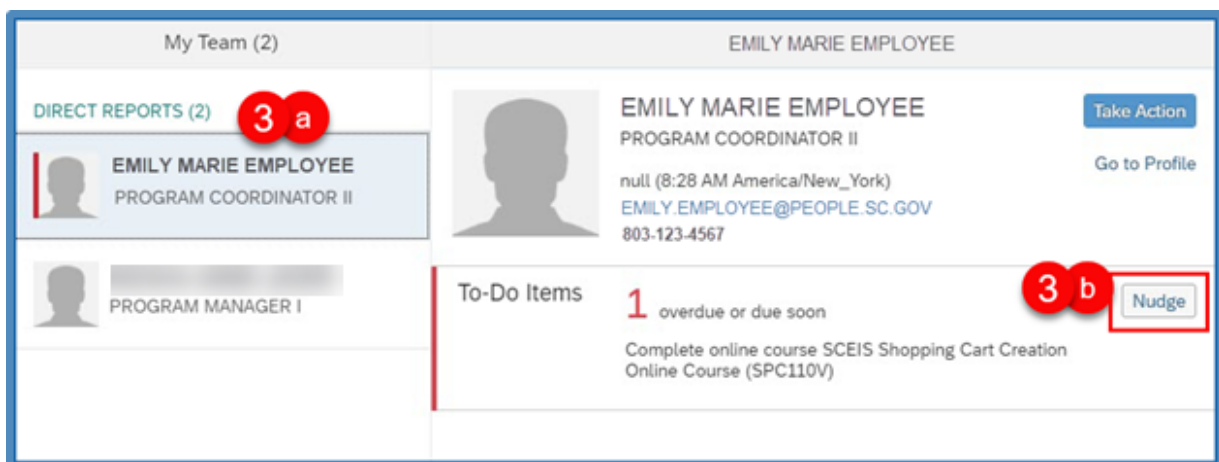
Click the *Manage My Team* tile.

In this example, the manager has two direct reports. A note indicates, “1 requires attention,” and a red alert bar displays beside the employee.



## 3 View details of an employee

- Click the employee who has a red alert bar by their name.
- Click *Nudge* to begin sending a reminder.



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## 4

### Send the nudge message

- Edit the Subject and Message, if desired.
- Check *Copy me* if you want to receive a copy of the message.
- Click *Send*.

The screenshot displays the 'Nudge' interface for 'EMILY MARIE EMPLOYEE'. On the left, under 'My Team (2)', there is a list of 'DIRECT REPORTS (2)'. The first report is 'EMILY MARIE EMPLOYEE, PROGRAM COORDINATOR II', and the second is 'KEITHA ANNE LEDER, PROGRAM MANAGER I'. The main area is titled 'Nudge EMILY MARIE EMPLOYEE'. At the top, a notification states: 'An email notification will be sent to the nudged user and copied users.' Below this, the 'Subject:' field contains 'To-Do Task Reminder'. The 'Message:' field contains: 'Hi EMILY MARIE EMPLOYEE', 'Please complete these items on your To-Do list as soon as possible:', and '- Overdue 10 Days: Complete online course SCEIS Shopping Cart Creation Online Course (SPC110V)'. At the bottom, there is a checkbox labeled 'Copy me' and a 'Send' button.

Find more tip sheets at [MySC Learning Tools](#).