Managers: Nudge Employees About Training

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. 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
   a) Click the employee who has a red alert bar by their name.

   b) Click Nudge to begin sending a reminder.
Send the nudge message

a) Edit the Subject and Message, if desired.

b) Check Copy me if you want to receive a copy of the message.

c) Click Send.

Find more tip sheets at MySCLearning Tools.