

Managers: View Employee Training Activities

1 Log in to MySCLearning

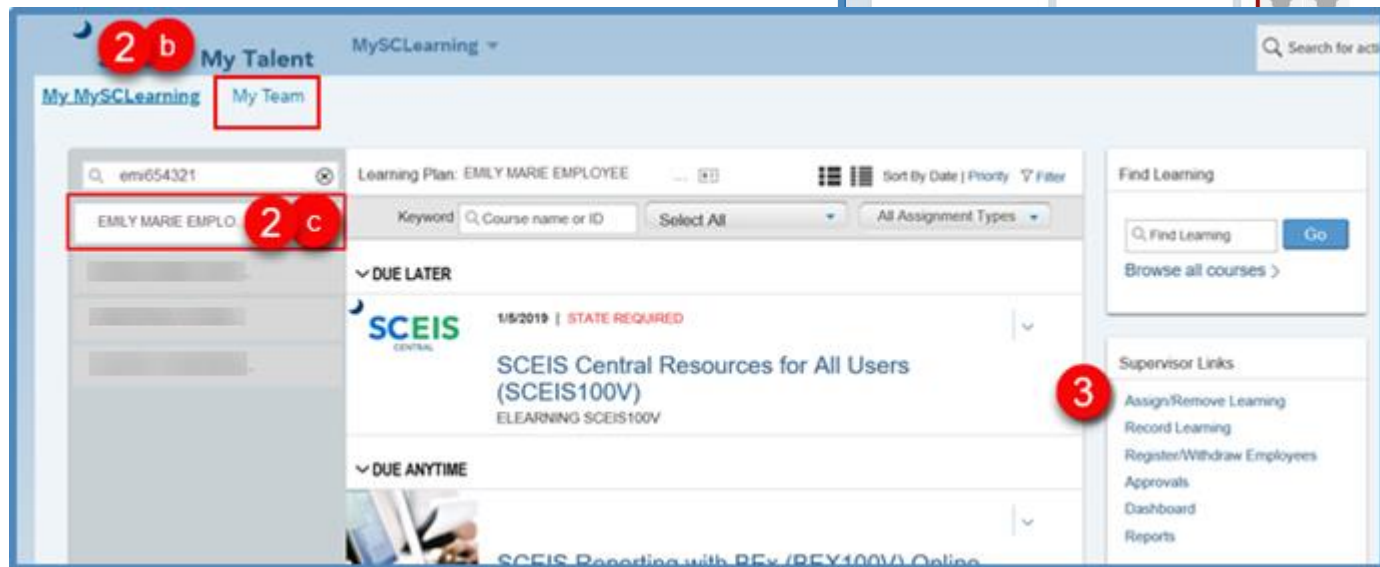
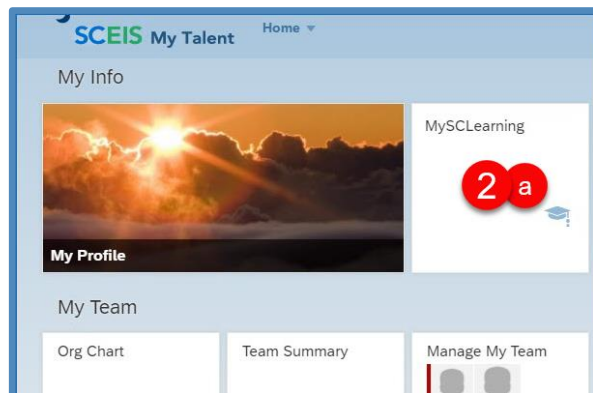
- Using Google Chrome, log in to SCEIS Central. For detailed steps, see “Log in to MySCLearning.”
- Click the *My Talent* tile.

2 View your employees

- Click the *MySCLearning* tile.
- Click the *My Team* tab.

Your direct-reports are listed in the left column.

- 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 learning* to an employee or *remove an assignment*; and *register an employee* for a class or *withdraw the employee* from a class.

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