

Log in to MySCLearning and Open the MySCLearning page

1. In Internet Explorer, go to <https://myscemployee.sc.gov>.
2. Use your SCEIS user ID (it does *not* begin with "10") and password.
3. In the upper left corner of the screen, click on the *MySCCentral* tab.
4. Beside the MySCCentral logo, click on *Home* and select *MySCLearning*. Or, click on the *My Info/MySCLearning* tile.

TIP: The first time you log in, MySCLearning will ask you to set a PIN. Once you do that, you won't see the message again. Your PIN may be needed if a course requires secure affirmation.

Find a Course

1. Log in to MySCLearning and open the *MySCLearning* page.
2. To find a new course, use the *Find Learning* tile.
 - a. In the search field, type in the course ID, a subject area, or a key word.
 - b. Click GO.
3. To find a course in your Assignments lists:
 - a. Look in your *Self Assigned* tile for courses where you clicked "Assign to Me."
 - b. Look in your *My Learning Assignments* tile for courses assigned by your supervisor or agency training coordinator.

TIP: Online courses have a U or V in the course ID, and the words "online course" in the title.

Start Taking an Online Course

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Find your course in *My Learning Assignments* or *Self-Assigned*. Or use the *Find Learning* tile.
3. Below your course, click *Start Course*. It will start playing, and will automatically be added to your *Self-Assigned* tile. If you are interrupted, feel free to close the course.
4. To pick up where you left off, look for it in your *Self-Assigned* tile, and click *Continue Course*.

Complete an Online Course

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Find your course in *My Learning Assignments* or *Self-Assigned*. Or use the *Find Learning* tile.
3. Click *Start Course* or *Continue Course*.
4. Complete all modules and tasks *in sequence*
 - a. View each module until it stops, then click *Return to Content Structure*.
 - b. Repeat until you have completed each module.

5. Scroll down to *Course Assessment* and click on it.
 - a. Answer all questions, then click *Submit Quiz*, and *Yes* to Confirm Quiz Submission.
 - b. Click *Review Questions*, if desired.
 - c. Click the *Exit* button, then click *Return to Content Structure*.

Tip: You may repeat the quiz if needed to reach the 70% benchmark.

6. Complete the Course Evaluation, labeled *Survey: Course Feedback*.
 - a. Click *Submit*.
 - b. Scroll to the bottom of *Content Structure*.
7. To view, download or print your certificate, click the *Print* icon beside it.

Register for an Instructor-Led Class

1. Log in to MySCLearning and open the *MySCLearning* page.
2. In the *Find Learning* tile, type in the course ID, the subject area, or SCEIS. Click *Go*.
3. Scroll to a course title.
4. Below your course title, click *See Offerings*.

Important! You must complete any “unmet prerequisites” to be allowed to register.

5. Scroll down and click the *Offerings* tab to view class dates.
6. Beside the *one* class you want, click *Register Now*.
7. At the *Registration* box, click *Confirm*.
8. Watch for an enrollment confirmation in your email.

TIP: “Assign to me” is not the same as “Register Now.” To reserve a seat in a class, you must select a **class date**, click “Confirm” and receive a confirmation email.

View your Class Enrollments

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Find your courses in *Self-Assigned* or in *My Learning Assignments*.

TIP: You may need to expand a tile: Hover on the tile's upper-right corner to see the *Plus* icon.

3. View details about your Courses and Classes

Enrolled/Launch: The indicates that you have a reserved seat in a class. To see the class date, time and location, click the course title, then select *View Registration*.

Start Course: This online course is ready for you to begin. Just click *Start Course*.

Continue Course: You began this online course and paused it before completion. Click *Continue Course* to pick up where you left off.

Register Now: The course is “assigned” to you, but you haven’t yet reserved a class date. Click *Register Now* to select a class date and reserve a seat.

Withdraw or Change an Enrollment

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Navigate to your course in My Learning Assignments or Self-Assigned.
3. **To withdraw from a class date:** Near the course title, expand Enrolled/Launch.
4. Click *Withdraw*.

TIP: If 'Withdraw' is not available, contact the person who enrolled you, or send an email to training.sceis@admin.sc.gov.

5. At the *Confirmation* box, click *Yes*. At the *Current Registrations/Remove* box, select either:
 - *No* to keep the course (though not the class date) in your Learning Plan; or,
 - *Yes* to remove the course from your Learning Plan.
6. **To register for a different class date:** Repeat the registration steps in "Register for an Instructor-Led Class."

IMPORTANT! Enroll for no more than one class date. Enrollment reserves a seat for you.

Print Materials for an Instructor-Led Class

TIP: You don't need to be enrolled in a class to view the course documents.

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Navigate to your course in My Learning Assignments or Self-Assigned.
3. Click the course title.
4. Click the *paperclip* icon to expand the documents list.
 - a. The number beside the paperclip tells you how many documents there are. You may need to scroll to view all documents.
5. One by one, open and print each document.
 - a. Some items may refer you to another website. Print this document, too.
6. Bring all printed materials with you to class.

TIP: When you're ready to print course materials, it's smart to clear your browser's cache before logging in to MySCLearning, to ensure you get the current documents. See "Clear your Browsing History."

Clear your Browsing History in Internet Explorer

1. Open Internet Explorer.
2. Click *Safety*, in the upper right corner of the screen. Select *Delete browsing history*. (Or use the shortcut, Control + Shift + Delete).

3. Ensure that "Temporary Internet files and websites," and "Cookies and website data," and "History" and "Download History" are all CHECKED for deletion.
 - a. You may select other options as well.
4. Click *Delete*.
5. Wait until you see "Internet Explorer has finished deleting the selected browsing history."
6. Close Internet Explorer and reopen it.
7. Log in to MySCLearning as usual.

Complete an Instructor-Led Class

1. Follow the instructor's directions in class to take the *Assessment*.
 - a. Repeat the Assessment if needed to achieve the benchmark of 70% or better.
2. In Content Structure, click *Survey: Course Feedback* to complete and submit the Evaluation.
3. In Content Structure, scroll down to the *Certificate*.
 - a. Click the *Print* icon to view, download or print it.

Access your Course Certificate

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Open your *Learning History* tile.
 - a. *Learning History* may appear collapsed or expanded. In either view, click *View All*.
3. View a list of all completed courses.
4. Click a *Print* icon to the right of any course, to view your certificate.
 - a. Your certificate is a PDF which you can print or save as needed.
 - b. It remains available indefinitely in your Learning History.

Access Course Documents after Completing a Course

1. Log in to MySCLearning and open the *MySCLearning* page.
2. Open your *Learning History*.
 - a. Learning History may appear expanded or collapsed. In either view, click *View All*.
3. Hover on a course title in the list of completed courses.
4. Select *Review Content* (if available) from the fly-out menu.

TIP: If *Review Content* is not available, you can access the course documents just as you did when you were starting the course. See *Print Materials for an Instructor-Led Class*.