

## RPC100 Report Center for MySCLearning

### Description

This instructor-led course is an introduction to Report Center, a centralized reporting tool for the My Talent modules. This course addresses the needs for MySCLearning reporting only. Report Center allows the building of custom reports by selecting the appropriate columns and/or data to meet the agency's needs. Each attendee will build a demo report alongside the instructor and will develop an original custom report on their own agency's data.

### Target Audience

Users with the following roles: MySCLearning Learning Administrator or MySCLearning Learning Coordinator role, as well as Report Manager role, to build, share, run and schedule reports.

### Prerequisites

- This is a hands-on course which requires the Report Manager role. If needed, the role must be requested in advance by the agency Data Owner.

#### Registration Instructions:

Enrollment in RPC100 Report Center for MySCLearning requires the Report Manager security role. If needed, the role must be requested in advance by the agency Data Owner. Enrollment is approved after the SCEIS Team verifies that a user has the needed roles.

The deadline to *request enrollment* for a RPC100 class is three business days before the class.

#### To request enrollment:

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (RPC100) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Registration screen, click "Confirm" to send your request for enrollment.
9. Within a few minutes you will get an email confirming your request. Within two days, you will be notified by email either that you are enrolled or that your request is denied, including a reason for the denial.

If you do not receive any email notifications from MySCLearning, please contact the [SCEIS Help Desk](#).

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools

