Register for an Instructor-Led Class

**TIP:** You must Register to reserve a seat in a class. “Assign to Me” saves the course to My Learning Assignments, but it does not register you for a class date.

1. **Log in to MySCLearning and find an instructor-led course**
   See “Log in to MySCLearning” and “Find a Course.”

2. **Select your class date**
   a) Below course title, click See Offerings.
   b) Scroll down and click the Offerings tab.
   c) Below the class date you want, click Register Now.
   **TIP** “You have unmet prerequisites.” You must complete them before you can register.
   **TIP** There’s no Register Now link?
   The class may be filled (“0 seats available”). Or you may have an unmet prerequisite. Or there may be no upcoming class scheduled.

3. **Confirm your selection**
   d) Verify the class dates.
   e) Click Confirm.
   f) Watch for an enrollment message in your email.

**TIP:** You didn’t receive an enrollment message? Your registration may be incomplete, or the email address in your personnel record may not be current. If you need assistance, contact SCEIS Help Desk, sceis.helpdesk@admin.sc.gov.