REGISTRATION FOR
SELF-SERVICE PASSWORD RESET

QUICK REFERENCE GUIDE

MySCEmployee powered by SCEIS

1. Go to https://myscemployee.sc.gov.

   Click "Sign-up for self-service password reset."
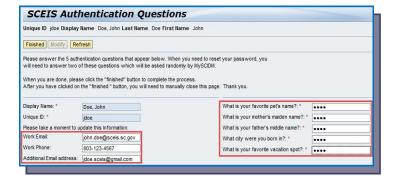

2. Enter your USER ID and Password.

   Now click "Log on."

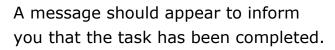
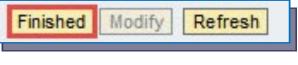3. Verify and update your information to the left. Correct email addresses are essential.
   Answer all 5 questions to your right.
   * Answers do not need to be capitalized but spaces count.
   * If you can not answer a question, simply insert "None."

4. Click the yellow "Finished" button in the top left corner of the page.

   A message should appear to inform you that the task has been completed.

5. To exit this process, close the window by clicking on the X in the top right corner.

Now if you need to reset your password, you can use the self-service password reset.