Request External Learning Credit in MySCLearning

SCEIS

Users may request to include external learning events in their Learning History using MySCLearning. After the user submits a request, a supervisor must approve the request in MySCLearning for the event to appear in Learning History.

To begin a request, log into **SCEIS Central**. Click the **My Talent** tile, then click the **My Learning** tile.

Submitting an External Learning Credit Request

1. On the MySCLearning page, locate the **Links** tile. Then click **"Add to Learning History."**
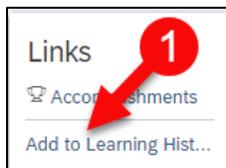
2. Select **"External Event."**
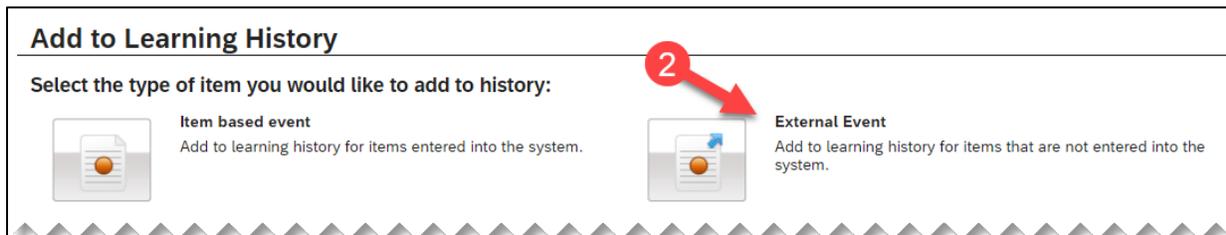
3. Enter a **Description** of the external learning event, the **completion date** and **completion time** and verify that the **Time Zone** is correct.
4. In the **Instructor Name** field, enter the **presenting entity**. If known, enter the instructor's name.
5. If known, enter in the applicable training **hours**.
6. Review all details entered and make any necessary updates.
7. Click **Continue**.
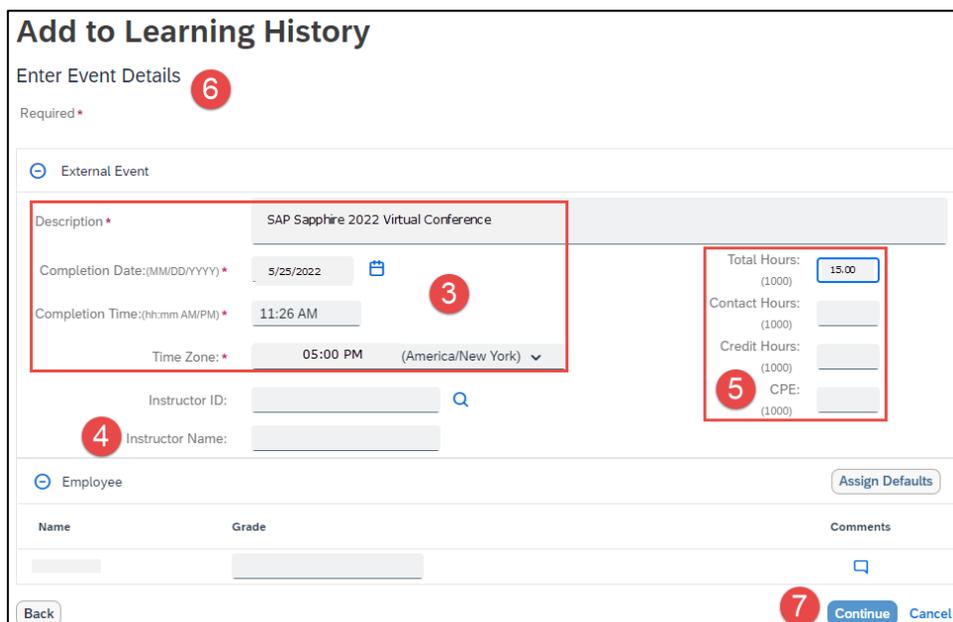
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8. Click **Add to Learning History**.

9. Under Approvers, click **Show All** to verify your supervisor.
   If the supervisor is incorrect, contact your agency human resources staff for assistance. Cancel this request and re-start it after the error has been corrected.

10. Click **Close View** to close the Approvers display.

11. Click **Submit**. Your request will be sent to your supervisor for approval. If approved, the learning event will be added to your Learning History.

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12. Click **Close.**

Add to Learning History

Recording Status

Additional Action Required Before Learning May be Committed

Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals.

- , 🔗 File Attachments (0)

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Close