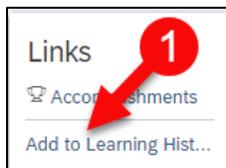


Users may request to include external learning events in their Learning History using MySCLearning. After the user submits a request, a supervisor must approve the request in MySCLearning for the event to appear in Learning History.

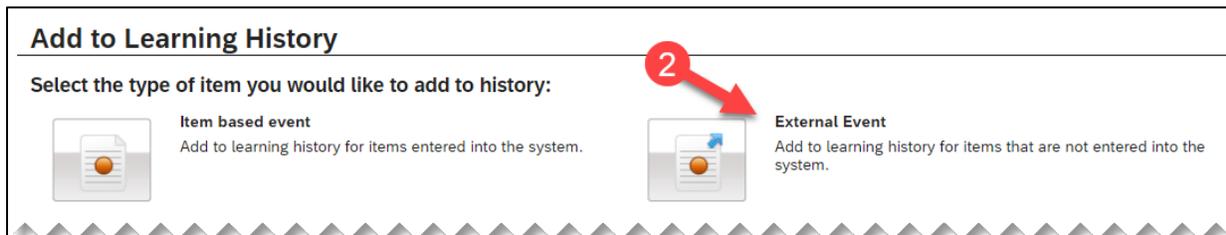
To begin a request, log into **SCEIS Central**. Click the **My Talent** tile, then click the **My Learning** tile.

### Submitting an External Learning Credit Request

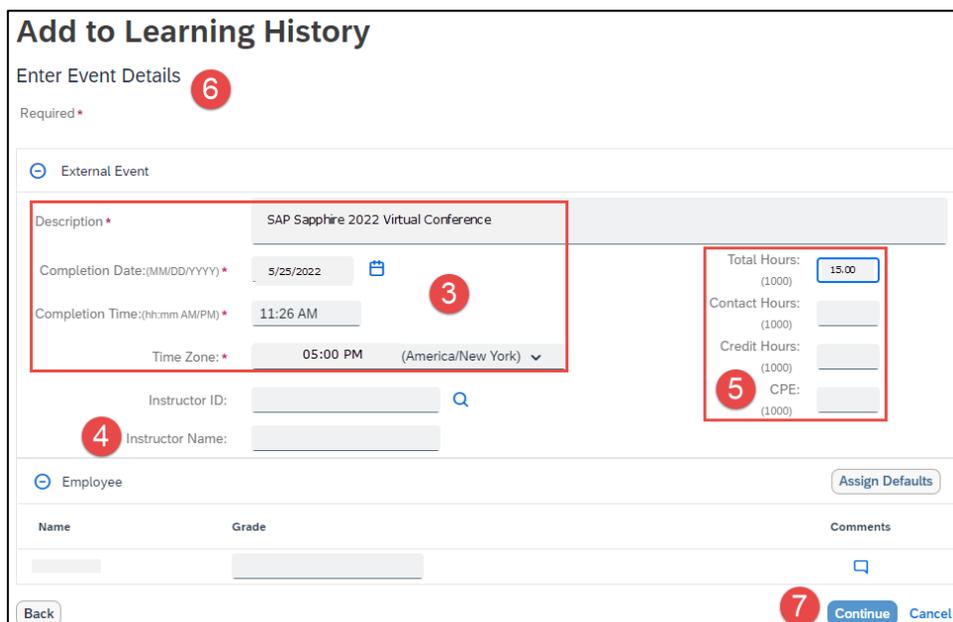
1. On the MySCLearning page, locate the **Links** tile. Then click **“Add to Learning History.”**



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**.



8. Click **Add to Learning History**.

### Add to Learning History

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#### Confirm Learning Details

Item: Rev

SAP Shappire 2022 Virtual Conference

Completion Date: 5/25/2022      Total Hours: 15.00

Completion Time: 05:00 PM America/New York      Contact Hours:

Instructor:      Credit Hours:

   CPE:

Employee

Name	Grade	Comments	Costs	Amount
EMPLOYEE EMILY				

8 →

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.

### Add to Learning History

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#### Submit for Approval

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

#### History Record Details

Title: SAP Shappire 2022 Virtual Conference      Completion Date: 5/25/2022

Type: External Event      Completion Time: 05:00 PM America/New York

#### Approval Steps

Approval Step	Approvers
Supervisor	Manager Level 1: <span style="border: 1px solid black; padding: 2px;">(Show All)</span> 9

Approvers 10 → (Close View)

SUPERVISOR SAM

11 →

12. Click **Close**.

*Add to Learning History*

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**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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If you have difficulty using this procedure, contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>).