

Review All Employee Email Addresses in SCEIS

SCEIS Central and MySCLearning use the email addresses recorded in employees' personnel records to send many types of automated notifications. Messages may include working-time notices, actions needed by a manager, enrollment confirmations and more.

The information below assists agency HR staff in using BEX Analyzer to run a report of all email addresses in Infotype 0105. If you do not have access to BEx, contact your agency Data Owner.

1 Log in to SCEIS.

Using Google Chrome, go to the [SCEIS website](#).

- a) Click the **SCEIS Logins** tab.
- b) Click the **ECC & BW DUO Login** link.
- c) Enter your SCEIS user ID and password. Check the checkbox to accept Terms & Conditions. Click **Log On**.
- d) On the next screen, authenticate your login with the method your agency has established.

2 Access BEX Analyzer 7-3 and run the report RH039Q.

Detailed step-by-step guidance is available at [Access the RH039Q Report in BEx](#).

3 Verify all email addresses.

Look for missing addresses, out-of-date addresses and typos. Make note of needed updates.

4 Use a batch upload template to submit updates to SCEIS.

- a) For **50 or more updates**, you may use the [IT0105 Communication batch load template](#).
- b) Read the *Instructions* tab first, before entering data on the *Communication* tab.
- c) Submit the completed batch upload template to the SCEIS Help Desk, at <https://www.sceis.sc.gov/requests>.

5 Or update users' information individually.

For **fewer than 50 updates**, maintain the users' records in Infotype 0105 individually. See "Maintain Employee Email Addresses in SCEIS."

Find more tip sheets at [MySCLearning Tools](#).