

Use Learning History to Print a Certificate

1 Log in to MySCLearning and open the *Learning* page

In Internet Explorer, go to <https://myscemployee.sc.gov>, and log in with your SCEIS user ID and password. Click on the *MySCLearning* tab. Then open the *Learning* page.

2 View your Learning History

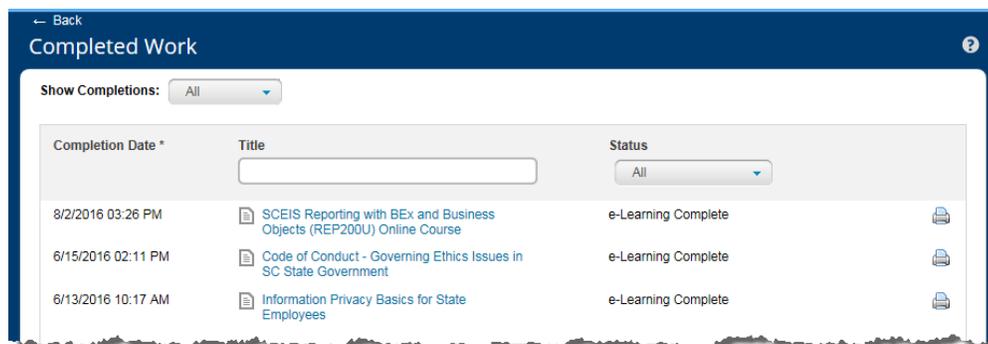
Hover on the *History* tile, and click the *Plus* icon to expand it to *Learning History*. Click *View All*.



3 View a list of all completed courses, and print certificates

Completion dates are on the left.

To view, download or print a certificate, click the *Print* icon on the right.



TIP: If you hover on a course title, a fly-out menu offers several options. At this time, *Review Content* is not active.

