

Log in to MySCLearning

1 Log in to SCEIS Central.

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

- a) Click the **SCEIS Central** button.



- b) At Login Step 1, enter your SCEIS User name and Password. Click **Log On**.

A screenshot of the 'Login Step 1' form. It has a dark blue background. At the top, it says 'Login Step 1'. Below that are two input fields: 'User name' with the value 'you123456' and 'Password' with a masked password '.....'. Below the password field is a blue button labeled 'Log On' with a red circle 'b' next to it. Underneath the 'Log On' button is a link that says 'Manage Your SCEIS Password'.

- c) On the next screen, authenticate your login using the method your agency has established. Your screen may differ from this example.

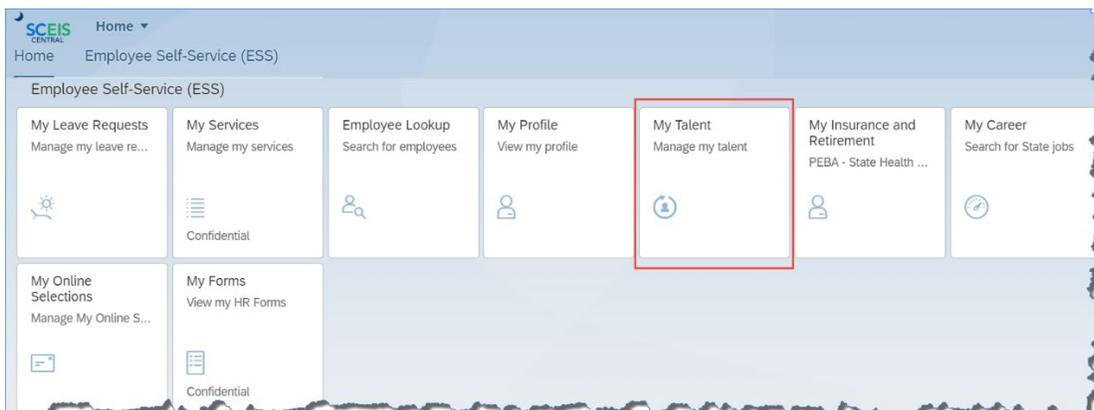
A screenshot of the authentication screen. On the left, there is the SCEIS logo and some links: 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. Below these links is the text 'Secured by Duo'. On the right, there is a section titled 'Choose an authentication method' with three options: 'Duo Push RECOMMENDED' with a checkbox, 'Call Me' with a phone icon, and 'Passcode' with a passcode icon. To the right of these options are three green buttons: 'Send Me a Push', 'Call Me', and 'Enter a Passcode'. A red circle 'c' is overlaid on the 'Send Me a Push' button.

- d) At Login Step 2, enter your SCEIS User name and Password. Select the **checkbox**.

A screenshot of the 'Login Step 2' form. It has a blue background. At the top, it says 'Login Step 2'. Below that are two input fields: 'User' with the value 'you123456' and 'Password' with a masked password '.....'. Below the password field is a checkbox labeled 'Check here to login and accept the Terms & Conditions' with a red circle 'd' next to it. Below the checkbox is a light blue button labeled 'Log On' with a red circle 'e' next to it. Underneath the 'Log On' button are two links: 'Password Management Instructions' and 'Manage Your SCEIS Password'.

- e) Click **Log On**.

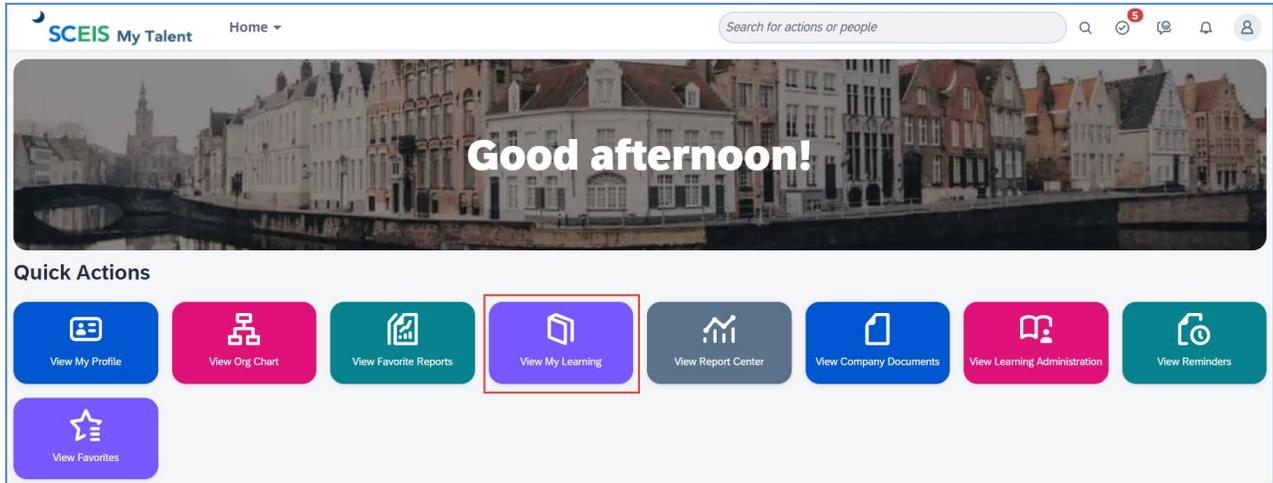
2 Click the *My Talent* tile.



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3 Click the *View My Learning* tile.

The tiles displayed on your screen are determined by your system roles and may vary from this example.

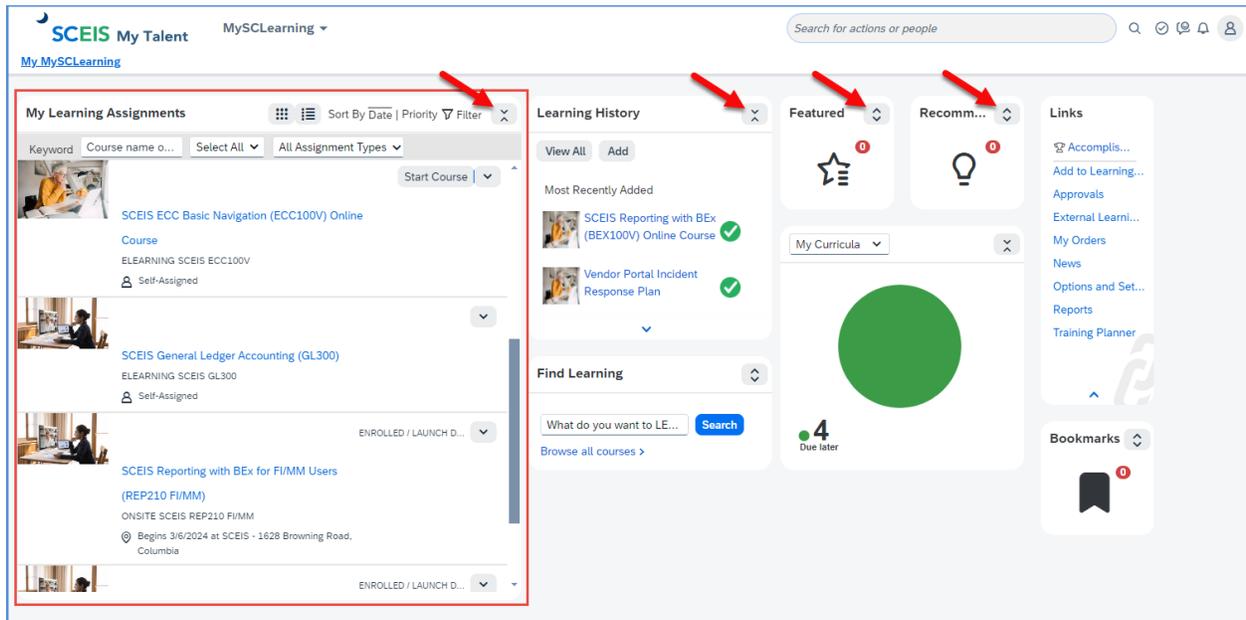


4 Welcome to MySCLearning.

The first time you open MySCLearning, you'll be asked to set a PIN. You won't need to do it again.



You can drag the tiles to rearrange them. SCEIS recommends that you scroll to the far right and drag the My Learning Assignments tile to the left side of your screen. To expand or collapse a tile, click the arrows in its upper-right corner.



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