MYSCLEARNING – COURSE REGISTRATION

DIVISION OF STATE HUMAN RESOURCES

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DEPARTMENT *of* ADMINISTRATION

SCEIS Login Page

Log into the MySCEmployee section of the South Carolina Enterprise Information System (SCEIS) website.

MySCEmployee
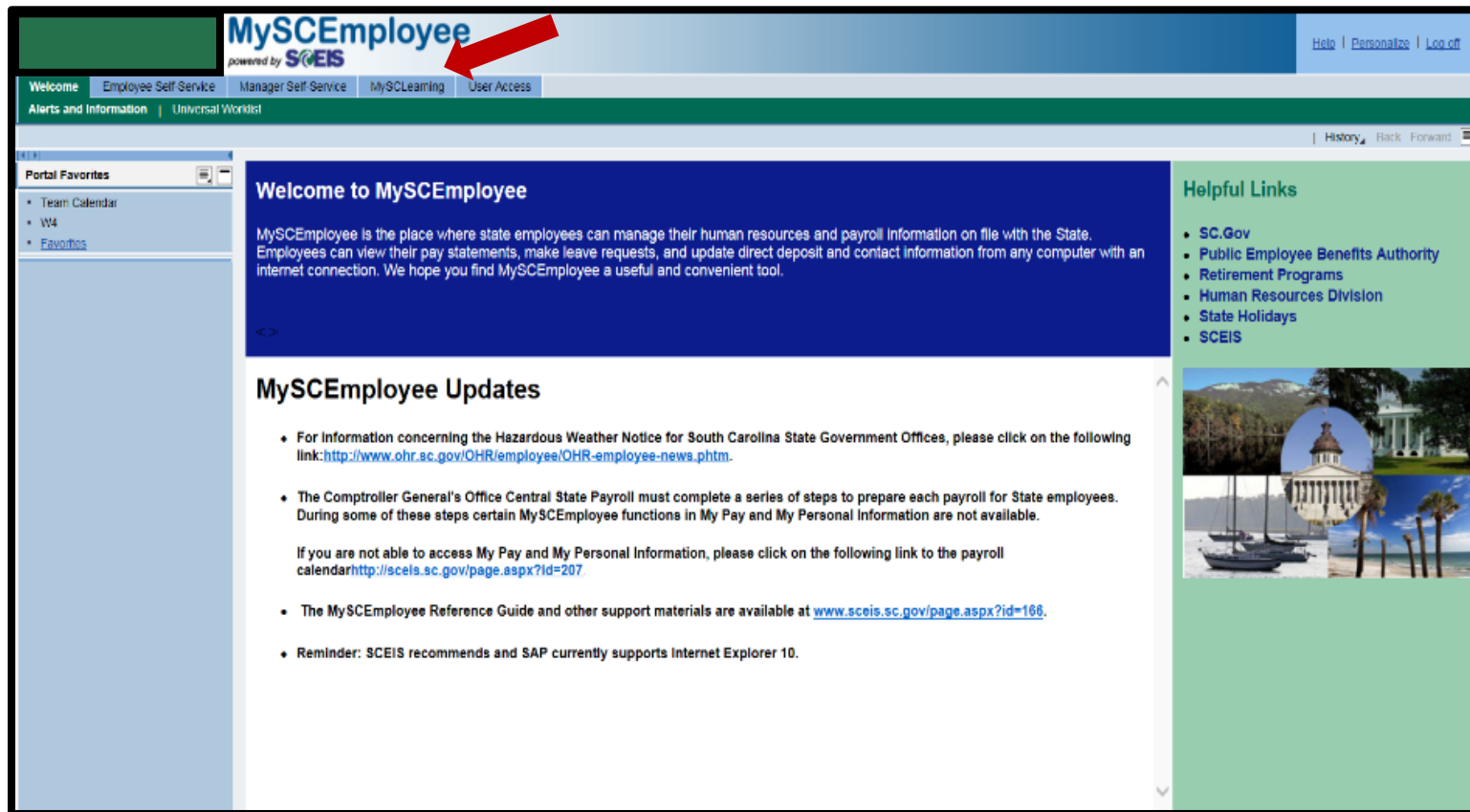
A new tab, MySCLearning, is now available to employees when logging into MySCEmployee.

- Click the MySCLearning tab.

Accessing the Learning Option
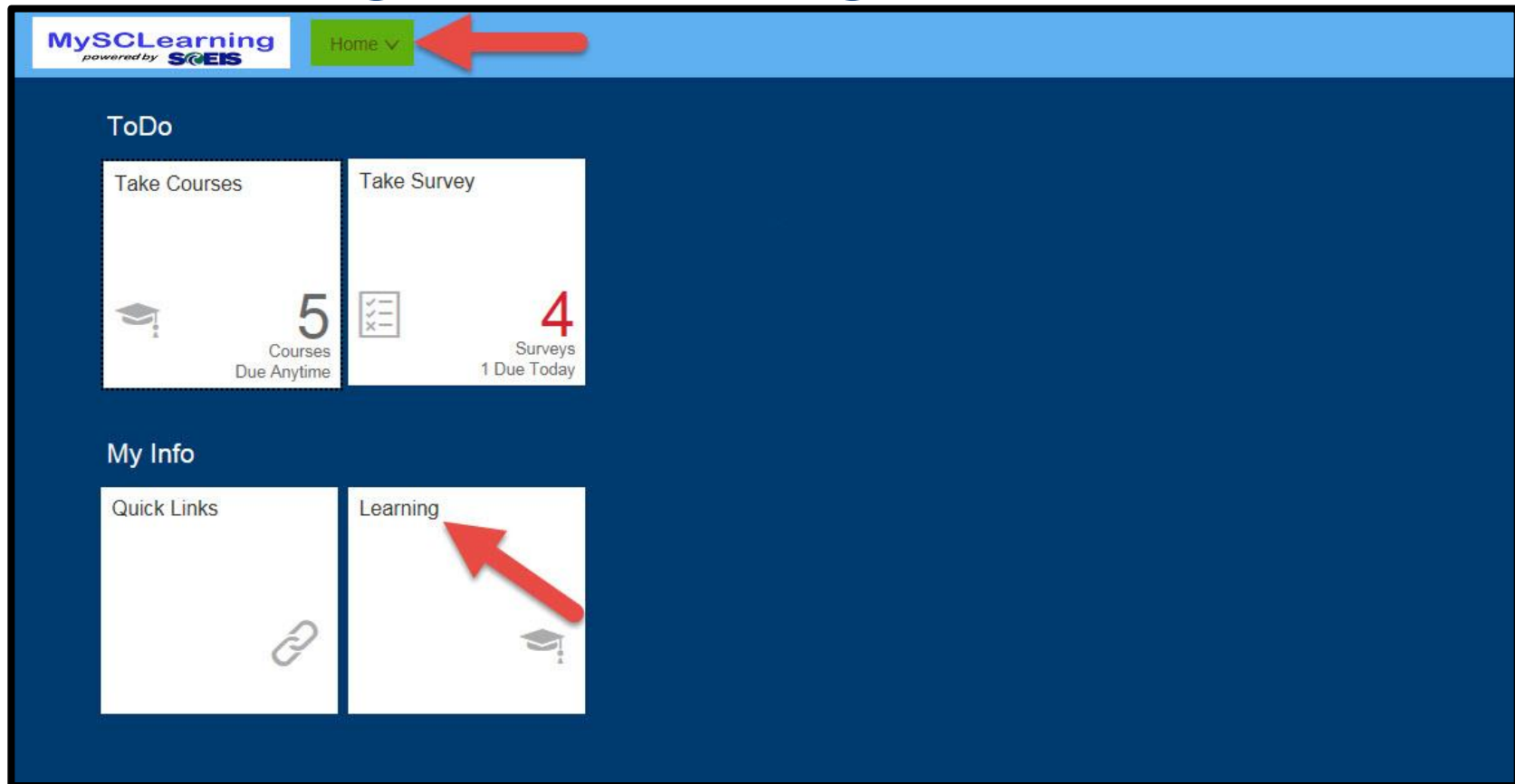
Users may access the user interface by selecting the "Learning" option from the drop-down on the Home menu or by clicking the "My Learning" link.
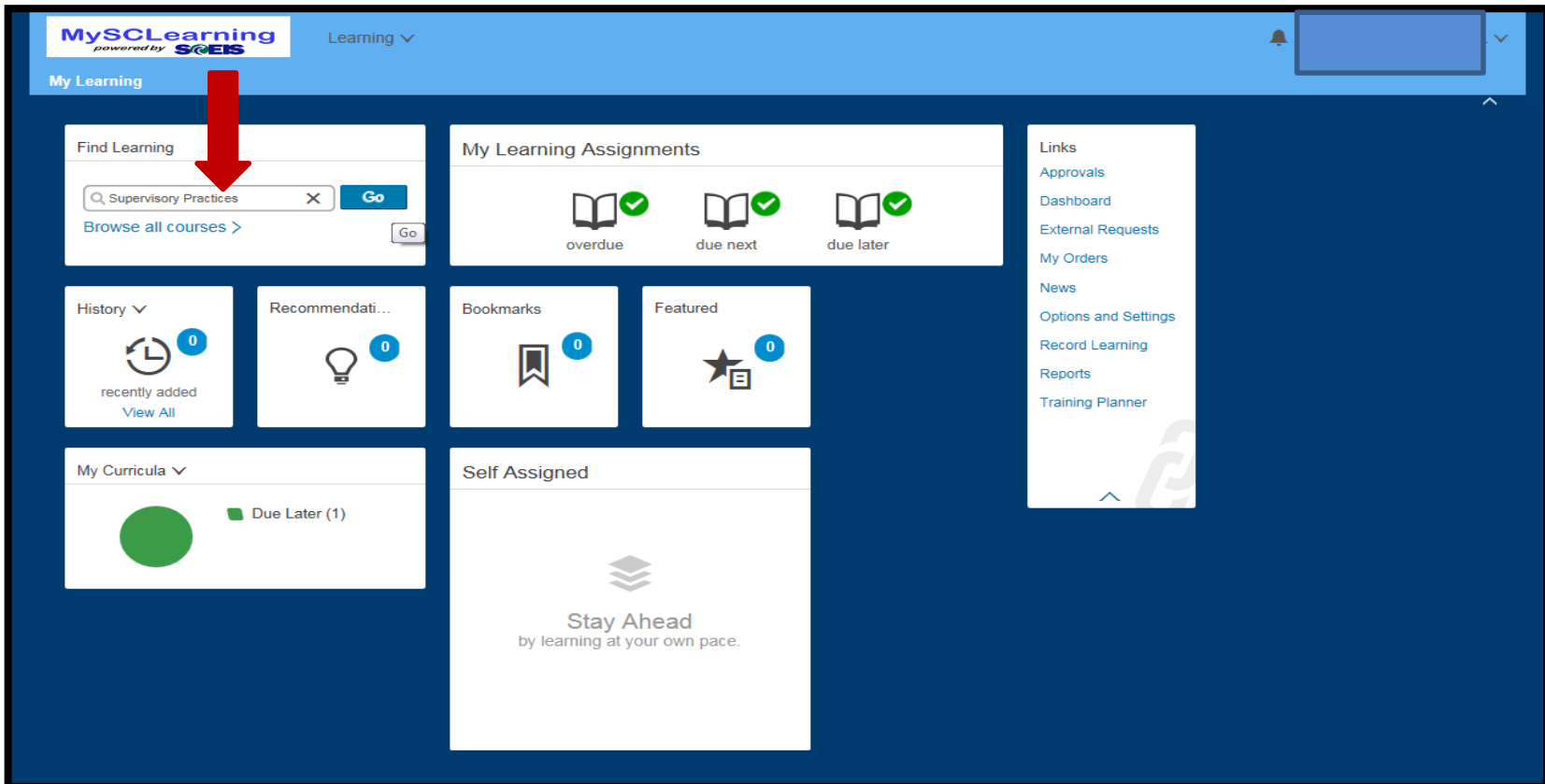
Learning Splash Screen
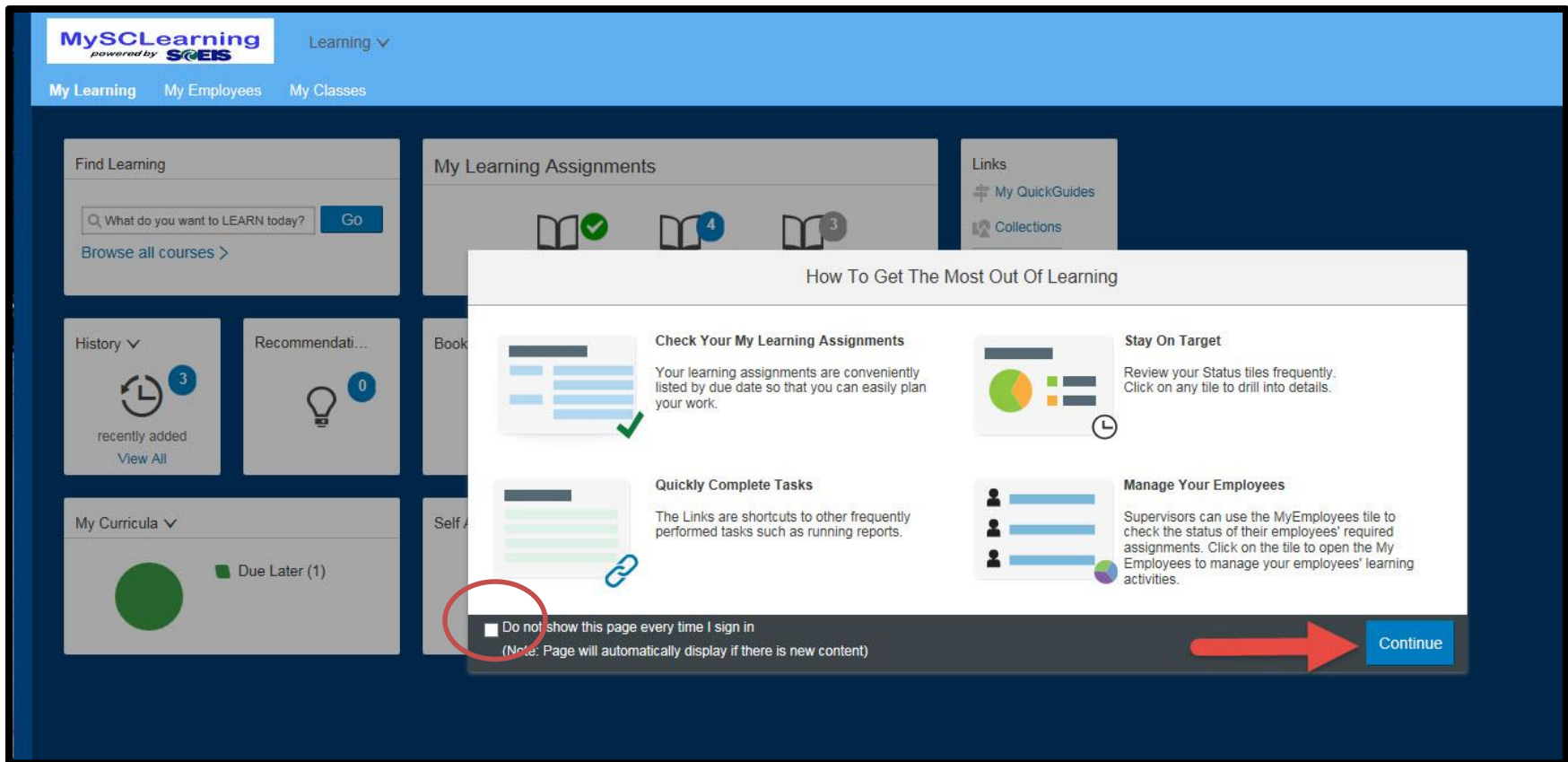
When logging into the SuccessFactors Learning Management System for the first time or when there is new content, users will see a splash screen with tips. This screen will display every time unless users select "Do not show this page every time I sign in."

Find Learning

Search for a course in the "Find Learning" field or select "Browse all courses" to see a list of available courses.

To find all Division of State Human Resources courses, enter "DSHR" in the "Find Learning" field.

Search Results

MySCLearning powered by **SCEIS**

Learning ∨

My Learning

← Back

Catalog Search

Courses that are relevant to the search will be available. All available courses will show if the "Browse all courses" option was selected.

Browse all courses Supervisory Practices [Go] Course Calendar

∨ Languages: English (English) ; Currency:USD (US Dollar)

You searched for "**Supervisory Practices**"

Sort By: Relevance ∨

Courses (3)

Narrow Courses:

▼ **Category**
Instructor-Led
Online
Other
External
Curricula
Program
QuickGuide
Collection

Supervisory Practices (ONSITE DSHR_Supervisory Practices)

Instructor-led Course

In an environment of limited resources, supervisors must know how to bring out the best in employees **more**

See Offerings for Price
▶ **View Course Dates**

Select "View Course Dates" to see all available course date options.

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View Course Dates and Register for Course

The number of available seats for the scheduled offering shows for each class date. If no seats are available, the "Waitlist" option will appear so that users can request to be placed on the waitlist for a scheduled offering.

Supervisor Approval

Please note that some courses require supervisor approval in order to complete a registration.

Warning

Warning Details:

- The scheduled offering (16001) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No   Yes

To register for a course, select "Yes." Supervisors will receive a notification that they have a training request.

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Registration Request

Registration

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Please enter the Account Code in the Financial section.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

Scheduled Offering

🌐 Supervisory Practices
ONSITE DSHR_Supervisory Practices
Revision: 1 - 12/22/2015 09:00 AM America/New York
Start Date: 11/30/2016 09:00 AM America/New York
End Date: 12/8/2016 04:30 PM America/New York
Capacity: 25 of 28 enrolled, 0 waitlisted
Price : 300.00 (USD)

Training request information similar to this will be sent to the supervisor. Users may enter any comments that they wish to be associated with their request.

Approval Steps

Approval Step	Approvers
Supervisor Level 1	Supervisor Level 1 (Show All)
DSHR Approval	DSHR Open Enrollment Approval (Show All)

Registration Comments

User Name:)
Registration Status: Pending (Pending)
Comments:

Financial

Please enter your Account Code below.
Account Code: D500HRPAY

Previous Confirm

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Registration Confirmation

Registration

Registration Comments › Financial Transactions › **Finished**

🌐 Supervisory Practices

ONSITE DSHR_Supervisory Practices
Revision: 1 - 12/22/2015 09:00 AM America/New York
Start Date: 11/30/2016 09:00 AM America/New York
End Date: 12/8/2016 04:30 PM America/New York
Capacity: 25 of 28 enrolled, 0 waitlisted, 1 pending
Price : 300.00 (USD)

Success

User Name:
Registration Status: Pending (Pending)
Account Code: D500HRPAY
Comments:

The system will confirm the registration with a "Pending" status until the supervisor has approved or denied the request.

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System Notifications

The system will automatically generate the following notices:

Employee

- Confirmation that the user submitted a request to the supervisor for approval of the course.

- Confirmation that the supervisor has approved the request.

- Confirmation that DSHR has approved the request.

- Confirmation of registration.

- Outlook meeting request with course scheduling information.

Supervisor

- Confirmation that the user submitted a request for approval of the course.

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Questions?

- If you have any questions or issues regarding the login instructions or functionality for MySCLearning, please call the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or email sceis.helpdesk@admin.sc.gov.

- For additional questions regarding MySCLearning, call Serphia Curry-Hill at (803) 896-5019 or email Serphia.Curry-Hill@admin.sc.gov