

MYSCLEARNING – COURSE REGISTRATION

DIVISION OF STATE HUMAN RESOURCES

SCEIS Login Page



The screenshot shows the SCEIS (South Carolina Enterprise Information System) login page. The header includes the SCEIS logo, the text "South Carolina Enterprise Information System SC Department of Administration", and links for Site Map, Privacy, and Disclaimer. A search bar is also present. The navigation menu includes Home, SCEIS Help, Meetings, Calendar, News & Updates, FAQs, Links, and SCEIS Logins. The main content area is titled "SCEIS Logins" and features several links: "MySCEmployee" (highlighted with a red arrow), "ECC & BW", "ECC & BW Two Factor Authentication Login", "Supplier-Relationship Management (SRM)", "SRM State Employee Login", and "SRM Vendor Login". A sidebar on the left contains links for "About SCEIS", "Agency Support Teams", "Training", "Finance", "HR & Payroll", "Materials Management" (highlighted with a red arrow), "Reporting", "Imaging", and "Technical". A "MySCEmployee" button is also visible. At the bottom left, there is a section for the "INSPECTOR GENERAL'S FRAUD HOTLINE" with contact information.

SCEIS South Carolina Enterprise Information System
SC Department of Administration

Home » SCEIS Logins

SCEIS Logins

MySCEmployee (MySCEmployee Tools - Link)
(Comptroller General's Office Payroll Schedule - Click this link for details about how your MySCEmployee access may be affected.)

ECC & BW
(Quick Reference Guide: SCEIS Production System Login - 466kb PDF)

ECC & BW Two Factor Authentication Login

Supplier-Relationship Management (SRM)
On November 25, 2013, SCEIS upgraded the SRM system from version 5.0 to version 7.2. Below are the new login links for SRM 7.2. Please save the appropriate new link as a favorite.

SRM State Employee Login

SRM Vendor Login

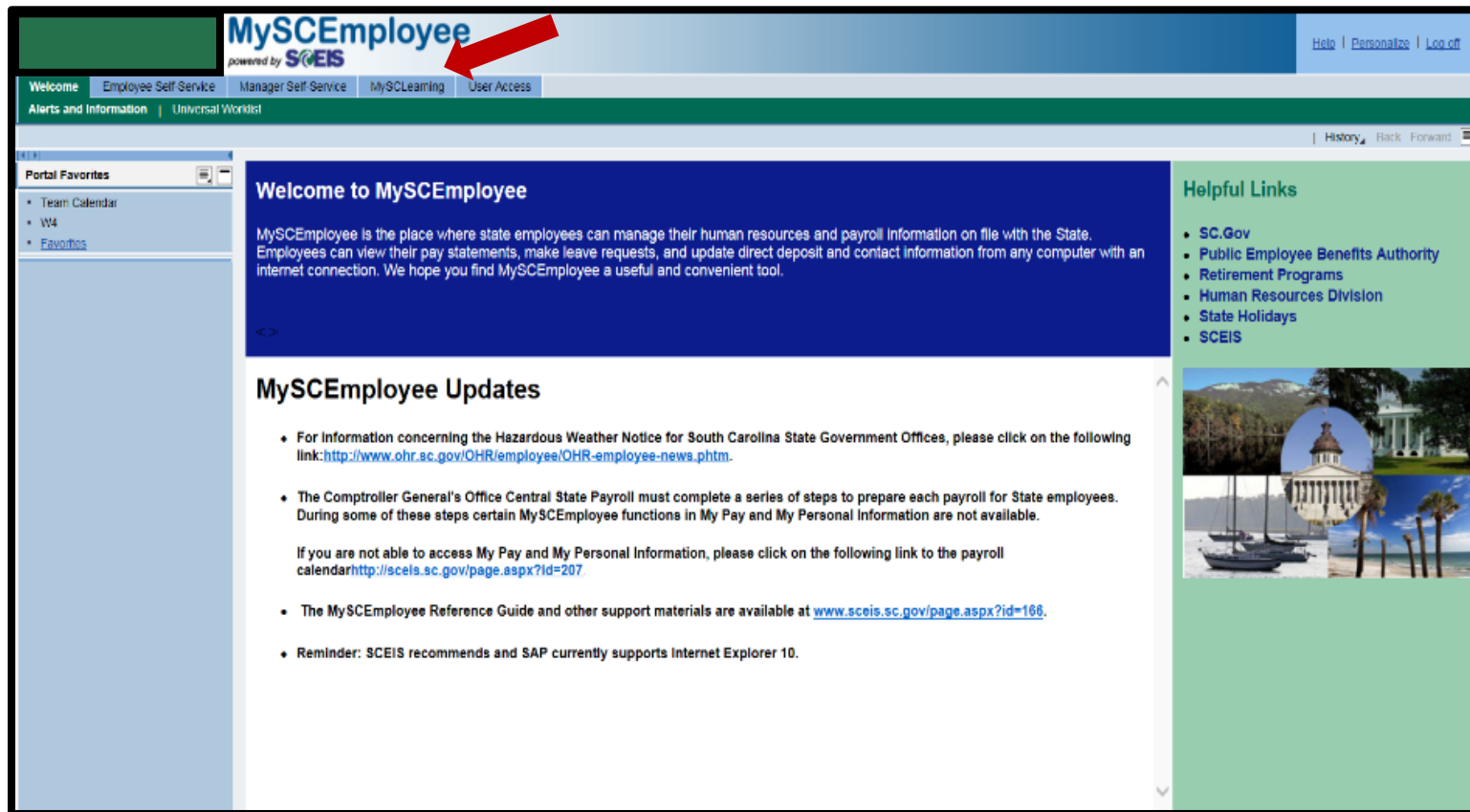
MySCEmployee

admin
THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

INSPECTOR GENERAL'S FRAUD HOTLINE
(State Agency fraud only)
1-855-SCFRAUD or 1-855-723-7283

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

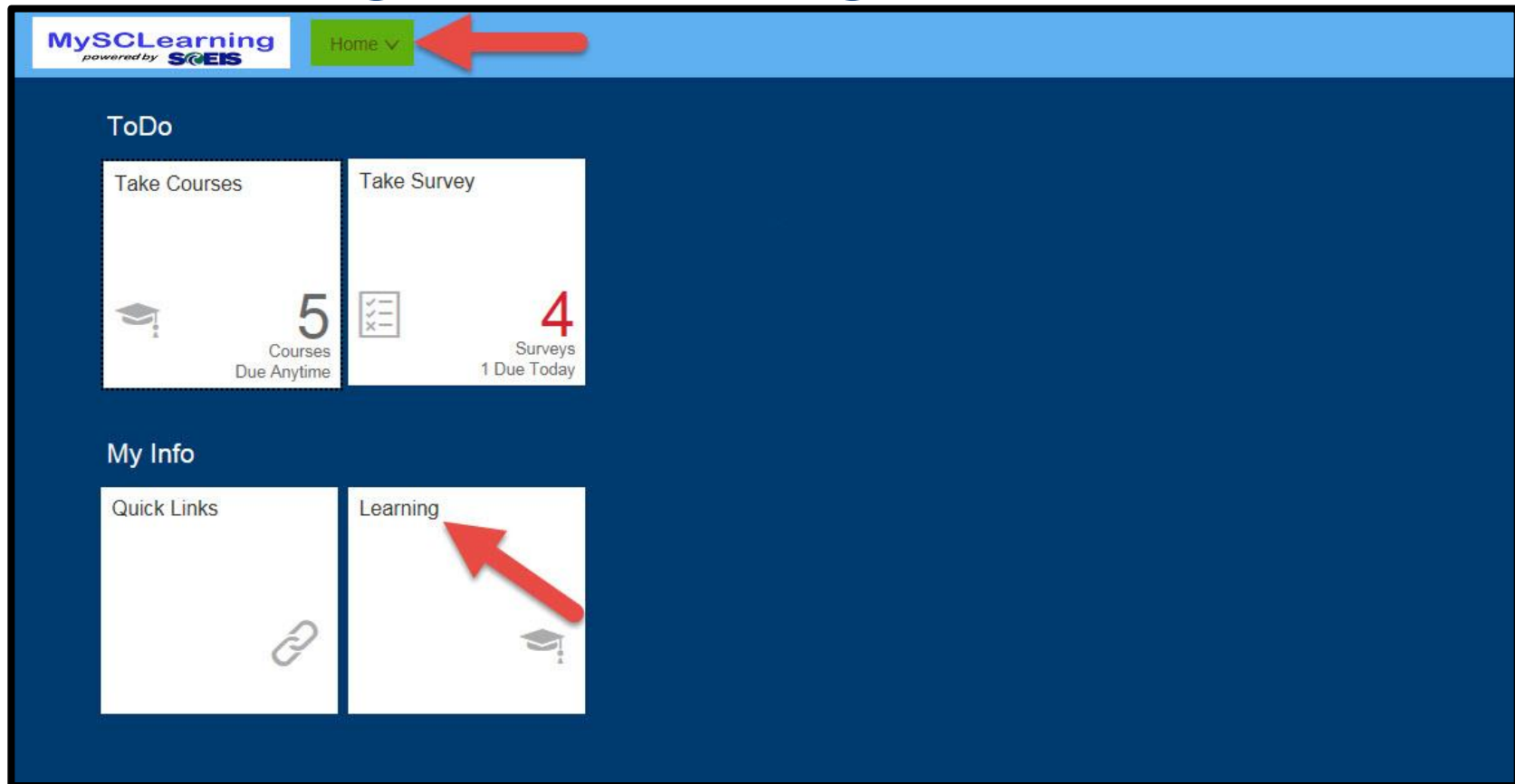
MySCEmployee



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

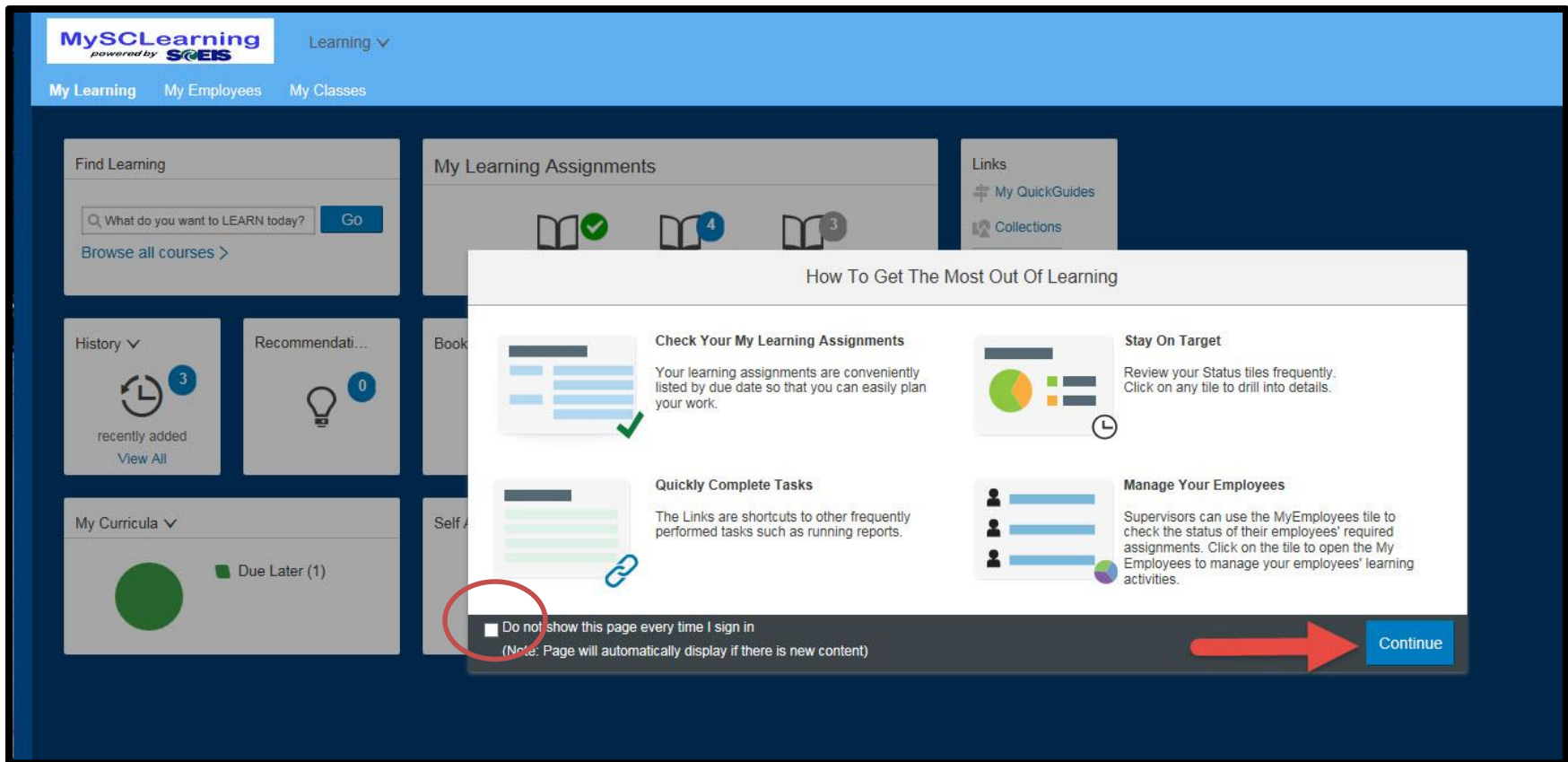
- Click the MySCLearning tab.

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.

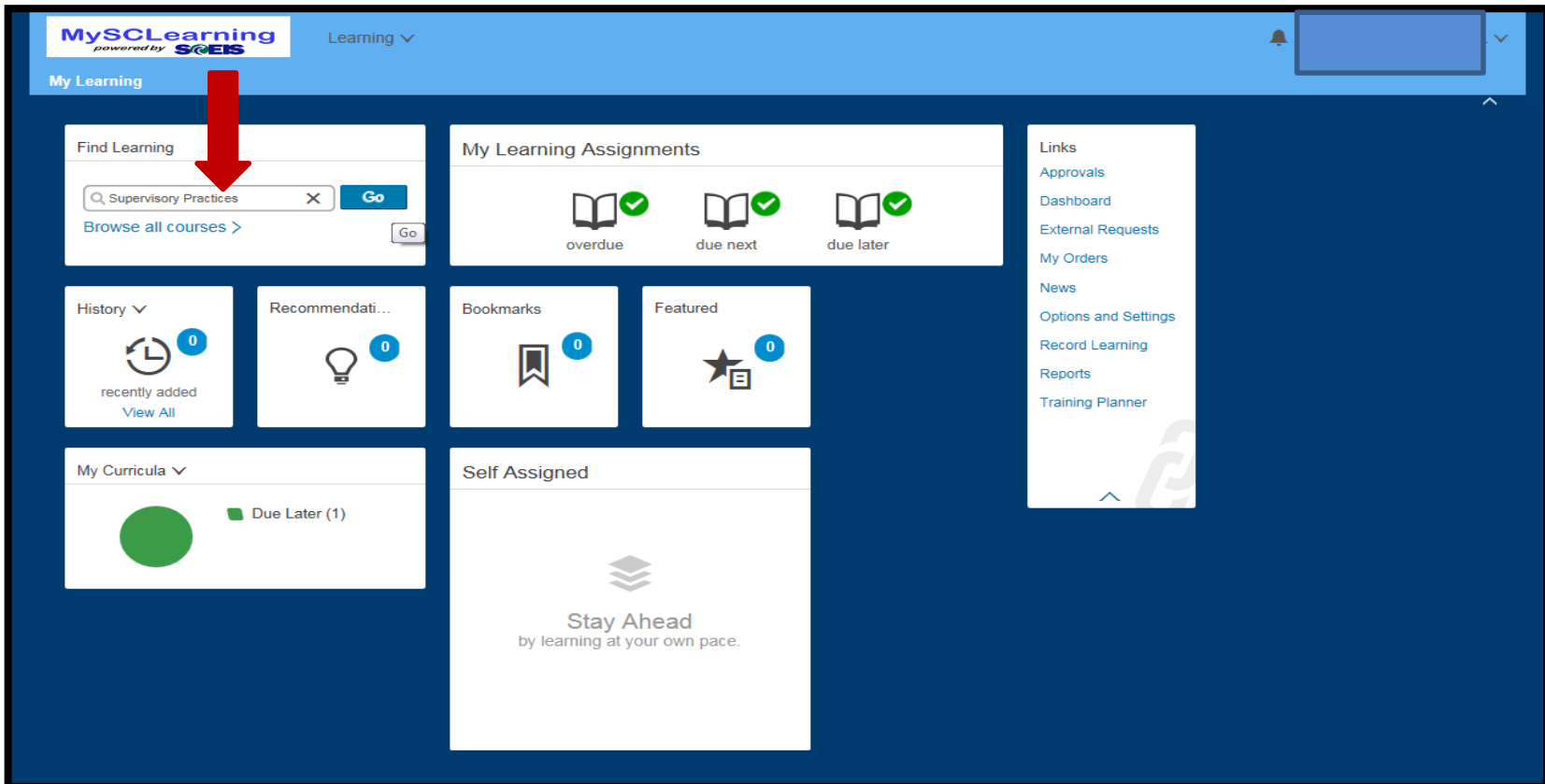
Learning Splash Screen



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.



The screenshot shows the MySC Learning dashboard. At the top, there is a blue header with the MySC Learning logo (powered by SCEIS) and a 'Learning' dropdown menu. Below the header, the 'My Learning' section is visible. A red arrow points to the 'Find Learning' search bar, which contains the text 'Supervisory Practices'. To the right of the search bar is a 'Go' button. Below the search bar is a link that says 'Browse all courses >'. To the right of the search bar is a 'Go' button. Below the search bar, there are several sections: 'My Learning Assignments' with three book icons labeled 'overdue', 'due next', and 'due later'; 'History' with a clock icon and 'recently added View All'; 'Recommendations' with a lightbulb icon and 'View All'; 'Bookmarks' with a bookmark icon and 'View All'; 'Featured' with a star icon and 'View All'; 'My Curricula' with a green circle icon and 'Due Later (1)'; and 'Self Assigned' with a stack of books icon and the text 'Stay Ahead by learning at your own pace.' On the right side of the dashboard, there is a 'Links' sidebar with a list of links: Approvals, Dashboard, External Requests, My Orders, News, Options and Settings, Record Learning, Reports, and Training Planner.

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

Search Results

The screenshot shows the MySC Learning interface. At the top, the logo 'MySC Learning powered by SCIEIS' is visible. Below it, the 'Catalog Search' section features a search bar with 'Supervisory Practices' entered. A red arrow points to the search bar. To the right of the search bar is a 'Go' button. Below the search bar, it says 'You searched for "Supervisory Practices"'. On the left, under 'Narrow Courses:', there is a 'Category' dropdown menu with options: Instructor-Led, Online, Other, External, Curricula, Program, QuickGuide, and Collection. On the right, the search results for 'Supervisory Practices (ONSITE DSHR_Supervisory Practices)' are shown. It is an 'Instructor-led Course' with a description: 'In an environment of limited resources, supervisors must know how to bring out the best in employees more'. Below the description, there are two links: 'See Offerings for Price' and 'View Course Dates'. A red arrow points to the 'View Course Dates' link. A 'Course Calendar' link is also visible in the top right of the search bar area.

MySC Learning
powered by SCIEIS

Learning ▾

My Learning

← Back

Catalog Search

Browse all courses Supervisory Practices Go

Course Calendar

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

You searched for "Supervisory Practices"

Courses (3)

Sort By: Relevance ▾

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](#)

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

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

View Course Dates and Register for Course

The screenshot shows the MySC Learning portal interface. At the top, there's a navigation bar with the MySC Learning logo, a 'Learning' dropdown, and a user profile icon. Below this is a 'Catalog Search' section with a search bar containing 'supervisory practices' and a 'Go' button. A 'Course Calendar' link is also visible. The search results show 'You searched for "supervisory practices"' and a 'Sort By: Relevance' dropdown. On the left, there's a 'Narrow Courses:' sidebar with filters for Category, Subject Area, Source, and Delivery Method. The main content area displays the 'Supervisory Practices' course details, including a description, a 'See Offerings' link, and a list of scheduled offerings. A text box with a red arrow points to the 'Register Now' link in the second offering row.

MySC Learning powered by **SCSIS** Learning ▾

My Learning

← Back

Catalog Search

Browse all courses [Course Calendar](#)

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

You searched for "supervisory practices"

Courses (3) Sort By: Relevance ▾

Narrow Courses:

▼ **Category**

- Instructor-Led
- Online
- Other
- External
- Curricula
- Program
- QuickGuide
- Collection

▼ **Subject Area**

- State of South Carolina >
- [View all](#)

▼ **Source**

- ☐ Certified Public

▼ **Delivery Method**

- ☐ Classroom

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](#) [Hide Course Dates](#)


9/13/2016 09:00 AM - 4 days	Waitlist
In an environment of limited resources, supervisors must know how to bring out the best in employees more	
Archives and History - Parklane Road - Wachovia III	
300.00 USD 0 seats available	
11/30/2016 09:00 AM - 4 days	Register Now
In an environment of limited resources, supervisors must know how to bring out the best in employees more	
Archives and History - Parklane Road - Wachovia III	
300.00 USD 4 seats available	
2/22/2017 09:00 AM - 4 days	

Register for the course by selecting the date and time link or the "Register Now" link.

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?



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

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:

[Previous](#)
[Confirm](#)

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.

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.

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