

ID	Title	Date	Pre-req
ACA100-Web	Affordable Care Act Reporting	Sept. 20 (p.m.)	HR100V
LMS100-Web	MySCLearning Basic Management	Aug. 12-13 (a.m.)	
LMS200-Web	MySCLearning Course Management	Sept. 27-28 (p.m.)	LMS100
LMS300-Web	MySCLearning Assignment Management	Oct. 11-12 (p.m.)	LMS200
OM200-Web	Organizational Management	Aug. 30-31 (p.m.)	HR100V
PA250-Web	Personnel Administration	Sept. 14-17 (a.m.)	HR100V
PY200-Web	Payroll Administration	Sept. 29-30 (a.m.)	HR100V
RPC100-Web	Report Center for MySCLearning	Nov. 3-4 (a.m.)	Assignment of the Report Manager Role
REP210-Web HR/PY	Reporting with BEx for HR/PY Users	Sept. 21 (a.m.)	SCEIS validation
TM200-Web	Time Administration	Oct. 13-15 (a.m.)	TM101V
TM300-Web	Leave Administration	Nov. 1-2 (p.m.)	TM200
TM400-Web	Advanced Time and Leave Administration	Oct. 18-19 (a.m.)	TM300 and SCEIS validation

Click on course title for additional course information.

1. Log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>).
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation with details and instructions.

*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Navigation

HR100V: Intro to HR and Payroll

HRY500V: Year-End Time and Leave Reconciliation

TM101V: Fundamentals of Time Administration

SCEIS100V: SCEIS Central Resources

SCEISM100V: SCEIS Central for Managers

SCEISM110V: SCEIS Central for Managers —Additional Resources

SCEISTE101V: SCEIS Central Time Entry