



InfoSec and Privacy Professional Development

SAP Success Factors Learning Management System

What a learning management system
can do for you

MySCLearning

Agenda

- Overview of LMS Functionality
- Review purpose of the LMS
- Overview of recording a learning event in the LMS
- Implementation action items
- Resources & additional information

Success Factors LMS

- MySCLearning is the employee/employer interface for the SAP Success Factors Learning Management System (LMS) Module.
- The LMS is integrated with the SCEIS system MySCEmployee.
- MySCLearning is only available to users who are state employees in the SCEIS system.
- Contractors will soon have a separate portal to register, record, and track training events.

Learning Management System

Allows you to:

- Schedule, register, and record in house customized training offerings by professional development staff
- Record and track special learning events that are listed within the LMS (InfoSec/Privacy Training Framework)
- Record and track external training events (External events are not listed within the LMS)

Learning Management System, cont.

- Customized courses that are offered within the LMS are recorded automatically. Including:
 - DSHR open enrollment scheduled offerings
 - DSHR certification program courses
 - Other agency specific courseware: SCEIS online courses offered that include registration, class scheduling, and tracking within in the LMS, the Information Privacy Basics, and Code of Conduct
- Courses not included in the InfoSec and Privacy curriculum can be recorded but have no impact on InfoSec/Privacy training, tracking, or management approval.

InfoSec & Privacy Training Framework

InfoSec and Privacy Training by Competency										
InfoSec Governance and Compliance	Risk Strategy and Management	Threat and Vulnerability Management	Privacy	Data Security	IS Acquisition, Development and Maintenance	Physical and Environmental Security	Business Continuity Management and Disaster Recovery	Network and Infrastructure Security	Identity Access Management	Education and Training
InfoSec program management	Risk assessment	Vulnerability management	Privacy program administration	Data management	System development lifecycle	Physical access controls	Business impact assessment	Secure network engineering	Access management	Training needs analysis
InfoSec regulation	Risk acceptance	Security incident and event management	Privacy compliance	Secure data transmission and storage	Secure software development	Environmental security	Business continuity planning	Network defense analysis and control	Identity management	Training curriculum design and development
Policy communication, enforcement and exception management	Risk mitigation	Forensics analysis	Privacy impact assessment	Cryptographic safeguards	Procurement methods	Equipment cleansing and disposal	Data backup and restoration			Training delivery
		Threat identification and categorization	Data classification				Crisis management			
			Privacy incident response							

The InfoSec and Privacy Competency Model is comprised of 11 domains and 35 associated competencies, outlined above. Each competency maps to a selection of training courses and provides a corresponding level of proficiency.

There are further training courses available to strengthen competencies which are not featured under the Position Descriptions.

Click each competency to see associated training courses

Training, Roles & Responsibilities

InfoSec and Privacy Position Description

Core: Information Privacy Analyst

It is highly recommended that the Information Privacy Analyst explore training courses mapped to pertinent competencies for professional development.

Course	Certification	Position Level		
		Level 1	Level 2	Level 3
ISACA: An Introduction to Privacy and Data Protection Training	N/A	x	x	x
IAPP: Certification Foundation Training*	N/A	x	x	x
IAPP: Certified Information Privacy Professional / U.S. Private-Sector (CIPP/US) Training	CIPP/US		x	x
IAPP: Certified Information Privacy Professional / U.S. Government (CIPP/G) Training	CIPP/G		x	x
IAPP: Certified Information Privacy Technologist (CIPT) Training	CIPT			x

Training, Roles & Responsibilities

InfoSec and Privacy Position Description

Hybrid: Network Administrator

It is highly recommended that the Network Administrator explore training courses mapped to pertinent competencies for professional development.

Course	Certification
SANS - SEC464: CyberSecurity Training for IT Administrators	N/A
SANS - SEC501: Advanced Security Essentials - Enterprise Defender	GCED
ISC2: System Security Certified Practitioner (SSCP) Training	SSCP
CompTIA: Network+ N10-006	Network+
EMC2: Information Storage and Management v2	N/A

InfoSec and Privacy Certifications (1 of 2)

CAP	Certified Authorization Professional	CIPM	Certified Information Privacy Manager	CNDA	Certified Network Defense Architect
CASP	CompTIA Advanced Security Professional	CIPP/US	Certified Information Privacy Professional/U.S. Private-Sector	CNFE	Certified Network Forensics Examiner
CBAP	Certified Business Analysis Professional	CIPP/G	Certified Information Privacy Professional/U.S. Government	CPEH	Certified Professional Ethical Hacker
CCFP	Certified Cyber Forensics Professional	CIPT	Certified Information Privacy Technologist	CPTC	Certified Penetration Testing Consultant
CCISO	Certified Chief Information Security Officer	CIRM	Certified Identity Risk Manager	CPTe	Certified Penetration Testing Engineer
CCM	Certified Continuity Manager	CISA	Certified Information Systems Auditor	CRCMP	Certified Risk and Compliance Management Professional
CDFE	Certified Digital Forensics Examiner	CISM	Certified Information Security Manager	CRISC	Certified in Risk and Information Systems Control
CDRE	Certified Disaster Recovery Engineer	CISRCP	Certified Information Systems Risk & Compliance Professional	CSIH	Certified Computer Security Incident Handler
CDRP	Certified Data Recovery Professional	CISSRM	Certified Information Systems Security Risk Manager	CSLO	Certified Security Leadership Officer
CEH	Certified Ethical Hacker	CISSM	Certified Information Systems Security Manager	CSS	Certified Security Sentinel
CGEIT	Certified in the Governance of Enterprise IT	CISSO	Certified Information Systems Security Officer	CSSLP	Certified Secure Software Lifecycle Professional
CHFI	Computer Hacking Forensic Investigator	CISSP	Certified Information Systems Security Professional	CVA	Certified Vulnerability Assessor
CIHE	Certified Incident Handling Engineer	CITAD	Certified IT Asset Disposition	ECSA	EC-Council Certified Security Analyst

Click each certification to see associated competencies and training courses

InfoSec & Privacy Training Framework

Purpose InfoSec & Privacy curriculum:

- Stores the InfoSec & Privacy recommended courseware as a reference point
- Search on specific areas of certifications, hotlink to vendor training sites for course information, and registration to take courses (CIPM, ISACA, SANS, etc.)
- Allows employees to record InfoSec/Privacy training events (recommended courseware)
- Provides metrics for employees engaged in the growth of security and privacy for the State of South Carolina

Learning Management System

- Security & Privacy training LMS can be used:
 - Build skills assessment profiles
 - As a career path planning tool
 - Supports performance management and employee growth development
 - Track and endorse certifications
 - Touch point for InfoSec and Privacy training metrics
 - Tracks and provides a means for measurable competencies
 - Create/track notifications for certification expirations
 - Employee data moves with the employee from agency to agency

MySCLearning: Record an InfoSec & Privacy Learning Event Work Process



Employee completes an InfoSec or Privacy course and/or certification

Employee records a course and/or attaches a certificate

LMS system notifies Manager course has been entered and waiting approval

Manager validates the training/certification

If the manager approves or disapproves recording the event, a notification response is sent back to the employee



Approved

LMS system notifies the employee the manager's response

Not Approved

Employee completes the recording of the event with all details of course

Employee finalizes recording the event

LMS system adds completed course to the employee history file

Manager takes steps to remove the requested learning event

SCEIS Website

The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text "South Carolina Enterprise Information System SC Department of Administration". To the right are links for "Site Map", "Privacy", and "Disclaimer", and a search box. Below this is a navigation bar with tabs for "Home", "SCEIS Help", "Meetings", "Calendar", "News & Updates", "FAQs", "Links", and "SCEIS Logins". The "SCEIS Logins" tab is active, showing a breadcrumb "Home » SCEIS Logins". On the left is a sidebar menu with items: "About SCEIS", "Agency Support Teams", "Training", "Finance", "HR & Payroll", "Materials Management", "Reporting", "Imaging", and "Technical". A red arrow points from "HR & Payroll" to the "MySCEmployee" link in the main content area. The "MySCEmployee" link is highlighted in a yellow box. Below it are links for "ECC & BW", "ECC & BW Two Factor Authentication Login", "Supplier-Relationship Management (SRM)", "SRM State Employee Login", and "SRM Vendor Login". A photograph of a hand on a computer mouse is on the right. At the bottom left of the sidebar is the "admin" logo and the "INSPECTOR GENERAL'S FRAUD HOTLINE" with phone numbers.

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

SCEIS Login Page

Users will use their assigned SCEIS credentials to **log into SCEIS MySCEmployee** to access the MySCELearning system.

https://mysceemployee.sc.gov/ijn/portal

File Edit View Favorites Tools Help

Schedules YMCA of Colu... Thesaurus MYSCEMPLOYEE SAP Net... Department of Administra... Jobs Portal Page Fox

MySCEmployee

powered by **SCEIS**

Welcome South Carolina State Employees

User ID *

Password *

[Sign up for self-service password reset](#)

[Locked or forgotten password? Click here](#)

[Change Password](#)

[Self Service Password Reset FAQ](#)

For immediate assistance, contact the Service Desk at (803) 896-0001

admin
THE SOUTH CAROLINA
DEPARTMENT OF ADMINISTRATION

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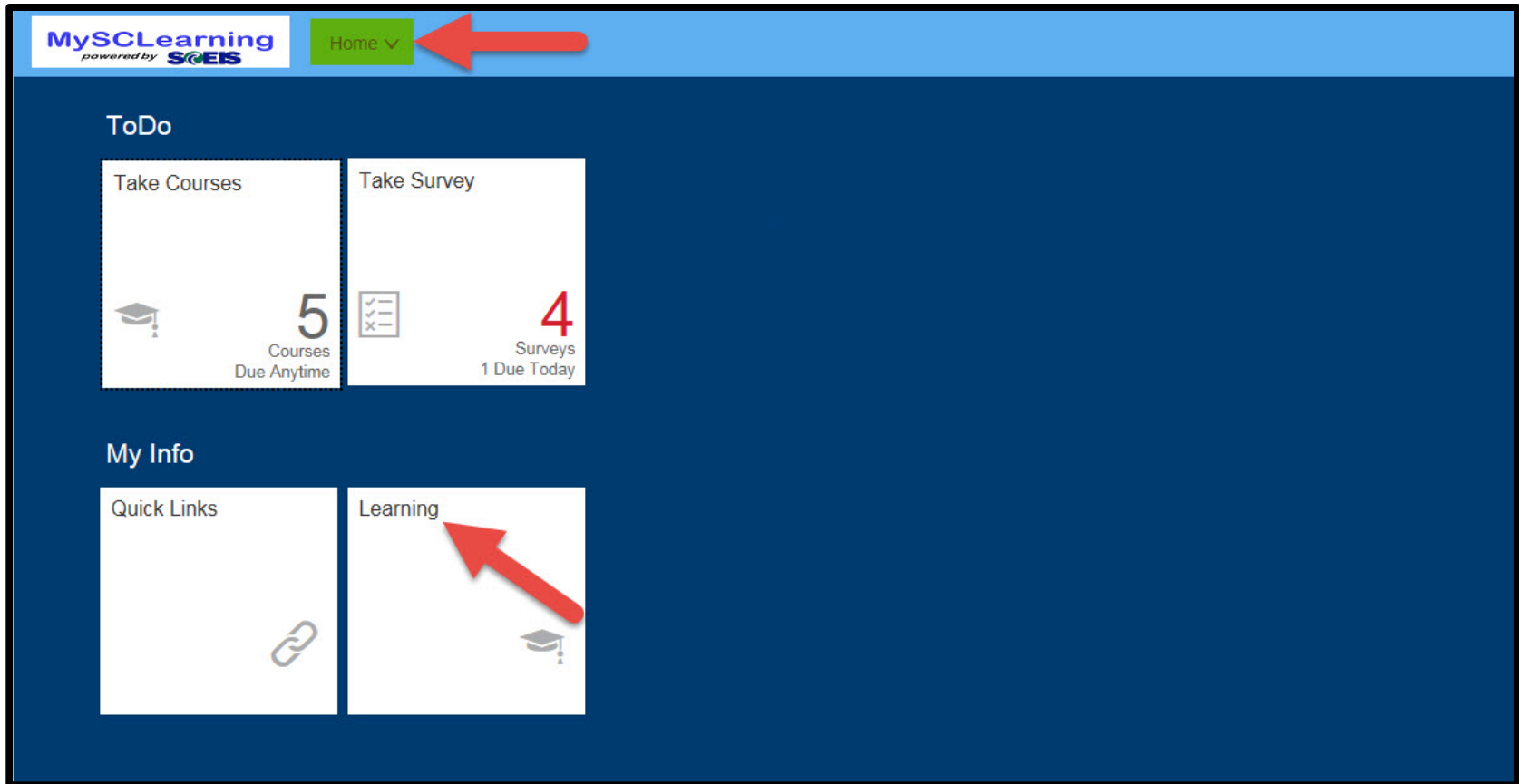
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New MySCLearning Tab

The screenshot displays the MySCEmployee portal interface. At the top, the logo "MySCEmployee powered by SCEIS" is visible. A navigation bar contains several tabs: "Welcome", "Employee Self Service", "Manager Self Service", "MySCLearning", and "User Access". A red arrow points to the "MySCLearning" tab. Below the navigation bar, there are sections for "Alerts and Information" and "Universal Worldlist". On the left side, there is a "Portal Favorites" sidebar with links to "Team Calendar", "W4", and "Favorites". The main content area features a "Welcome to MySCEmployee" message, followed by "MySCEmployee Updates" with a list of news items and links. On the right side, there is a "Helpful Links" section with links to "SC.Gov", "Public Employee Benefits Authority", "Retirement Programs", "Human Resources Division", "State Holidays", and "SCEIS".

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

Accessing the Learning Option



The screenshot displays the MySCLearning user interface. At the top left is the logo "MySCLearning powered by SCEIS". To its right is a green "Home" button with a dropdown arrow, indicated by a red arrow pointing to it. Below the header, the "ToDo" section contains two cards: "Take Courses" with a graduation cap icon and "5 Courses Due Anytime", and "Take Survey" with a checklist icon and "4 Surveys 1 Due Today". The "My Info" section contains two cards: "Quick Links" with a link icon, and "Learning" with a graduation cap icon, indicated by a red arrow pointing to it.

Users may access the user interface by selecting the “Learning” option from the drop-down at the Home menu or by clicking the “My Learning” link.

Learning Splash Screen

The screenshot displays the MySCLearning Learning Splash Screen. The interface includes a blue header with the MySCLearning logo and navigation links. A central white pop-up window titled "How To Get The Most Out Of Learning" contains four tip cards:

- Check Your My Learning Assignments:** Your learning assignments are conveniently listed by due date so that you can easily plan your work.
- Stay On Target:** Review your Status tiles frequently. Click on any tile to drill into details.
- Quickly Complete Tasks:** The Links are shortcuts to other frequently performed tasks such as running reports.
- Manage Your Employees:** Supervisors can use the MyEmployees tile to check the status of their employees' required assignments. Click on the tile to open the My Employees to manage your employees' learning activities.

At the bottom of the pop-up, there is a checkbox labeled "Do not show this page every time I sign in" (Note: Page will automatically display if there is new content) and a "Continue" button with a red arrow pointing to it.

When logging into the MySCLearning 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.”***

Learning Dashboard

This is the landing page for all users. Functions such as new course announcements, learning assignments, search for course, history of courses taken, self assigned course status, etc. is tracked within the Learning Dashboard.

The dashboard features a blue header with the MySCLearning logo (powered by SOEIS) and a 'Learning' dropdown menu. Below the header is a 'My Learning' section containing several widgets:

- Featured:** A star icon with a '0' badge.
- Recommendations:** A lightbulb icon with a '0' badge.
- My Learning Assignments:** Three book icons with green checkmarks, labeled 'overdue', 'due next', and 'due later'.
- History:** A circular arrow icon with a '0' badge, labeled 'recently added' and 'View All'.
- Find Learning:** A search bar with the text 'What do you want to LEARN today?' and a 'Go' button, with a link to 'Browse all courses >'.
- My Curricula:** A green circle icon with a 'Due Later (1)' label.
- Self Assigned:** An open book icon with a '0' badge.
- Bookmarks:** A bookmark icon with a '0' badge.

On the right side, there is a 'Links' sidebar with the following items: Approvals, External Requests, My Orders, News, Options and Settings, Record Learning, Reports, and Training Planner.

Browse Learning

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

The screenshot displays the MySCLearning user interface. At the top left, the logo reads "MySCLearning powered by SCEIS". A navigation menu includes "Learning" and "My Learning". The main content area is divided into several sections:

- Find Learning:** A search bar containing "Supervisory Practices" with a "Go" button. A red arrow points to the search bar. Below the search bar is a "Browse all courses" link.
- My Learning Assignments:** Three cards representing assignment statuses: "overdue", "due next", and "due later", each with a book icon and a green checkmark.
- History:** A card with a clock icon and a "0" badge, labeled "recently added" with a "View All" link.
- Recommendations:** A card with a lightbulb icon and a "0" badge.
- Bookmarks:** A card with a bookmark icon and a "0" badge.
- Featured:** A card with a star icon and a "0" badge.
- My Curricula:** A card with a green circle and a "Due Later (1)" indicator.
- Self Assigned:** A large card with a stack of books icon and the text "Stay Ahead by learning at your own pace."
- Links:** A vertical sidebar on the right containing links to "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

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

The screenshot shows the MySCLearning interface. At the top left is the MySCLearning logo with 'powered by SOEIS' and a 'Learning' dropdown menu. Below it is a 'My Learning' section with a 'Back' link. The main heading is 'Catalog Search' with a help icon. A search bar contains 'Supervisory Practices' and a 'Go' button. To the right of the search bar is a 'Course Calendar' link. Below the search bar, it says 'Languages: English (English); Currency: USD (US Dollar)'. The search results are titled 'You searched for "Supervisory Practices"'. On the right, there is a 'Sort By: Relevance' dropdown. On the left, there is a 'Courses (3)' section with a 'Narrow Courses:' filter. Under 'Narrow Courses:', there is a 'Category' dropdown menu with options: Instructor-Led, Online, Other, External, Curricula, Program, QuickGuide, and Collection. The main search results area shows a card for 'Supervisory Practices (ONSITE DSHR_Supervisory Practices)'. It is an 'Instructor-led Course' with a small image of a person. The description reads: 'In an environment of limited resources, supervisors must know how to bring out the best in employees more'. There are two links: 'See Offerings for Price' and 'View Course Dates'.

Catalog Search

Courses that are relevant to the search are displayed on the Catalog Screen. Demonstrates availability of courseware.

The screenshot displays the MySCLearning Catalog Search interface. At the top, the MySCLearning logo is visible, along with a 'Learning' dropdown menu. The main header area includes 'My Learning' and a breadcrumb trail 'My Learning / Catalog'. A search bar contains the text 'Information technology' with a clear (X) and search (Q) icon. To the right of the search bar are filters for 'Language & Currency' and a 'Course Calendar' link. Below the search bar, it indicates '6 COURSES'.

On the left side, there is a 'Refine By' section with dropdown menus for 'Category', 'Source', and 'Delivery Method', and a 'Topics' section with a search icon. A 'Rating' dropdown menu is located in the top right of the course list area.

The main content area displays three course cards:

- Information Privacy Basics for State Employees** (ELEARNING ADMIN EPO Info Priva...)
Free
[Start Course](#) [More](#)
- SCEIS Personnel Administration (PA250)** (ELEARNING SCEIS PA250)
16h 30m • Free
[See Offerings](#)
You have unmet prerequisites
[View Prerequisites](#) [More](#)
- SCEIS Creating and Managing Purchase Orders (PR217)** (ELEARNING SCEIS PR217)
16h 0m • Free
[See Offerings](#)
You have unmet prerequisites
[View Prerequisites](#) [More](#)

Record InfoSec & Privacy Events



To record learning for the InfoSec and Privacy curriculum, an **Item Based Event** is selected which begins the record learning and approval processes.

MySCLearning
powered by **SCIEIS**

Home My Employees Organization My Classes Admin

Record Learning

Select the type of item you would like to record:

	Item based event Record learning for items entered into the system.		External Event Record learning for items that are not entered into the system.
---	---	--	--

Cancel

Search for a Course

After browsing the list of courses searched on, select the course to begin the Record Event Process. The user is then taken to the next step.

The screenshot shows the MySCLearning interface. At the top left is the MySCLearning logo with 'powered by SOEIS' and a 'Learning' dropdown menu. Below this is the 'My Learning' section. The main content area is titled 'Record Learning' and contains an 'Enter Item Detail' section with a '* Required' label. This section has a sidebar with 'Item' (No item selected), 'Employee' (Name: WENDY SPIVEY), and a 'Back' button. A modal window titled 'Select Desired Courses from Catalog' is open, featuring a search bar, a 'Language & Currency' button, and a list of 4 courses. The first two courses are 'CompTIA: Security+ SY0-301' and 'ISACA: CISM Training', both listed as 'Free'. A 'Refine By' section on the left allows filtering by Category, Source, and Delivery Method.

Learning Event Details

For the selected course choose the appropriate **“Completion Status.”** This triggers the formal approval process.

Record Learning

Enter Item Details

* Required

Item : CompTIA: Security+ SY0-301 (DSHR_COMPPTIA-004) Rev 11/30/2016 12:58 PM America/New York [Change Item](#)

*Completion Date: (MM/DD/YYYY)	<input type="text" value="1/11/2017"/>		Total Hours:	<input type="text"/>
*Completion Time: (hh:mm AM/PM)	<input type="text" value="11:41 AM"/>		Contact Hours:	<input type="text"/>
* Time Zone:	<input type="text" value="Eastern Standard Time (America/New York)"/>		Credit Hours:	<input type="text"/>
Instructor ID:	<input type="text"/>		CPE:	<input type="text" value="50.00"/>
Instructor Name:	<input type="text"/>			

Employee

[Assign Defaults](#)

Name	Grade	* Completion Status	Costs	Comments
WENDY SPIVEY	<input type="text"/>	<input type="text" value="COURSE APPROVAL - For Credit"/>	<input type="text"/>	



Back

Cancel

Continue

Attach Supporting Document

MySCLearning allows **supporting documentation** to be attached to a Learning Event. This documentation helps managers to validate the employee officially completed the event, and builds on the employee's professional development portfolio.

Record Learning

Recording Status

Learning Recorded Successfully

Item: **ONSITE INFO_SEC_CGEIT_IA-212** Rev: 8/17/2016 09:27 AM America/New York

- SPIVEY, WENDY

 [File Attachments \(0\)](#)

Close

Attach Document

Certain file types are allowed to be attached. Word, Excel, TIFF, and PDF are some of the file types allowed. There are size and certain file type restrictions.

The screenshot shows the MySCLearning interface with a 'Record Learning' section. A 'File Attachments' dialog box is open, allowing a user to upload a document. The dialog includes a 'File Attachment' field with a 'Choose File' button and the text 'No file chosen', a 'File Description' text area, and an 'Upload' button. Below the dialog, a table lists the attached file:

Remove	File Name	Description	Date Added	Size (KB)
	DIS-EPO Proposal SC Professional InfoSec Program.pdf	test doc cert	9/8/2016	120

Record Learning

Once the user has input the event to record, the system triggers the event for management approval.

Record Learning

Confirm Learning Details

Item: InfoSecPriv_PDP DSHR_COMPTIA-004 Rev 11/30/2016 12:58 PM America/New York

Completion Date: 1/11/2017

Total Hours: 50.00

Completion Time: 11:41 AM America/New York

Contact Hours: 40.00

Instructor: Mr Peabody

Credit Hours: 50.00

CPE: 50.00

Employee

Name	Grade	Completion Status	Comments	Costs	Amount
WENDY SPIVEY		COURSE APPROVAL			

Back

Record Learning

Cancel

E-Signature Verification Required

The E-Signature Verification window is triggered for approval process and is required to record a learning event associated with the InfoSec & Privacy training framework. A User Id (SCEIS ID) and PIN is required to continue the recording event process.

Record Learning

Enter E-Signature * Required

E-Signature Verification Required for One or More Employees

E-Sig Meaning Code: ELECTRONIC_SIGNATURE

* User ID:

Comments:

* PIN:

Back

Confirm

Cancel

Record Training Event Action

The e-Signature request for the **Record Learning** process notifies the user that the e-Signature approval has been sent through the approval process which includes the user's immediate manager.

Record Learning

Recording Status

Additional Action Required Before Learning May be Committed

Additional E-Signature verification requests required:

- SPIVEY, WENDY

One or more users require an additional E-Signature verification. A request for E-Signature approval has been sent to the required approvers. The event will be committed to history upon completion of the additional approvals.

- SPIVEY, WENDY

Close

Notifications

Once the e-Signature request has been completed the system sends a notification to the user and the manager that an approval for the Record Learning request is awaiting manager approval.

The screenshot shows an Outlook email window with the following details:

- From:** Learning_System_Notification@sc.gov
- To:** Spivey, Wendy
- Subject:** MySCLearning - Confirmation of request submission for course CompTIA: Security+ SY0-301
- Sent:** Wed 1/11/2017 12:10 PM

The email body contains the following text:

SPIVEY WENDY (*****)

This note is to confirm that you have requested approval for the following activity: Completion Status E-Signature : CompTIA: Security+ SY0-301 Start Date/Time: End Date/Time:

The requester's comments:

Please note that this activity must be approved at the following steps before access to the activity is allowed. If you have any questions about the approval process, please contact your learning coordinator. Supervisor approval.

Note: Self Assigned Course

For the course that has been chosen to Record, the user will see the **self assigned** course until all approvals and the final recording of the course has been completed.

The screenshot displays the MySCLearning user interface. At the top left, the logo reads "MySCLearning powered by SOEIS". A navigation menu includes "Learning" and "My Learning". The main dashboard is divided into several sections:

- Featured:** A star icon with a "0" badge.
- Recommendations:** A lightbulb icon with a "0" badge.
- My Learning Assignments:** Three book icons with green checkmarks, labeled "overdue", "due next", and "due later".
- History:** A circular arrow icon with a "1" badge, labeled "recently added" and "View All".
- Find Learning:** A search bar with the text "What do you want to LEARN today?" and a "Go" button. Below it is a link "Browse all courses >".
- My Curricula:** A green circle icon and a label "Due Later (1)".
- Self Assigned:** A section containing a course card for "CompTIA: Security+ SY0-301". A red arrow points to this card.
- Bookmarks:** A bookmark icon with a "0" badge.
- Links:** A vertical sidebar on the right with links: Approvals, External Requests, My Orders, News, Options and Settings, Record Learning, Reports, and Training Planner.

Manager View

View your employees

Click on the *My Employees* tab in the upper left corner.

All of your direct-reports are listed to the far left of the page. Click on the employee's name to view all assignments, completions, overdue items, etc.



TIP: A yellow-circled exclamation point indicates action needed.

Search

Learning Plan: []

Sort By Date | Priority | Filter

Keyword [] Course name or ID [] Select All [] All Assignment Types []

OVERDUE

6 DAYS OVERDUE | REQUIRED

D500 TEST Privacy Basics

ELEARNING D500_TEST_Privacy_Basics rev.3 6/1/2016

Part of Privacy Basics

2 DAYS OVERDUE | REQUIRED

Code of Conduct - Governing Ethics Issues in SC State Government

ELEARNING CODE_OF_CONDUCT rev3 3/11/2016

Part of Code of Conduct

Management Approval

The manager will select **Approvals** to view and act upon requests made from users to record training events included in the InfoSec & Privacy Curriculum.

The screenshot displays the MySCLearning dashboard interface. The dashboard is organized into several sections:

- Featured:** A section with a star icon and a blue circle containing the number 0.
- Recommendations:** A section with a lightbulb icon and a blue circle containing the number 0.
- My Learning Assignments:** A section with four icons: 'overdue' (book icon with green dot), 'due next' (book icon with green dot), 'due later' (book icon with green dot), and 'alert' (exclamation mark icon with a grey circle containing the number 1).
- History:** A section with a circular arrow icon and a blue circle containing the number 0, with the text 'recently added' and a 'View All' link.
- Bookmarks:** A section with a bookmark icon and a blue circle containing the number 0.
- Find Learning:** A section with a search bar containing the text 'What do you want to LEARN today?' and a 'Go' button, with a 'Browse all courses >' link below.
- My Curricula:** A section with a green circle icon and the text 'Due Later (1)'. A red arrow points to this section.
- Self Assigned:** A section with an open book icon and a blue circle containing the number 0.
- My Employees:** A section with a large green circle icon and the text '5 On Time'. A red arrow points to this section.

On the right side of the dashboard, there is a 'Links' menu with the following items:

- Approvals (indicated by a red arrow)
- Dashboard
- External Requests
- My Orders
- News
- Options and Settings
- Record Learning
- Reports
- Training Planner

Certification Validation

Manager's responsibility:

- Verify the learning event and the certificate attached by the employee; or
- Validate certification(s)
 - from Vendor website portal for many vendors;
 - Verify certification certificate
 - Certificates have name/certificate number /course name for verification;
 - Call the vendor from where the certification certificate is issued.

Course Approval

Selecting the **Approvals** link displays any employee approval pending and allows management to act upon the pending approval request.

The screenshot displays the MySCLearning interface for user WENDY C SPIVEY. The main content area shows a course titled "CompTIA: Security+ SY0-301" under the category "DUE ANYTIME". The course is assigned to "InfoSecPriv_PDP DSHR_COMPTIA-004" and is marked as "Self-Assigned". A "Load More" button is visible on the left side of the course list.

The right sidebar contains several sections:

- Find Learning**: Includes a search box and a "Go" button, with a link to "Browse all courses >".
- Supervisor Links**: A list of navigation links including "Assign/Remove Learning", "Record Learning", "Register/Manage Employees", "Approvals", "Dashboard", and "Reports". A red arrow points to the "Approvals" link.
- Status: WENDY C SPIVEY**: A section showing course status with a green circle icon and a legend:
 - Overdue (0)
 - Due in 30 days (0)
 - Due Later (1)
- Learning History**: A section stating "1 item completed in the last 30 days."

Pending Approval Status

The manager's view of courses **pending approvals** allows management to evaluate, validate, and act upon the pending approval request.

← Back

Pending Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Learning

▼ Internal Training (0)

No items were found using this search criteria.

All Direct Reports Only

▼ External Training (0)

No items were found using this search criteria.

All Direct Reports Only

▼ Account Requests (0)

No items were found using this search criteria.

▼ E-Signature Verification (1)

Enter Comments for Approvals or Denials

All Direct Reports Only

Next

User Name ▲	Title	Completion Date	Completion Status	Action [Approve All/Deny All]
▶ SPIVEY, WENDY C	CompTIA: Security+ SY0-301	1/11/2017 11:41 AM America/New York	COURSE APPROVAL	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

Pending Approvals

Managers are also required to enter an e-Signature security code to process pending approvals for a recording InfoSec & Privacy learning event.

MySCLearning
powered by **SCEIS**

Home My Employees Organization

Pending Approvals

Approve or Deny → Denial Comments → E-Signature & Confirm

Previous Confirm

E-Signature

TEST

* = Required Fields

* User ID:

* PIN:

Meaning Code: SCEIS

Description: This is Supervisor Acceptance

Deny

User Name	Title	Completion Date	Completion Status
Poore, Chris C	CGEIT - Electronic Signature approval with attachment	9/15/2016 09:28 AM America/New York	INFO_SEC_APPROVAL (Supervisor Approval)

Manager View Training History

Managers are able to view the historical records for the user's learning events.

The screenshot shows the MySCLearning interface. At the top left is the logo "MySCLearning powered by SCIEIS". A navigation bar contains "Home", "My Employees" (highlighted with a red box), and "Organization". Below this is a user profile card for "WENDY C SPIVEY", PROGRAM MANAGER I / PROGRAM MANAGER I, TALENT DEVELOPMENT. The main section is titled "Completed Work" and features a "Show Completions:" dropdown set to "All". Below is a table of training completions with columns for "Completion Date *", "Title", "Status", and "Action".

Completion Date *	Title	Status	Action
1/13/2017 10:42 AM	InfoSec Institute: CGEIT Training (IA-212)	Onsite Complete	
9/19/2016 04:26 PM	Information Security Policies	e-Learning Complete	
9/8/2016 04:52 PM	InfoSec Institute: CGEIT Training (IA-212)	Onsite Complete	
8/31/2016 05:56 PM	Code of Conduct - Governing Ethics Issues in SC State Government	e-Learning Complete	

Manager View of Certification

Managers are able to view supporting documentation and/or certifications associated with the employees' training events.

The screenshot shows a user interface for a manager's view of a certification. At the top left, the name "Chris C Poore" is displayed in blue, with "SCEIS HR" below it. The main content area has a light blue background and contains the following information:

- Status:** Attach Certificate
- Completed Work Details**
- Grade:**
- Total Hours:** 8.00
- Credit Hours:**
- Contact Hours:**
- CPE Hours:**
- Instructor:**
- Comments:**
- Last Update User:**
- Last Update Time:** 9/15/2016 09:49 AM America/New York
- Esig Meaning Code:**
- E-Signature Comments:**
- File Attachments (1)** (highlighted with a red box)

At the bottom of the page, there are navigation arrows: a left arrow, a right arrow, and a vertical scroll bar on the right side.

Employee Finalize Recording of Event

After the manager validates and approves the learning event, the employee receives notification of approval of the event taken. Now the employee can finalize recording the event.

Record Learning

Confirm Learning Details

Item: InfoSecPriv_PDP DSHR_COMPTIA-004 Rev 11/30/2016 12:58 PM America/New York

Completion Date: 1/11/2017

Total Hours: 50.00

Completion Time: 11:41 AM America/New York

Contact Hours: 40.00

Instructor: Mr Peabody

Credit Hours: 50.00

CPE: 50.00

Employee

Name	Grade	Completion Status	Comments	Costs	Amount
WENDY SPIVEY		COURSE APPROVAL			

Back

Record Learning

Cancel

Historical Events

Finalizing the recording of an event transfers the **Recorded Event (item)** from Self Assigned palette to the History palette.

The screenshot displays the MySCLearning dashboard with the following components:

- Header:** MySCLearning powered by SOEIS, Learning ▾
- My Learning:** Featured (0), Recommendation (0), My Learning Assignments (overdue, due next, due later), Find Learning (search bar, Go button, Browse all courses >), My Curricula (Due Later (1)), History ▾ (recently added, View All), Self Assigned (CompTIA: Security+ SY0-301), Bookmarks (0)
- Right Sidebar:** Links, Approvals, External Requests, My Orders, News, Options and Settings, Record Learning, Reports, Training Planner

Two red arrows indicate the flow of an event: one arrow points from the 'Self Assigned' section to the 'History' section, and another arrow points from the 'History' section to the 'Self Assigned' section, illustrating the transfer of a recorded event.

Historical Training View

Users are able to see the training they have successfully completed as well as training successfully completed by any users that report to them.

The screenshot displays the 'Completed Work' section of the MySCLearning interface. At the top left, there is a navigation bar with the MySCLearning logo (powered by SCIEIS) and a 'Learning' dropdown menu. Below this, a 'My Learning' section contains a 'Back' link and the title 'Completed Work'. A search bar is present above the table. The table itself has columns for 'Completion Date *', 'Title', 'Status', and 'Action'. It lists seven completed training items with their respective dates, titles, and statuses. A footer note states '* All dates are for America/New York time zone.' and a count of '7 Items' is shown at the bottom left of the table area.

Completion Date *	Title	Status	Action
9/19/2016 04:26 PM	Information Security Policies	e-Learning Complete	
9/8/2016 04:52 PM	InfoSec Institute: CGEIT Training (IA-212)	Onsite Complete	
8/31/2016 05:56 PM	Code of Conduct - Governing Ethics Issues in SC State Government	e-Learning Complete	
6/20/2016 03:39 PM	BCI: Building Resilience		
6/13/2016 12:24 PM	Information Privacy Basics for State Employees	e-Learning Complete	
6/10/2016 03:53 PM	Information Privacy Basics for State Employees	e-Learning Complete	
8/3/2015 04:30 PM	Code of Conduct - Governing Ethics Issues in SC State Government	e-Learning Complete	

7 Items

* All dates are for America/New York time zone.

Learning History Details

Employees are able to view not only the learning event in the history but also the **file attachments** associated with the recorded learning events.

Learning History Details

Item: INFO_SEC_CERTIFICATE WENDY_INFO_SEC_CGIT (Rev 9/15/2016 09:23 AM America/New York)

Title: CGEIT - Electronic Signature (with two completion statuses - 1. approval 2. attachment)

Scheduled Offering ID:

Instructor:

Completion Date: 9/15/2016 09:50 AM America/New York

Completion Status: INFO_SEC_CERTIFICATE (Attach Certificate)

Total Hours: 8.00

Contact Hours:

CPE Hours:

Credit Hours:

Percentage Grade:

Comments:

Last Update User:

Last Update Time: 09:49 AM 9/15/2016 America/New York

Esig Meaning Code:

E-Signature Comments:

[File Attachments \(1\)](#)

Close

LMS Functionality Summary

What Can the LMS Do?	What Can't the LMS Do?
<ul style="list-style-type: none">• Allow users (FTEs or contractors) to access or view the InfoSec/Privacy Curriculum (recommended courseware).	<ul style="list-style-type: none">• Allow users (FTEs and Contractors) to view training and/or certifications that are defined within the InfoSec & Privacy curriculum external to the recommended courseware.
<ul style="list-style-type: none">• Allow users to record training and/or certifications from the recommended InfoSec/Privacy courseware.	<ul style="list-style-type: none">• Allow users to record training and/or certifications outside of the recommended courseware and list or identify those as InfoSec/Privacy.
<ul style="list-style-type: none">• Allow managers to validate training and/or certifications submitted by the employee from the recommended courseware.	<ul style="list-style-type: none">• Allow managers to validate training and/or certifications submitted external to the recommended InfoSec & Privacy courseware.
<ul style="list-style-type: none">• Track and notify users of their certification expiration dates.	<ul style="list-style-type: none">• Not a registration system for the InfoSec and Privacy training courseware.
<ul style="list-style-type: none">• Allow users to list training and/or certifications that are not in the recommended courseware (via an external event requires no manager approval).	
<ul style="list-style-type: none">• Accommodate updates to the recommended courseware / InfoSec/Privacy curriculum.	

InfoSec & Privacy PDP Implementation Action Items

- Complete the data entry of InfoSec/Privacy training framework and competencies.
- Finalize inputting the InfoSec/Privacy Course certification expiration dates.
- Implement the process for Contractor user account assignment and accessibility with the SCEIS team.
- Develop a process to review and adding new InfoSec/Privacy curriculum recommended by the user base. Include a vetting and approval process by the PDP workgroup team for adding new curriculum.

Resources

Division State Human Resources – Training Framework

<https://admin.sc.gov/humanresources/>

Enterprise Privacy Office – Privacy

<https://admin.sc.gov/technology/enterprise-privacy>

Division Information Security - Security

<https://admin.sc.gov/technology/information-security>

SCEIS MySCLearning Tools

<http://sceis.sc.gov/page.aspx?id=345>

Questions?

- 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.
- Additional questions regarding MySCLearning and the InfoSec & Privacy Training Framework, contact Wendy Spivey at (803) 896-5152 or email Wspivey@admin.sc.gov.