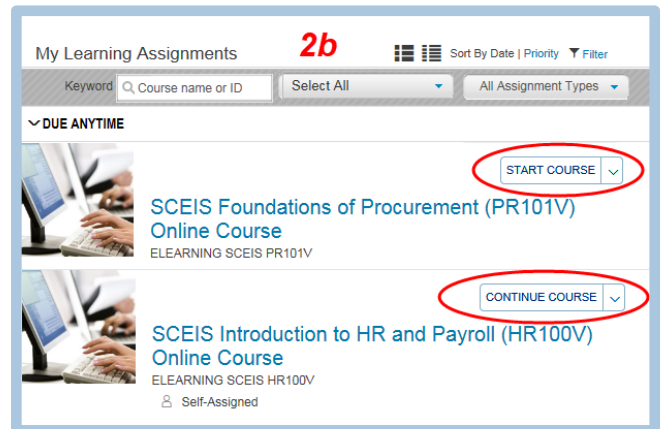# Take an Online Course in MySCLearning

1 Log in to MySCLearning and find an online course

See "Log in to MySCLearning" and "Find a Course or Collection."
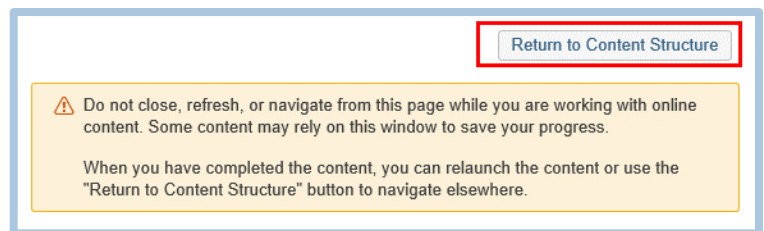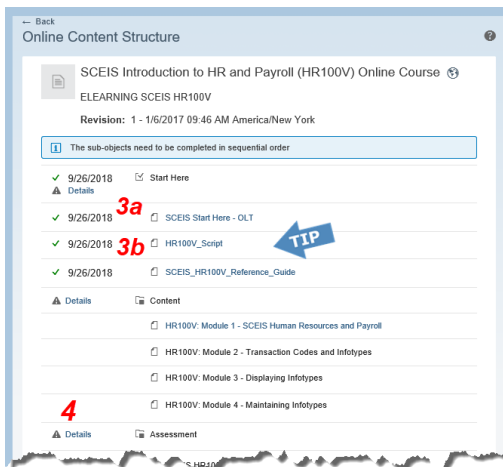
2 Start or continue an online course

a) Either: Find a new course with *Find Learning*. In the search results, click *Start Course*;

b) Or: Choose a course that's already in *My Learning Assignments*. Click *Start Course* or *Continue Course*.

2b

My Learning Assignments — Sort By Date | Priority ▼ Filter

Keyword: Course name or ID — Select All — All Assignment Types

▼ DUE ANYTIME

START COURSE

SCEIS Foundations of Procurement (PR101V) Online Course
ELEARNING SCEIS PR101V

CONTINUE COURSE

SCEIS Introduction to HR and Payroll (HR100V) Online Course
ELEARNING SCEIS HR100V
Self-Assigned

3 Complete all modules

Modules and activities are enabled in sequence.

You must do them in order.

a) Click the first link, "SCEIS Start Here."

b) When you have completed it, close its window and click *Return to Content Structure* to advance to the next element.

c) Repeat until you have completed all modules and activities.

← Back
Online Content Structure

SCEIS Introduction to HR and Payroll (HR100V) Online Course
ELEARNING SCEIS HR100V

Revision: 1 - 1/6/2017 09:46 AM America/New York

The sub-objects need to be completed in sequential order

✓ 9/26/2018 — Start Here
⚠ Details

✓ 9/26/2018 **3a** — SCEIS Start Here - OLT

✓ 9/26/2018 **3b** — HR100V_Script — TIP

✓ 9/26/2018 — SCEIS_HR100V_Reference_Guide

⚠ Details — Content

— HR100V: Module 1 - SCEIS Human Resources and Payroll

— HR100V: Module 2 - Transaction Codes and Infotypes

— HR100V: Module 3 - Displaying Infotypes

4 — HR100V: Module 4 - Maintaining Infotypes

⚠ Details — Assessment

Return to Content Structure

⚠ Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the "Return to Content Structure" button to navigate elsewhere.

TIP *Scripts and Reference Guides are usually PDFs that you can download or print.*

TIP *If you get interrupted, you can pick up where you left off. In* My Learning Assignments, *click* Continue Course.

4 Complete the final tasks

See "Assessment, Evaluation and Certificate" for step-by-step instructions to complete your course and get your certificate.