

LOG IN/LOG OUT OF SCEIS CENTRAL



QUICK REFERENCE CARD

This Quick Reference Card provides information on how to log in and log out of SCEIS Central.

PROCESS

SCEIS Central is a web-based portal where employees can view and maintain selective data about themselves in the Employee Self-Service (ESS) module. Managers can view and maintain selective data associated with their employees in Manager Self-Service (MSS).

Log in to SCEIS Central

1. To access SCEIS Central, type <https://sceiscentrallogin.sc.gov> in your web browser.
2. On the Login Step 1 screen, in the User name field, enter your **SCEIS user ID**.
3. In the Password field, enter your **SCEIS password**.
4. Click the **Log On** button.

A screenshot of the SCEIS Central login page. The page has a dark blue background with a white header area. On the left, there is the SCEIS logo and the text "SC ENTERPRISE INFORMATION SYSTEM THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION". The main content area is titled "Login Step 1" and contains two input fields: "User name" and "Password". Below these fields is a blue "Log On" button. At the bottom, there are links for "Password Management Instructions" and "Manage Your SCEIS Password". Red boxes highlight the input fields and the "Log On" button.

5. If your agency is using two-factor authentication, choose an authentication method.

A screenshot of the SCEIS Central authentication method selection screen. The page has a light blue background. On the left, there is the SCEIS logo and the text "SC ENTERPRISE INFORMATION SYSTEM THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION". Below the logo are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". The main content area is titled "Choose an authentication method" and contains two options: "Call Me" with a green button and "Bypass Code" with a green button. At the bottom, there is the text "Powered by Duo Security".

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6. On the Login Step 2 screen, in the User field, enter your **SCEIS user ID**.
7. In the Password field, enter your **SCEIS password**.
8. Check the box beside "Check here to login and accept the Terms & Conditions."
9. Click the **Log On** button.

Password Management

The **Password Management Instructions** hyperlink directs you to instructions on managing your SCEIS password.

The **Manage Your SCEIS Password** hyperlink directs you to the site where you can change your password or get a new password if you have forgotten yours.

The screenshot shows the "Login Step 2" interface. A red box highlights the "User" and "Password" input fields. Another red box highlights the checkbox for "Check here to login and accept the Terms & Conditions". A third red box highlights the "Log On" button. A fourth red box highlights the hyperlinks for "Password Management Instructions" and "Manage Your SCEIS Password".

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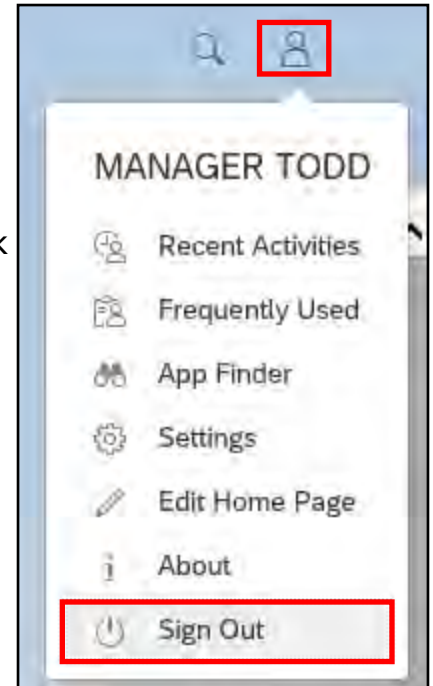
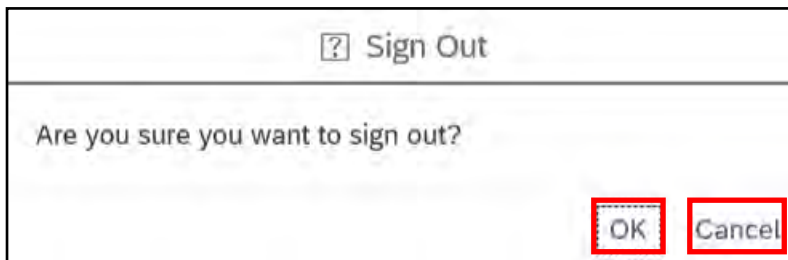


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Log out of SCEIS Central

1. In the top right corner of the screen, click the **Person icon**.
2. Click the **Sign Out** button.
3. In the Sign Out pop-up window, click **OK** to sign out. Click **Cancel** to stay logged in.



If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #2. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**