Registration Instructions for LP Trainings Through sccLearn

NOTE: There are several ways to get to sccLearn. Below are only 2.

1. **Launch** Internet Explorer. According to ISD the preferred browser is **MS Internet Explorer**—not Google Chrome, not Mozilla Firefox.

2. **Click** on the hyperlink to go to sccLearn [http://scclearn.sccgov.org](http://scclearn.sccgov.org), or copy and paste the URL you just copied into the address bar in a new browser window.

3. Click on **I AGREE** blue button on the SCCLEARN ONLINE USAGE AGREEMENT web page.
4. You should be taken directly to the Learning Partnership Training Homepage that looks like the screen shot below.

There are numerous ways to “Search & Register” for an “Activity/Training”. We recommend either Option A click on Training Calendar on the lower left to search by training date(s), or Option B click on the magnifying glass on the upper right to “Search and Register”.

5. For example, if you want to register for the following training:
6. **Click** on the magnifying glass on the upper RT to “Search and Register”.

7. **Type** in the search field only the two keywords of the training title, “wrap refresher” then hit the “**Enter**” key on your keyboard.

8. A new window will open with your search results.

9. **Click** on the blue training **title** that you want to register for.
10. A new window to the selected training will open.

11. **Click** on the blue **REGISTER** button.

12. A new window to register for the training will open:
13. **Click** inside ALL the circle and square radio buttons to select.

14. **Click** on the blue **SUBMIT** button.

15. A new window will open to confirm your registration. You should see a blue **REGISTERED** rectangle.

16. **Click** on **OPTIONS** button if you want to: (Note: Options may vary)
   - Register
   - Cancel registration
   - Diploma
   - Print
17. **Click** on DONE button will take you back to LP Training homepage:

OR
18. You should get an e-mail in your County Outlook Inbox from DoNotReply@isd.sccgov.org (ISD) confirming the Activity/Training(s) you registered for. You will get an email for each day of the training; if the training is a 3 day training you will get 3 separate emails.
Learning & Employee Development (LED) has created the following “Learner Support Materials” to get you started with sccLearn:

- Quick Reference Guides (QRG’s)
- sccLearn Videos
- 7 page FAQs document
- LED’s sccLearn Learner Support Web Page
- Short Navigating sccLearn online course in sccLearn to learn more and experience completing a course in the system.

Technical Assistance
Contact the TechLink Center (TLC) Help Desk for assistance:
Email: TLC@isd.sccgov.org
Phone: 1 (408) 918-7000
Submit IT Support Request Ticket—only available on the County’s Intranet via Connect.

Check back often as LED continues to add Learner Support Materials.

LED sccLearn Learner Support Web Page

New sccLearn is live!...
NOTE: According to the County Technology Services and Solutions (TSS) training flyers—which include presenters’ bios—will not be posted at sccLearn for now. Therefore, if you wish to view the flyer for LP Trainings you will need to go to www.sccbhsd.org/training and click on the “This Month’s Trainings” card image to access the flyers by clicking on the hyperlinked training course title. Below is a screen shot of the LP Training homepage.