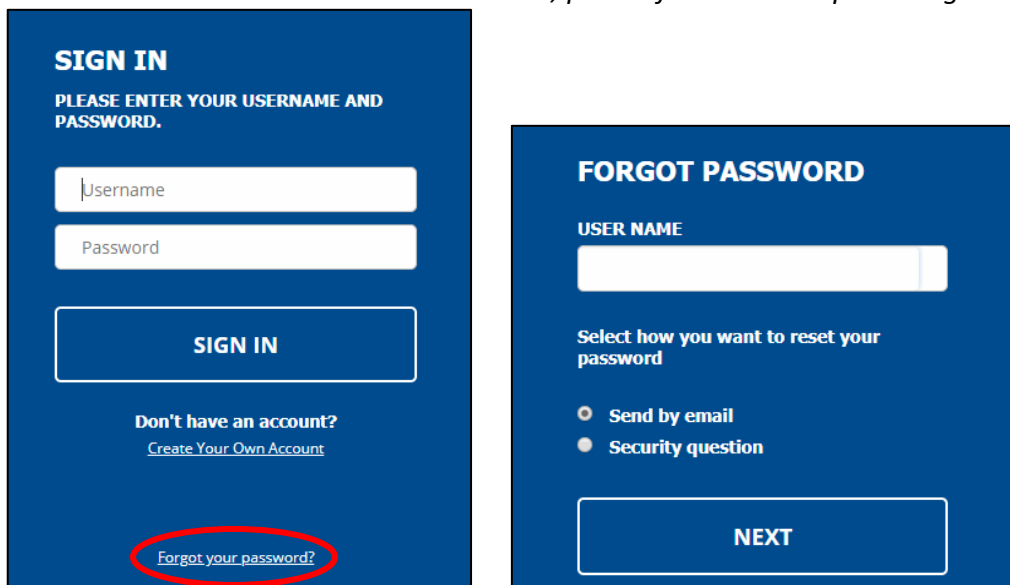


This guide will show you, a **County Partner** (External User), how to create an account and access sccLearn. For assistance, please contact: TechLink Center at TLC@isd.sccgov.org or (408) 918-7000.

If you are a Santa Clara County employee, or an intern, please refer to your specific guide (i.e.; Access sccLearn-County Employee, Court/Library, Extension).

Access sccLearn as a County Partner

- 1) Open an internet browser (i.e.; Internet Explorer) and in the URL, at the top of the page, type "<http://www.sccgov.org/sccLearn-partner>", press **ENTER**.
- 2) A sign-in prompt appears – type in your Username and desktop password, then click **SIGN IN**.
Note: Your Username is your full business email address. If this is your first time in the system, you will need to create an account. To do so, please follow the steps on Page 3.



The image shows two screenshots of the sccLearn interface. The left screenshot is the 'SIGN IN' screen, which has a dark blue background. It contains the text 'SIGN IN' at the top, followed by 'PLEASE ENTER YOUR USERNAME AND PASSWORD.' Below this are two white input fields: 'Username' and 'Password'. A white 'SIGN IN' button is centered below the fields. At the bottom, there is a link that says 'Don't have an account? Create Your Own Account'. A red circle highlights the link 'Forgot your password?' at the bottom of the screen. The right screenshot is the 'FORGOT PASSWORD' screen, also with a dark blue background. It has the text 'FORGOT PASSWORD' at the top, followed by 'USER NAME' and a white input field. Below that, it says 'Select how you want to reset your password' and has two radio button options: 'Send by email' and 'Security question'. A white 'NEXT' button is at the bottom.

Note: If you have forgotten your password, click the "Forgot your password?" link to reset and follow the steps on Page 2. Otherwise, please move on to Step 3.

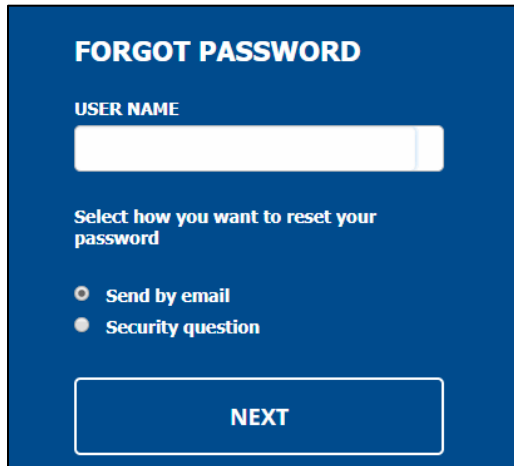
3) You will be taken to the sccLearn Homepage.



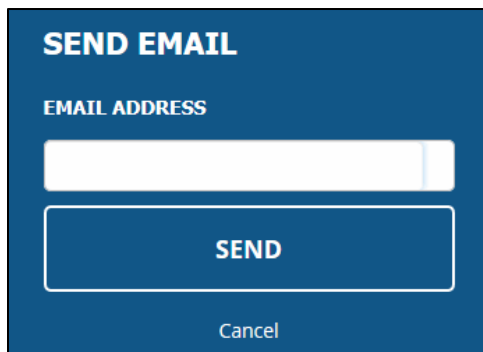
How Do I... Access sccLearn (County Partner)?

Forgot password

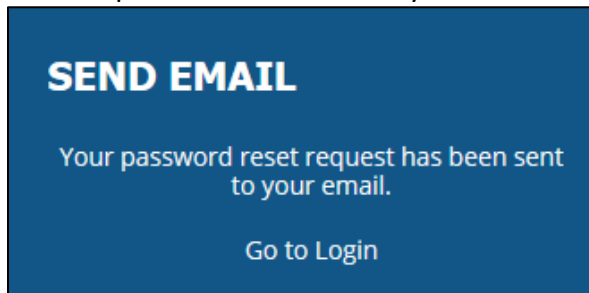
- 1) Enter your Username, select "Send by email", and click **NEXT**.



- 2) The "Send Email" screen appears. Verify the email address is the one linked to your account.

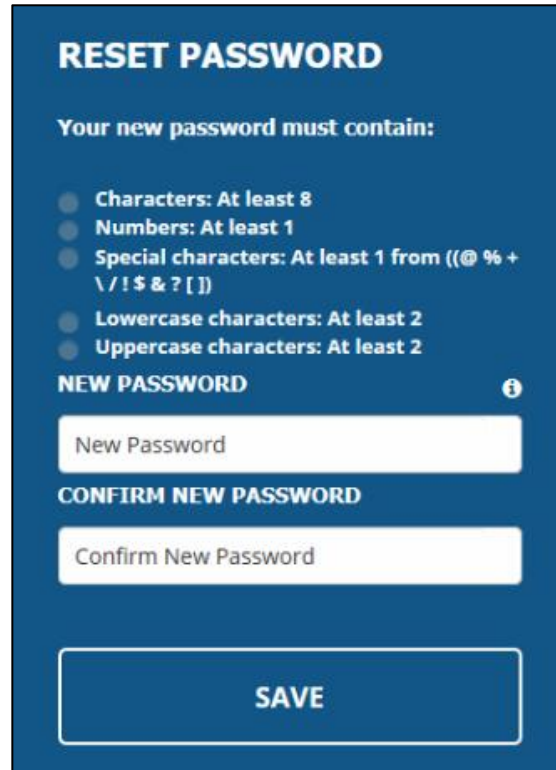
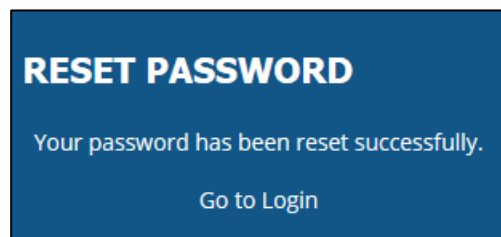


- 3) A notification appears: "Your password reset request has been sent to your email".



- 4) Check your inbox for an email, with a link, to reset your password. Click the link.

- 5) Create a new password following the criteria requested and click **SAVE**.

- 6) You will be taken to the **sccLearn Homepage**.



Access sccLearn (County Partner)?

How Do I...

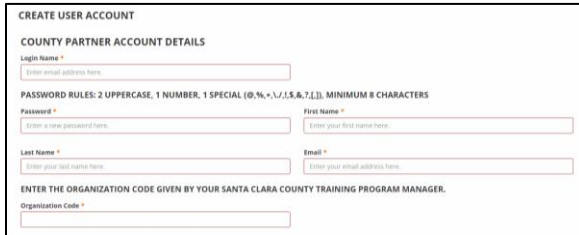
Create an sccLearn Account

You should have received an email from your County contact with an **Organization Code**. Please contact them for details.

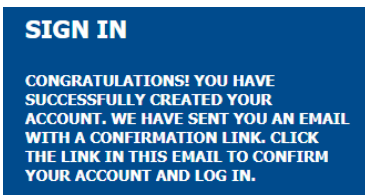
1) Open an internet browser (i.e.; Internet Explorer) and navigate to:

<http://www.sccgov.org/sccLearn-partner>

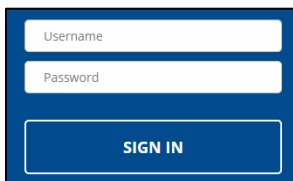
2) A **Create User Account** prompt appears. Provide the requested info. Use your full business email address, for your **Login Name**.



3) Click **SAVE**. You will receive a notification.



4) Type in your **Username** and **Password**, and click **SIGN IN**.

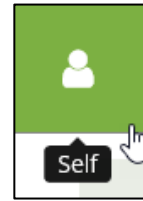


5) The **sccLearn Homepage** will appear.

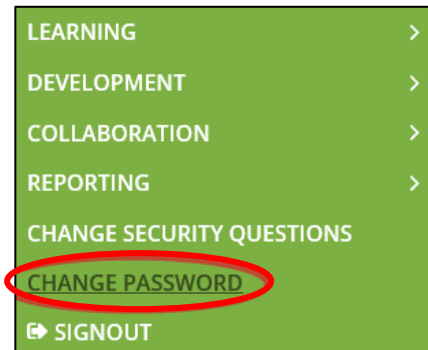


Change your password

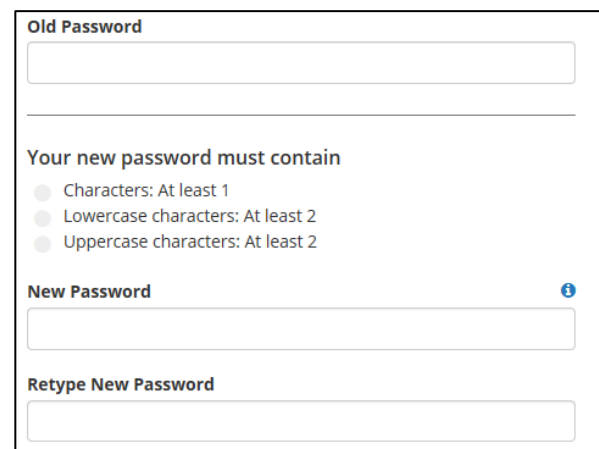
1) Select **SELF**.



2) Select **Change My Password**.



3) Provide the requested information (i.e.; your old password, new password).



4) Then press **CHANGE PASSWORD**.



5) To return to the Homepage, click on the **sccLearn Logo** on the Header.

