

# sccLearn Quick Reference Guide

This guide will show you, as a County employee, how to access sccLearn when you are at work (on your County device) or offsite (outside of the County network or on your personal device).

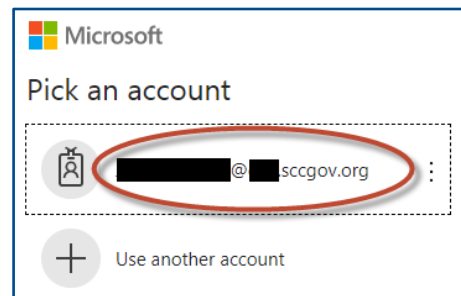
*Note: Santa Clara County Library employees should refer to the [Access sccLearn as a Library Employee guide](#).*

## [From Your Work Computer \(Using Single Sign-On Feature\)](#)

**1)** Open an internet browser (i.e. Internet Explorer) and in the address bar, at the top of the page, type “<http://scclearn.sccgov.org>”, press **ENTER**.

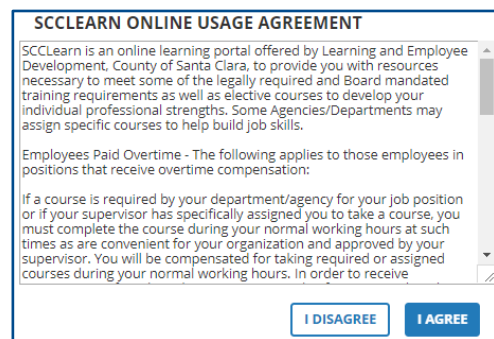
**Note:** Save this link as a favorite/bookmark, so you can quickly access it again.

**2)** If you are not taken directly to the sccLearn Homepage, a Microsoft prompt will appear – select, or type in, your full work email address.

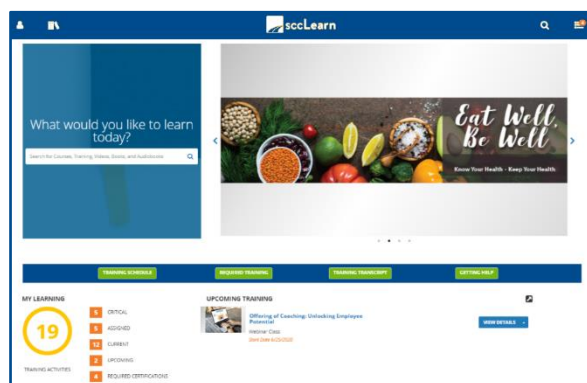


**3)** An *Online Usage Agreement* window will appear – please read the text and select a response.

**Note:** If you select “I DISAGREE,” you will not be allowed to access sccLearn.



**4)** You will be taken to the **sccLearn Homepage**.



Access sccLearn (County Employee)?

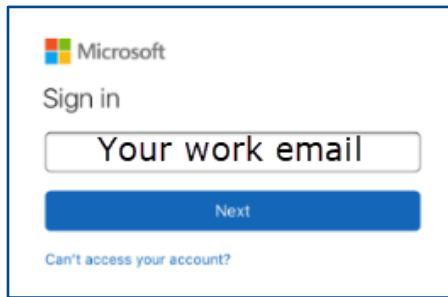
How Do I...

**From a Non-County Device or Network**

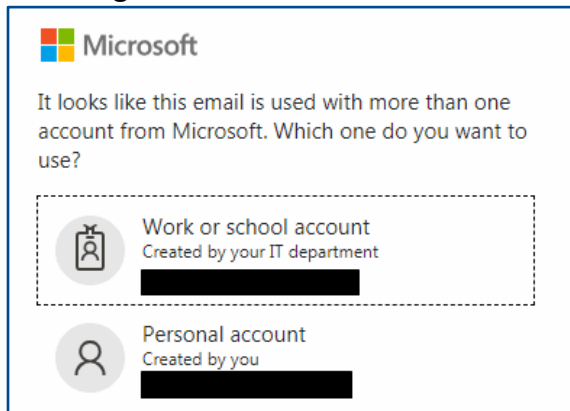
A one-time setup of Multi-Factor Authentication (MFA) is required. The [Multi-Factor Authentication Setup Guide](#) explains the process and the [Multi-Factor Authentication FAQ Guide](#) provides answers to commonly asked questions.

- 1) Open an internet browser (i.e. Internet Explorer) and in the address bar, at the top of the page, type:  
**http://scclearn.sccgov.org**, press **ENTER**.

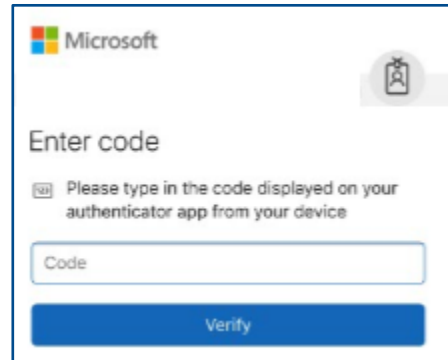
- 2) A Microsoft sign-in prompt appears – type in your work email address and click “Next”.



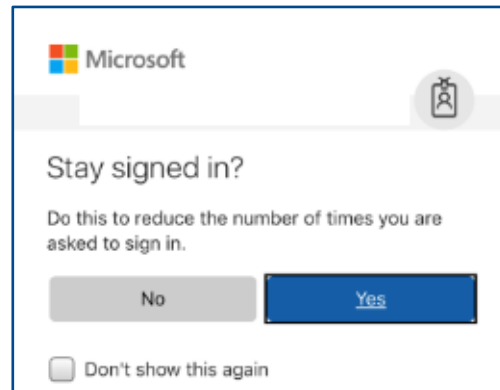
- 3) If necessary, select your work email address, enter your desktop password and click “Sign in”.



- 4) Enter the verification code provided (i.e. via phone call, text, or authenticator app).



- 5) Select “NO”.



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

