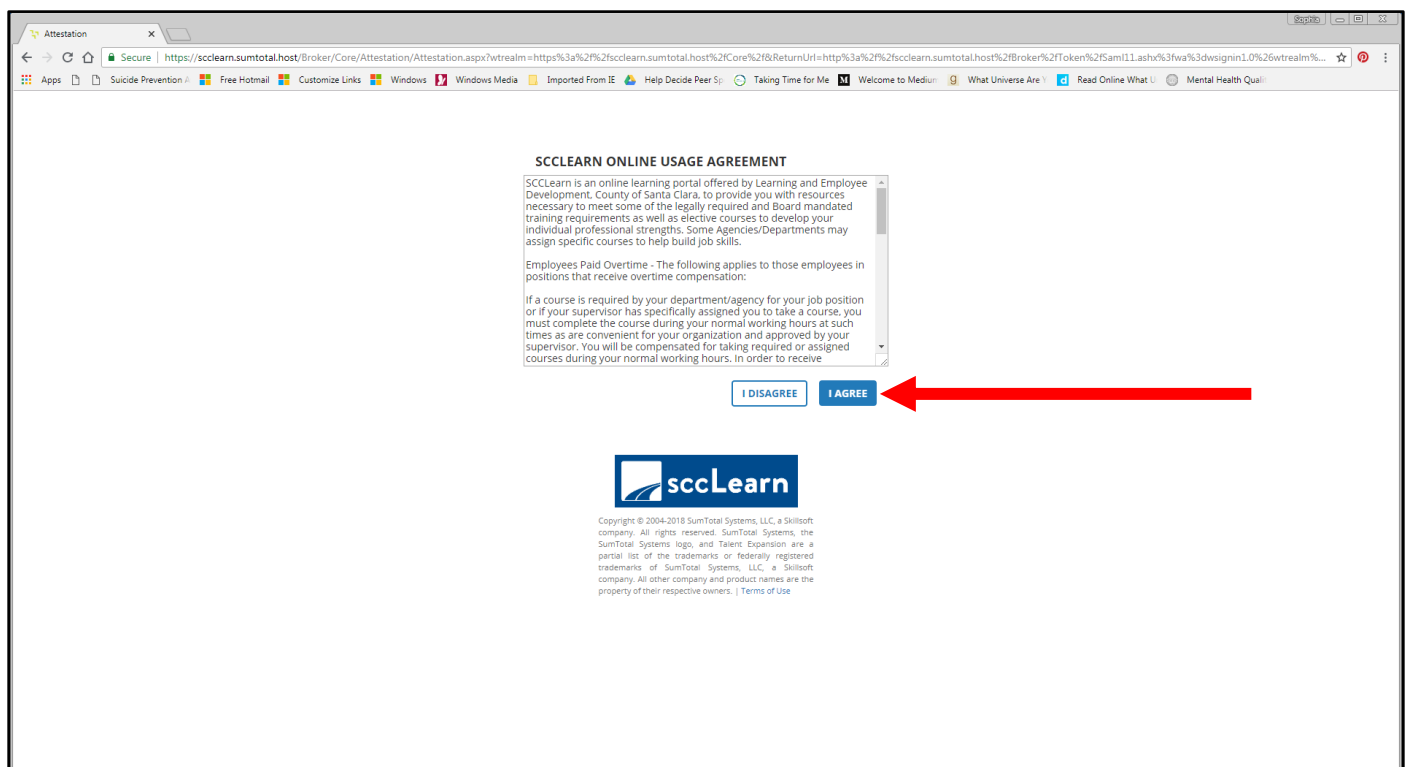


Registration Instructions for LP Trainings Through



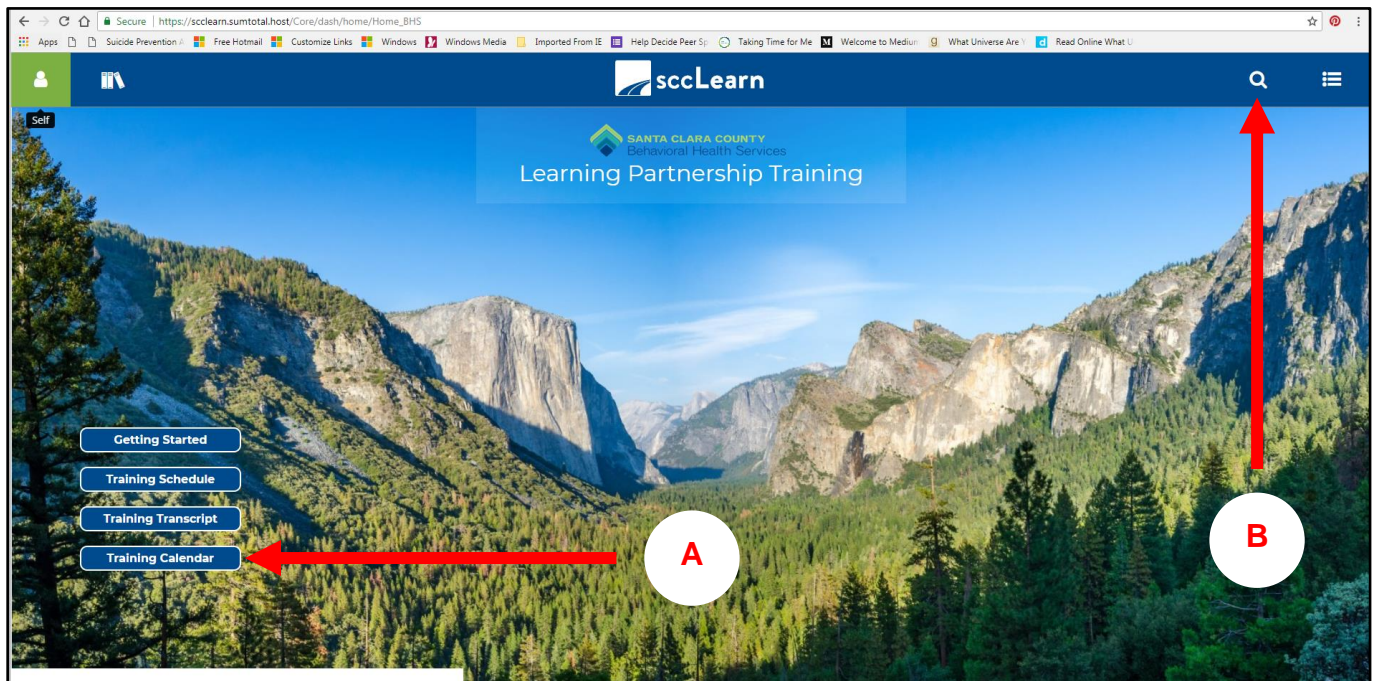
NOTE: There are several ways to get to sccLearn. Below are only 2.

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>, 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.

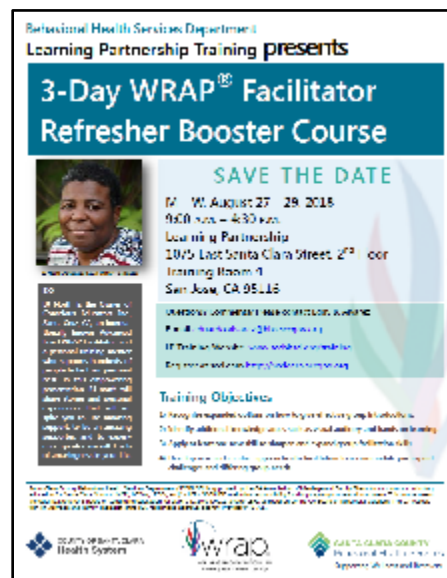


4. You should be taken directly to the Learning Partnership Training Homepage that looks like the screen shot below.

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”.

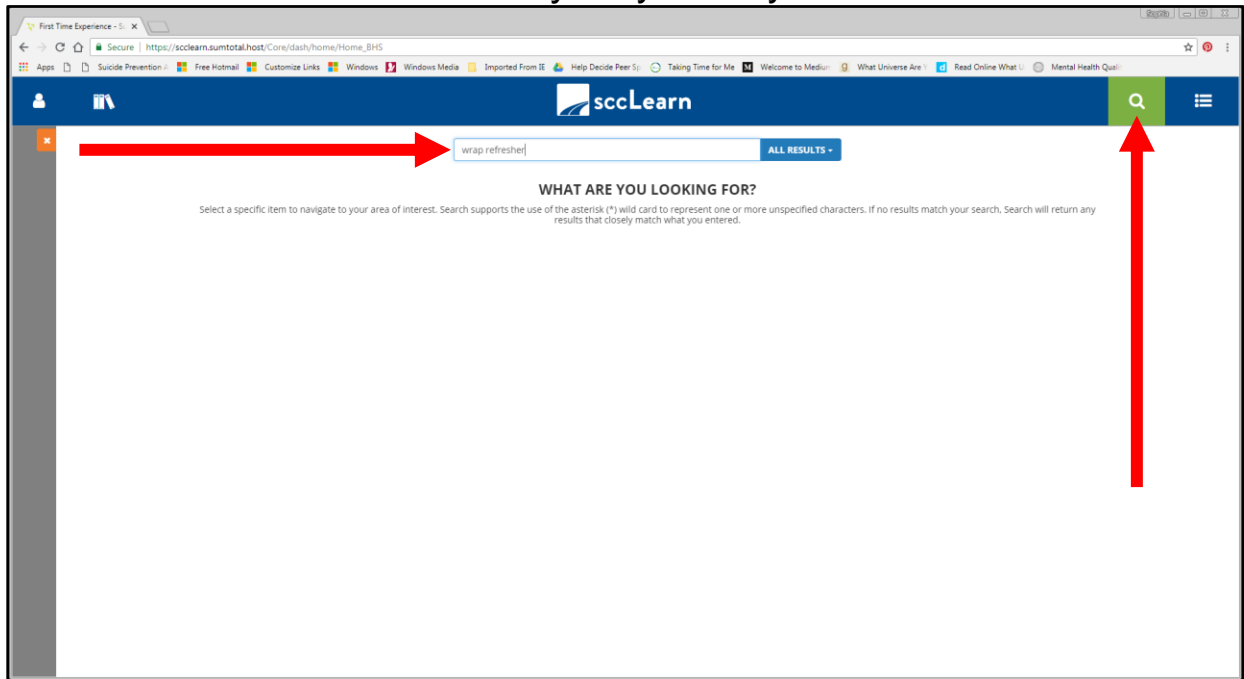


5. For example, if you want to register for the following training:



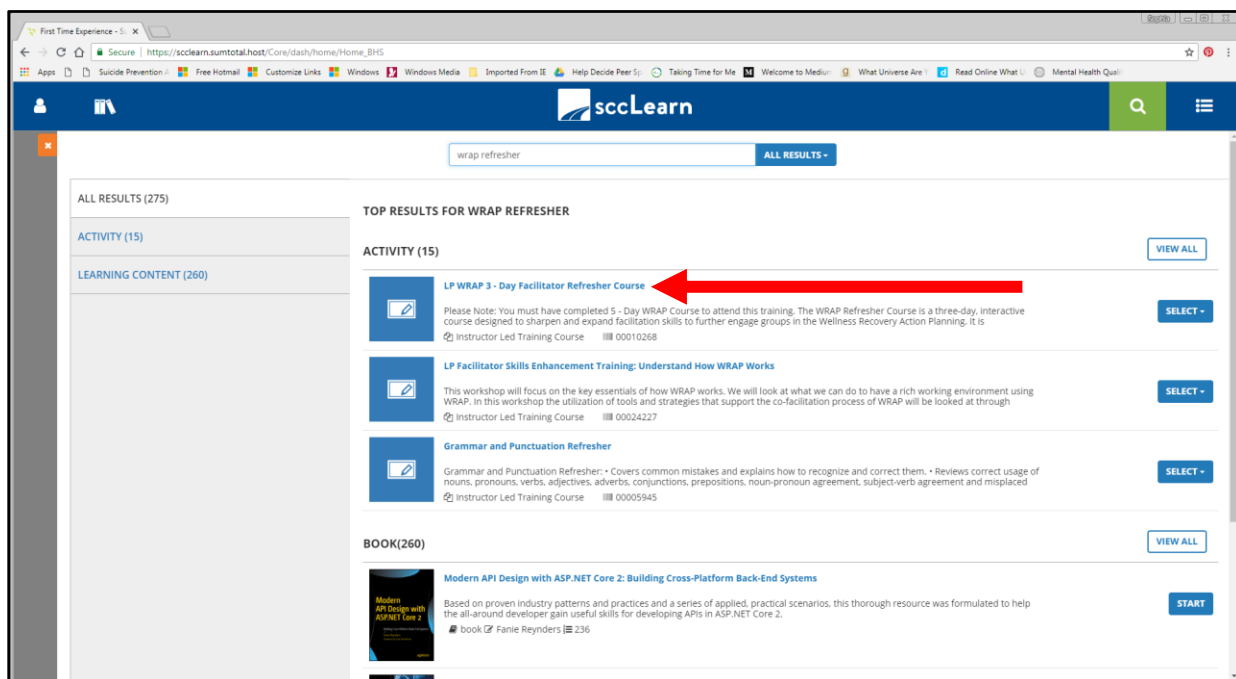
6. **Click** on the magnifying glass on the upper RT to “Search and Register”.

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



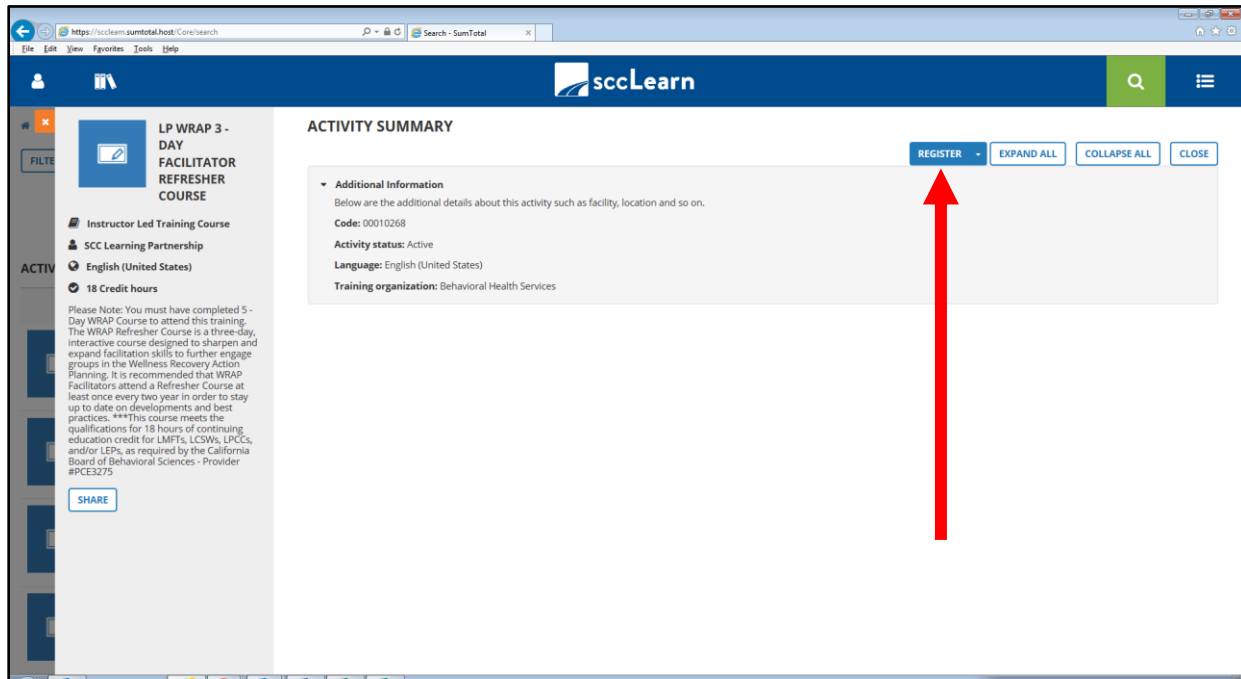
8. A new window will open with your search results.

9. **Click** on the blue training **title** that you want to register for.

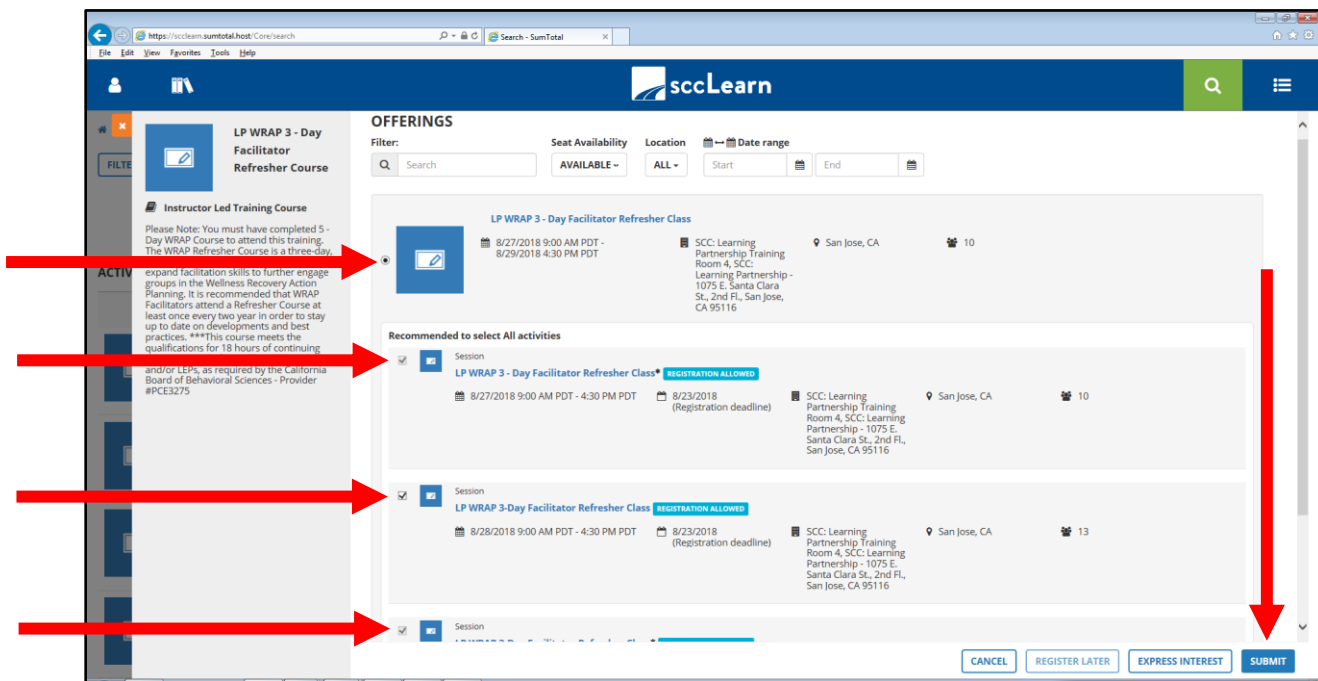


10. A new window to the selected training will open.

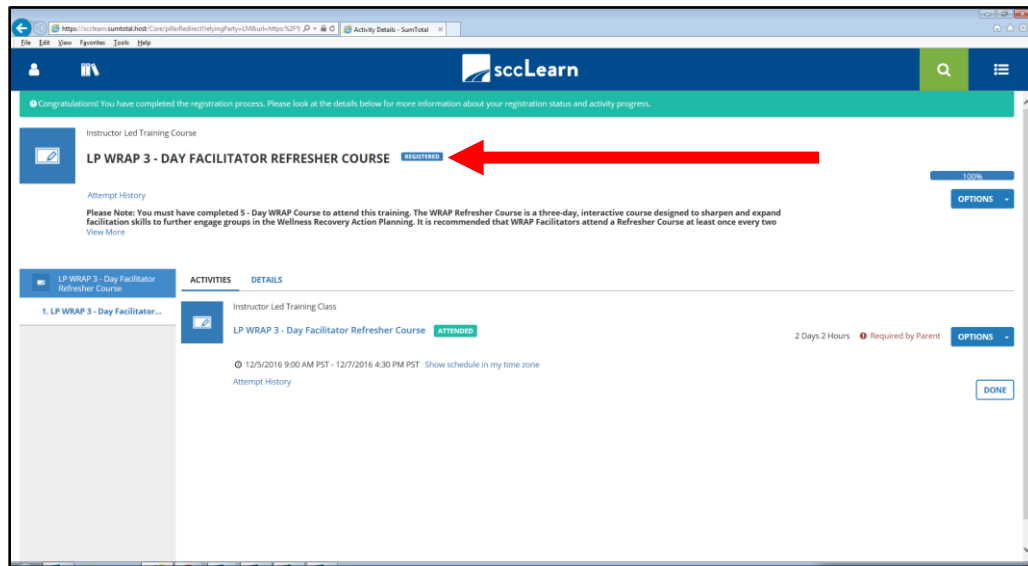
11. Click on the blue **REGISTER** button.



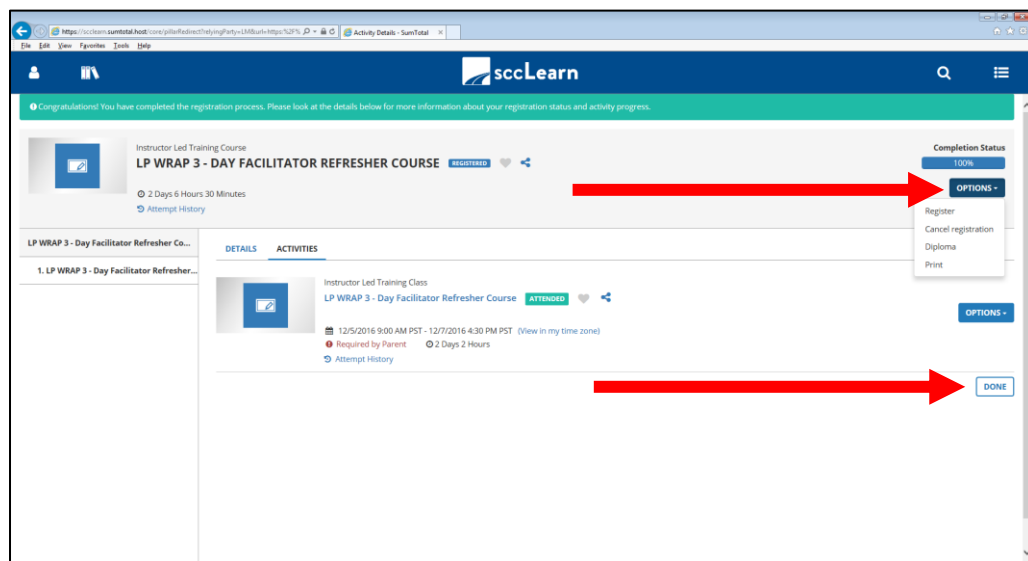
12. A new window to register for the training will open:



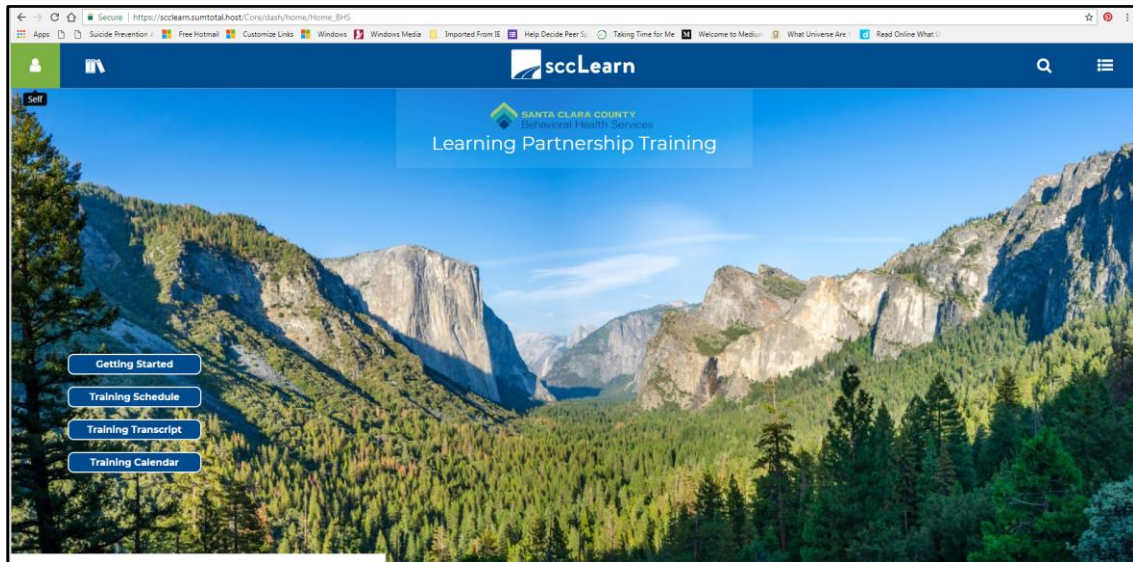
13. **Click** inside ALL the circle and square radio buttons to select.
14. **Click** on the blue **SUBMIT** button.
15. A new window will open to confirm your registration. You should see a blue **REGISTERED** rectangle.



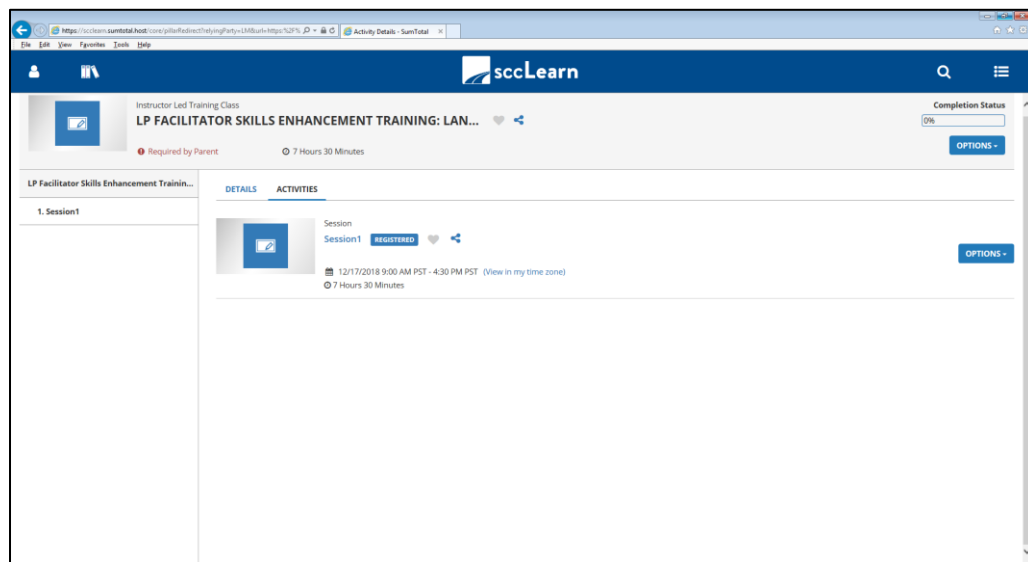
16. **Click** on **OPTIONS** button if you want to: (**Note:** Options may vary)
 - Register
 - Cancel registration
 - Diploma
 - Print



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.

FILE MESSAGE

Ignore Delete Reply Reply All Forward Meeting IM More

CV&F-Kidscope To Manager Done Create New

Rules OneNote Move Actions

Assign Mark Categorize Follow Up

Policy Unread Tags

Translate Find Related Select Zoom

Zoom

Wed 6/6/2018 2:55 PM

DoNotReply@isd.sccgov.org

Registered for Session1

To: Huang, Sophia


Retention Policy: 02 Year Delete (Default) (2 years)

Expires: 6/5/2020

Archive: 6/5/2023

Message Calendar Invite for Activity Session1.ics (2 KB)

Bing Maps

 sccLearn
Your Path to Learning

Sophia Huang,
Your registration is confirmed for Offering of LP Facilitation Mentoring Training: Engaging Participants. See below for details.

Activity name: Session1
Start date: 6/8/2018 9:00:00 AM PDT
End date: 6/8/2018 4:30:00 PM PDT
Location: SCC: Learning Partnership - 1075 E. Santa Clara St., 2nd Fl., San Jose, CA 95116, Location: SCC: Learning Partnership - 1075 E. Santa Clara St., 2nd Fl., San Jose, CA 95116
Facility: SCC: Learning Partnership - 1075 E. Santa Clara St., 2nd Fl., San Jose, CA 95116
City: San Jose
State: CA
Country: USA

General Information

- To access sccLearn (and drop course if needed):
 - County Employees: <http://scclearn.sccgov.org>
 - Courts/Library Employees: www.sccgov.org/scclearn-employee
 - Partner Users: www.sccgov.org/scclearn-partner
 - Extension Users: www.sccgov.org/scclearn-extension
- Approval: Learners are responsible for obtaining manager/supervisor approval for all registration plans and changes.
- Learner Support Resources: [sccLearn Quick Reference Guides, video demonstrations, and FAQs](#)
- Technical Support: TechLink Center (TLC) - (408) 918-7000 or tlc@isd.sccgov.org
- For SSA Employees: [SSA Staff Development and Training](#)

Please DO NOT respond to this email, as this mailbox is not monitored.



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

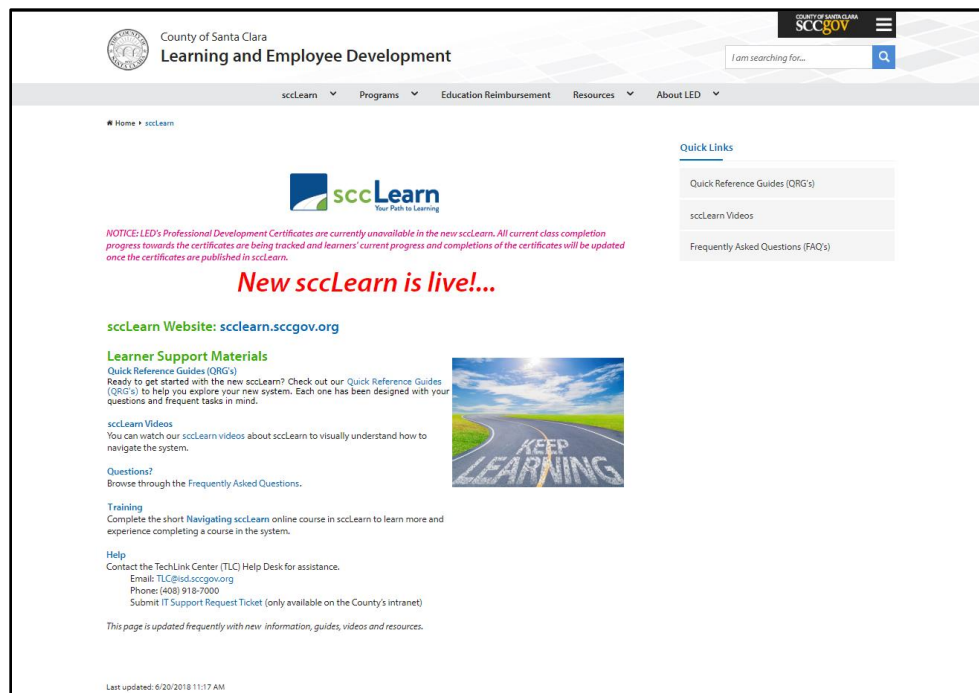
Phone: 1 (408) 918-7000

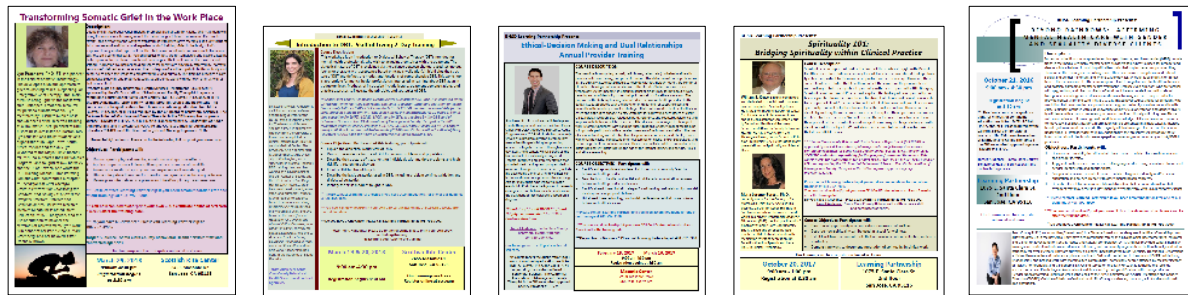
Submit IT Support Request Ticket—only available on the County's Intranet via Connect.

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

LED sccLearn Learner Support Web Page

<https://www.sccgov.org/sites/led/scclearn/pages/home.aspx>





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.

Learning Partnership Training

The Behavioral Health Services Department's (BHSD) Learning Partnership Division is partnering with the Substance Use Treatment Services (SUTS) to provide exceptional trainings. The trainings are free for Santa Clara County employees and Behavioral Health Services Department contractors who register for our trainings.

The Learning Partnership Training's Website: www.sccbhsd.org/training

Please click on the "LP Training Handouts" below to access the current month's training handouts.

***** NEW *** Just Released Learning Partnership Training FALL 2018 Catalog *****

Click on image to access catalog.

[Learning Partnership Catalog](#)

[LP Training Handouts](#)

[This Month's LP Trainings](#)