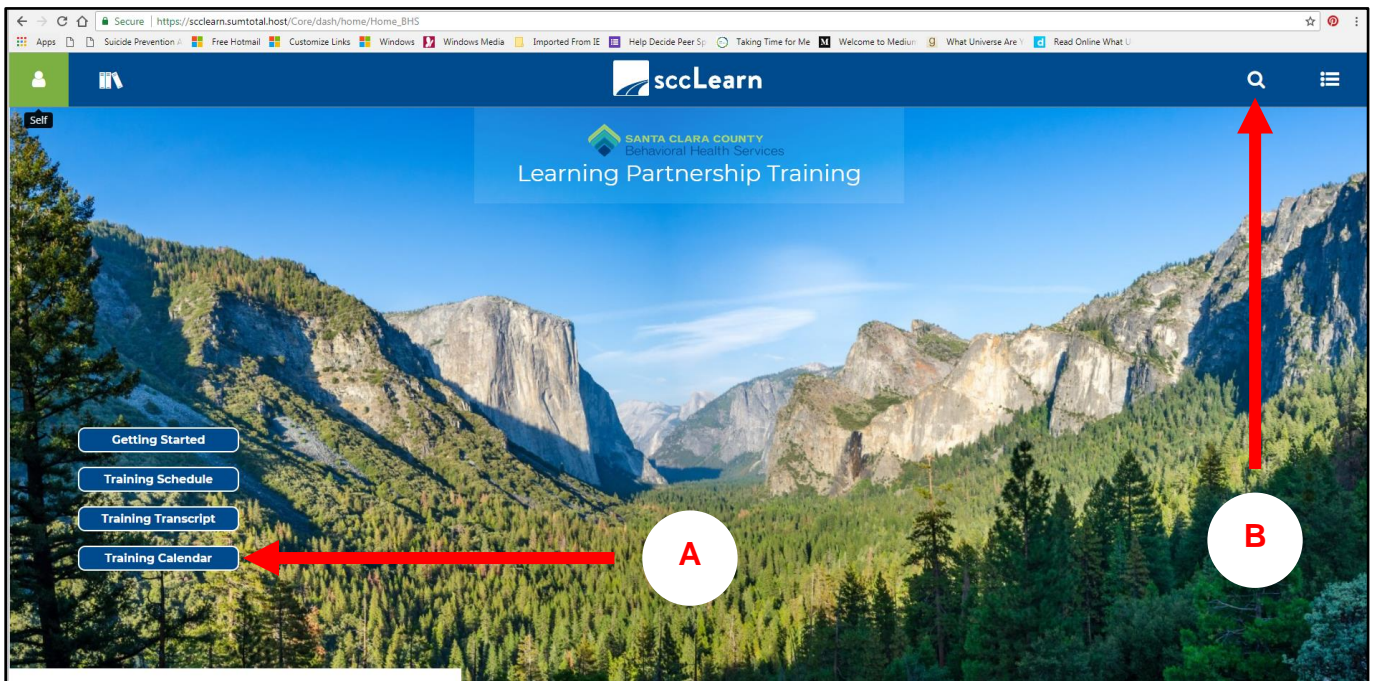


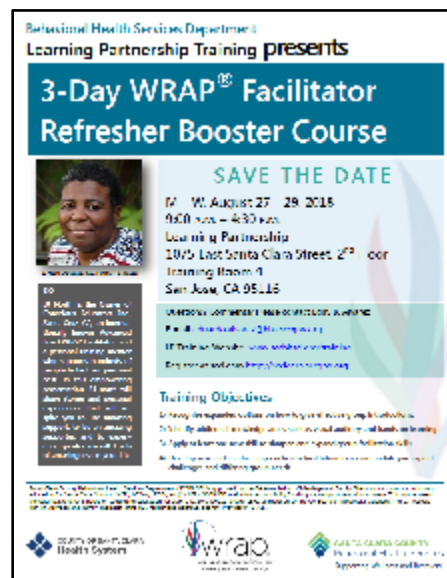


4. You should be taken directly to the Learning Partnership Training Homepage that looks like the screen shot below.

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”.

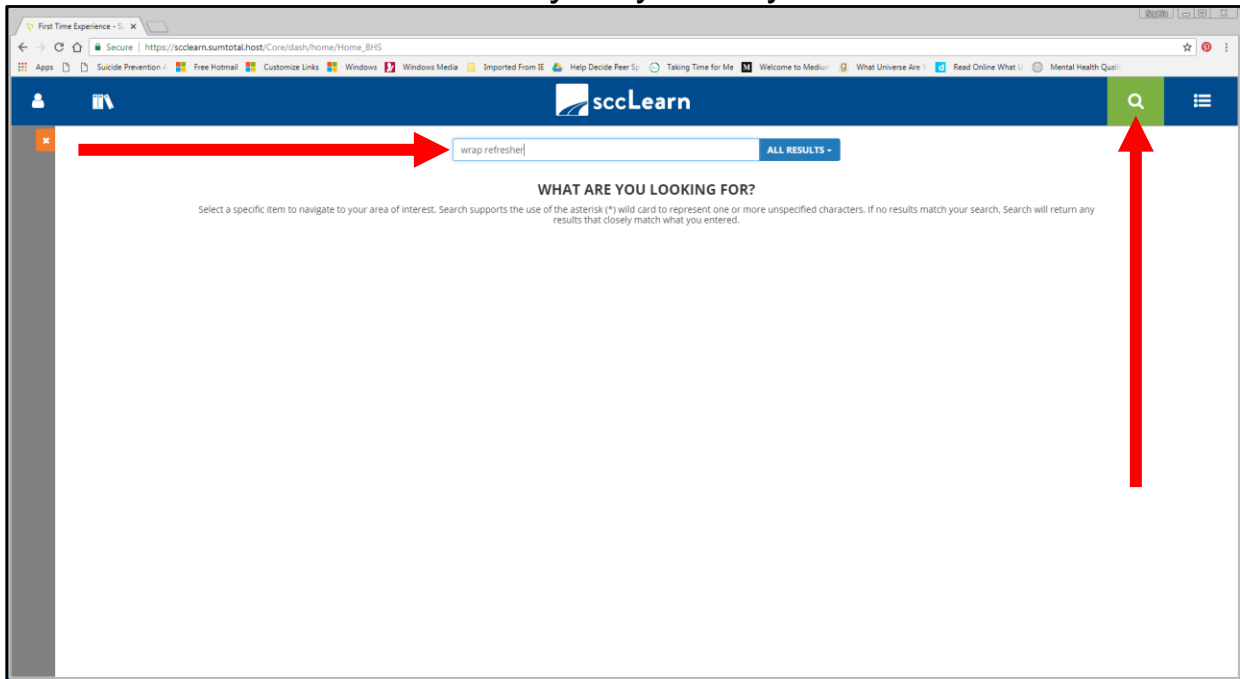


5. For example, if you want to register for the following training:



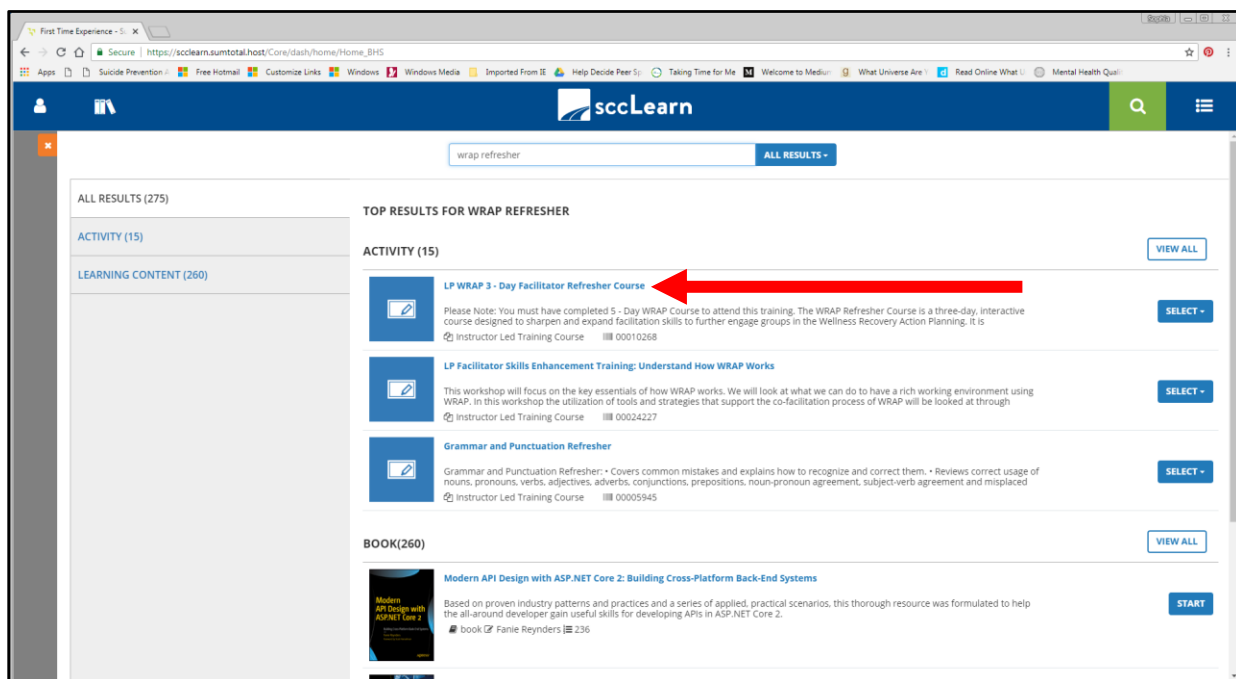
6. **Click** on the magnifying glass on the upper RT to “Search and Register”.

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



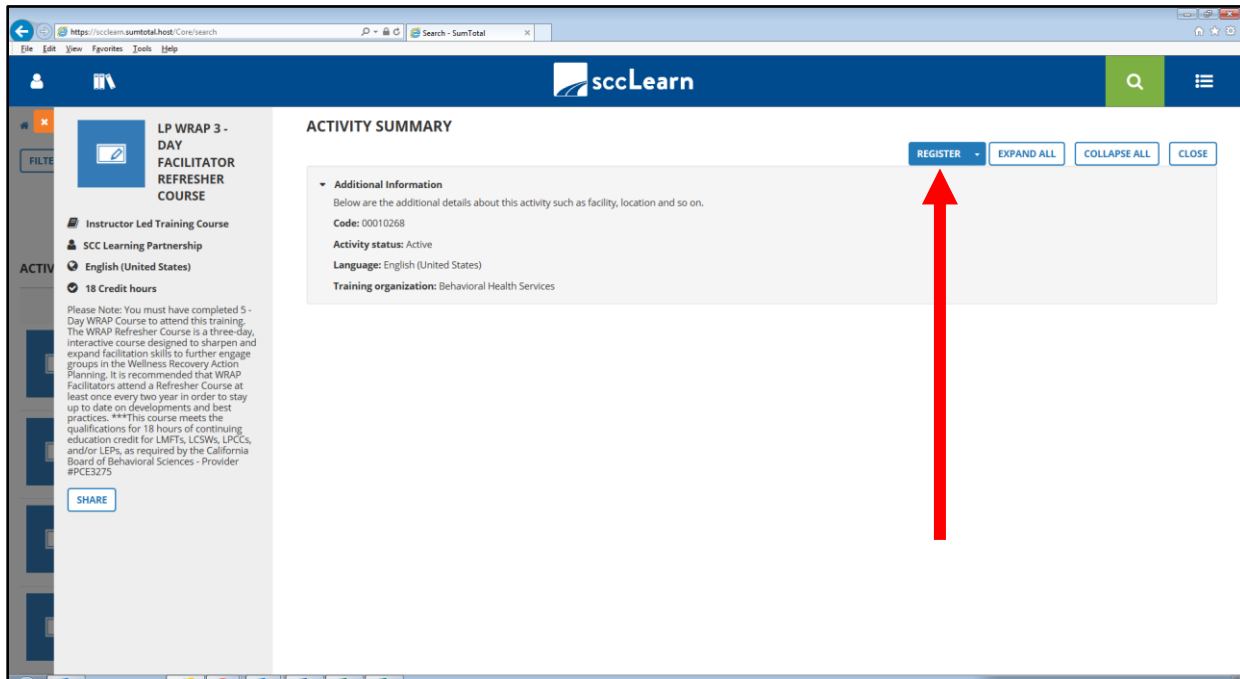
8. A new window will open with your search results.

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

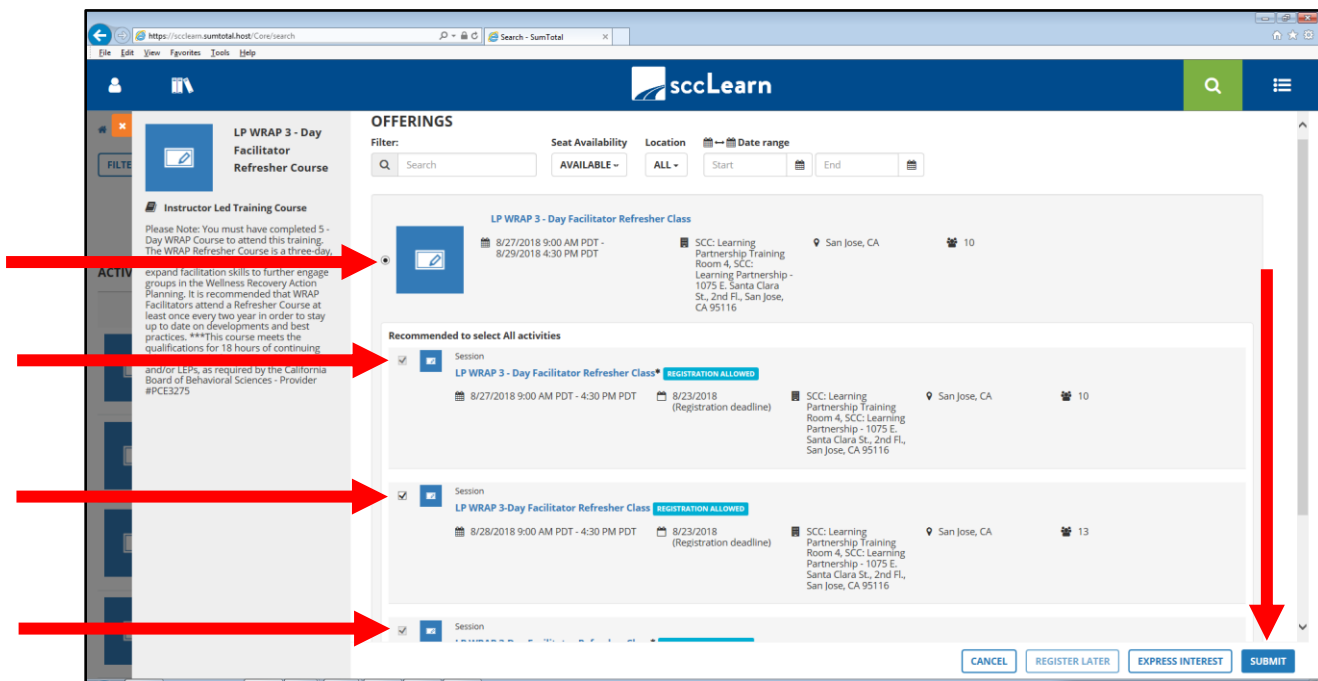


10. A new window to the selected training will open.

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



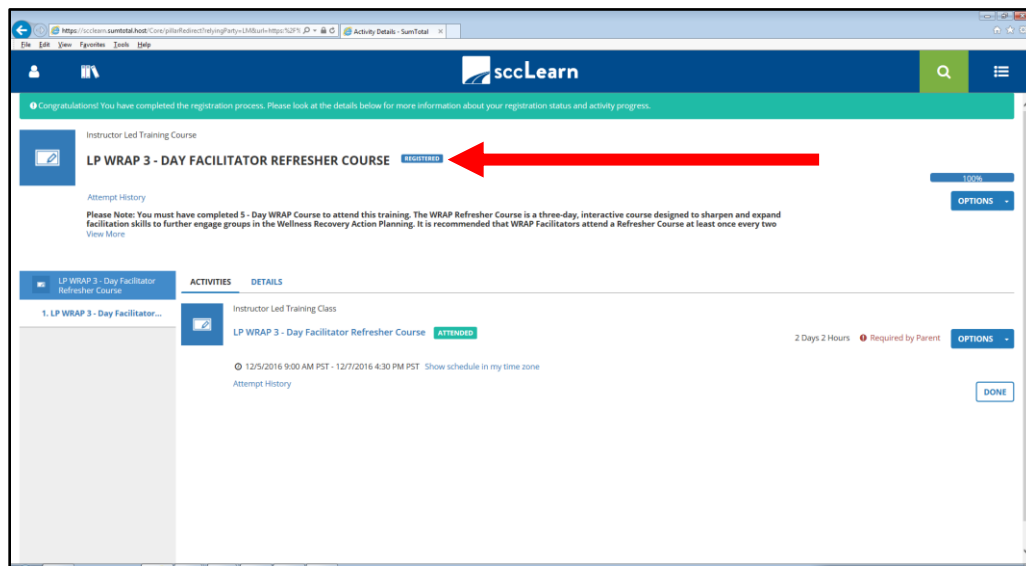
12. A new window to register for the training will open:



13. **Click** inside ALL the circle and square radio buttons to select.

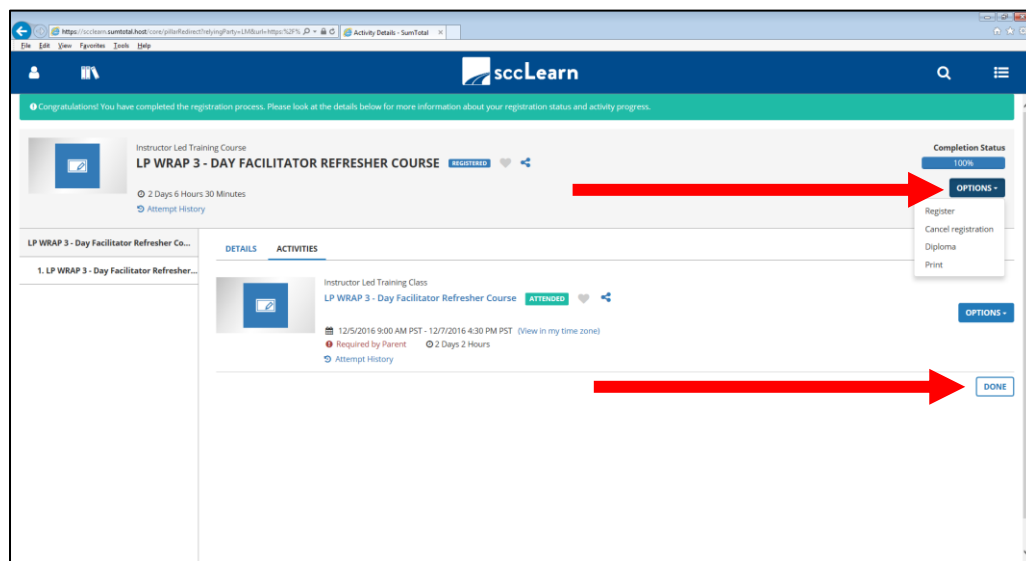
14. **Click** on the blue **SUBMIT** button.

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

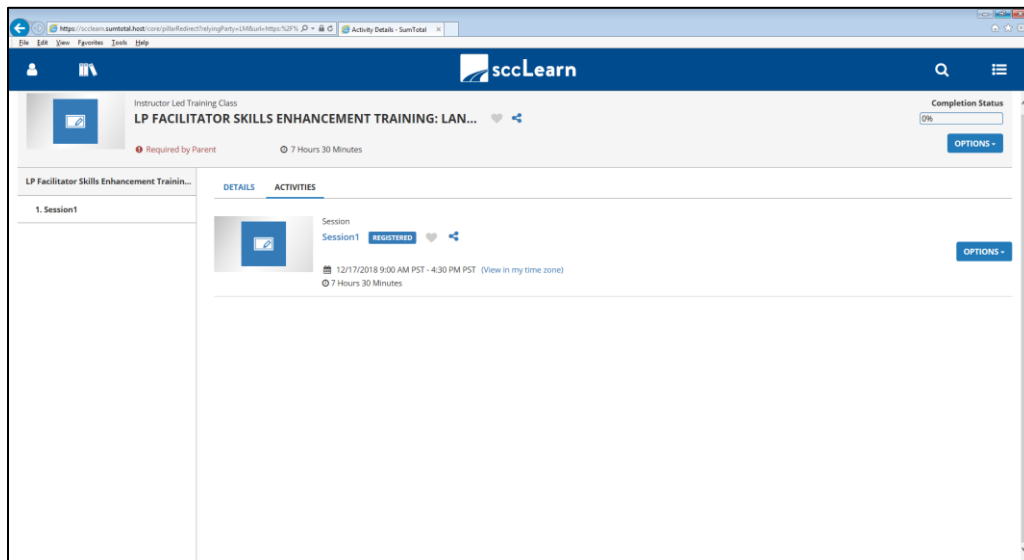




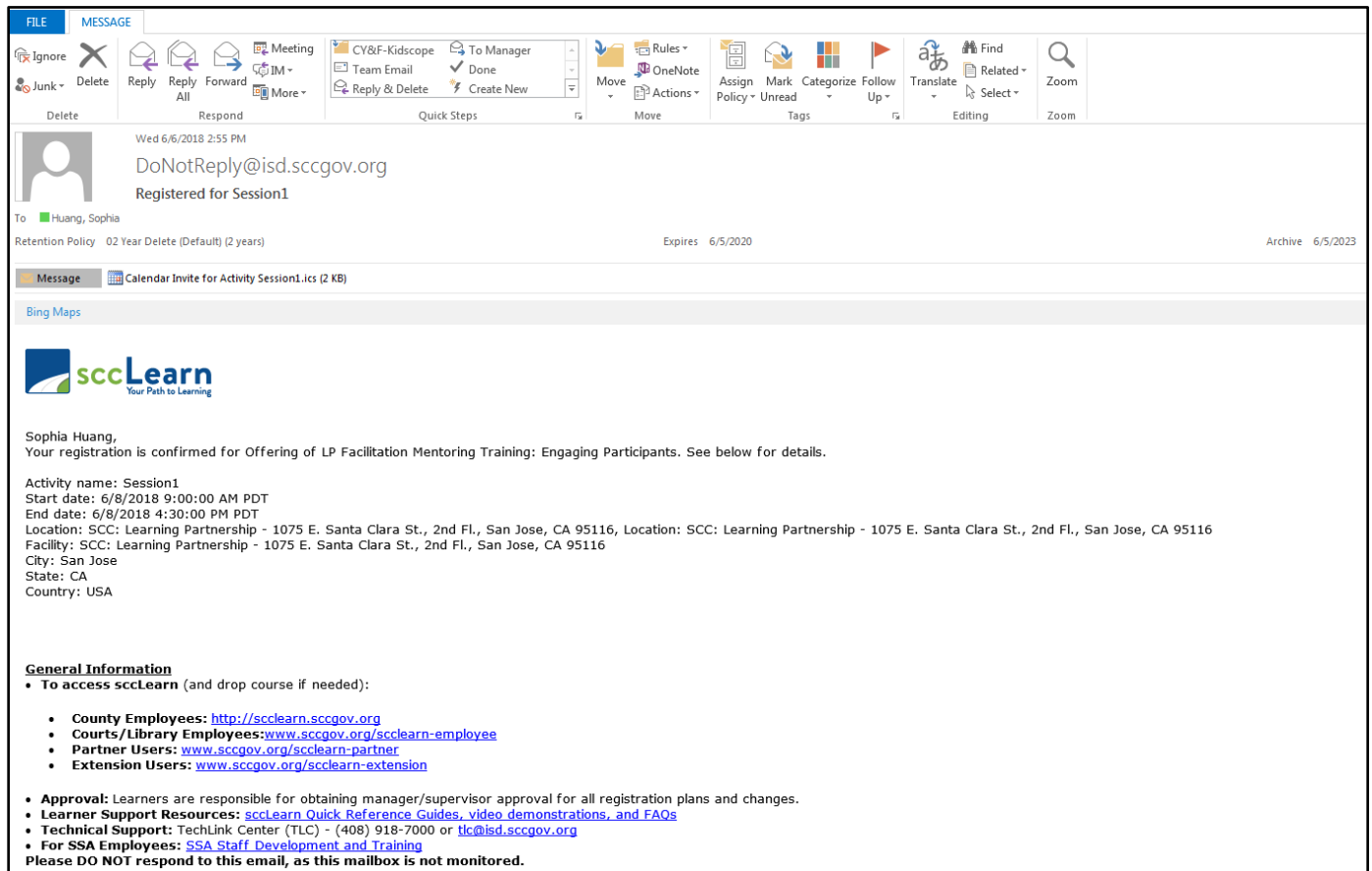
17. **Click** on DONE button will take you back to LP Training homepage:



OR



18. You should get an e-mail in your County Outlook Inbox from [DoNotReply@isd.sccgov.org](mailto: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.



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



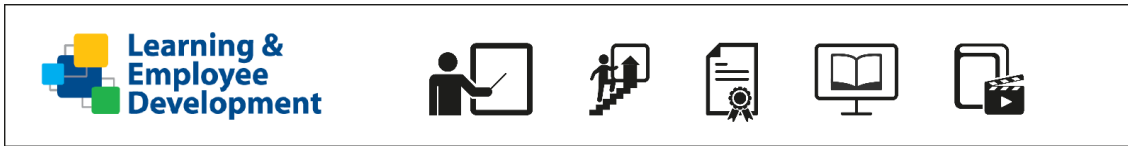
Sophia Huang,  
Your registration is confirmed for Offering of LP Facilitation Mentoring Training: Engaging Participants. See below for details.

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](http://www.sccgov.org/scclearn-employee)
  - Partner Users: [www.sccgov.org/scclearn-partner](http://www.sccgov.org/scclearn-partner)
  - Extension Users: [www.sccgov.org/scclearn-extension](http://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](mailto: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](mailto:TLC@isd.sccgov.org)

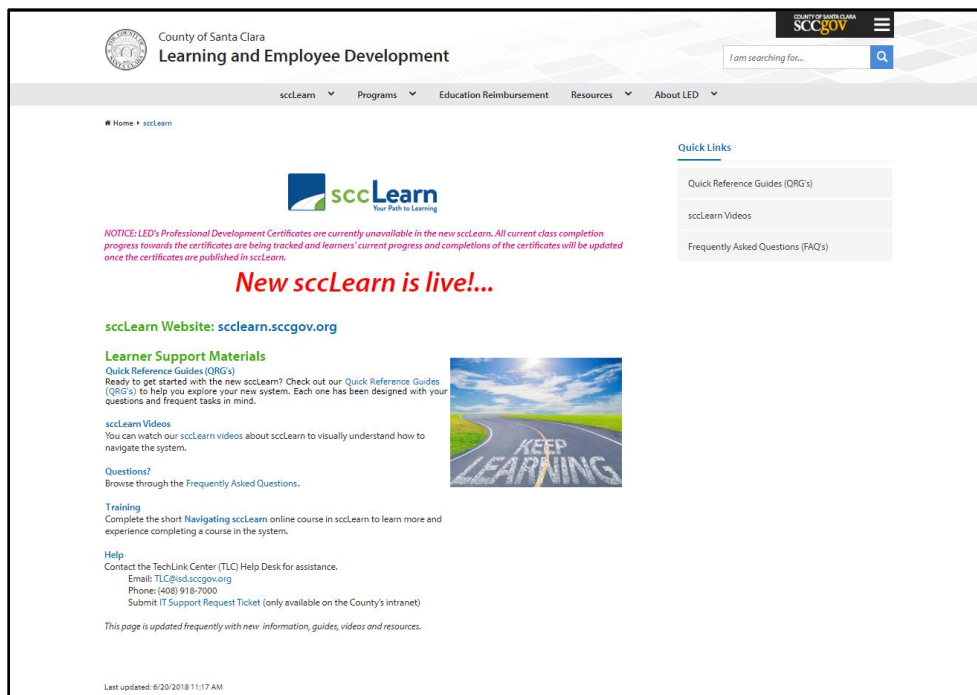
**Phone:** 1 (408) 918-7000

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

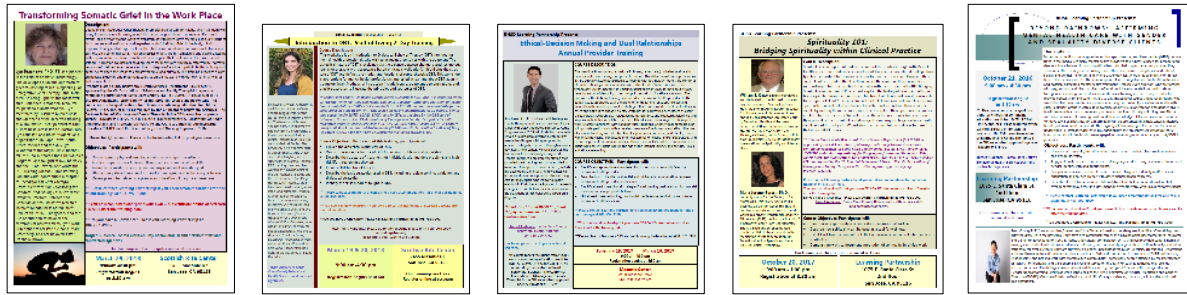
**Check back often as LED continues to add Learner Support Materials.**

### 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](http://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.

