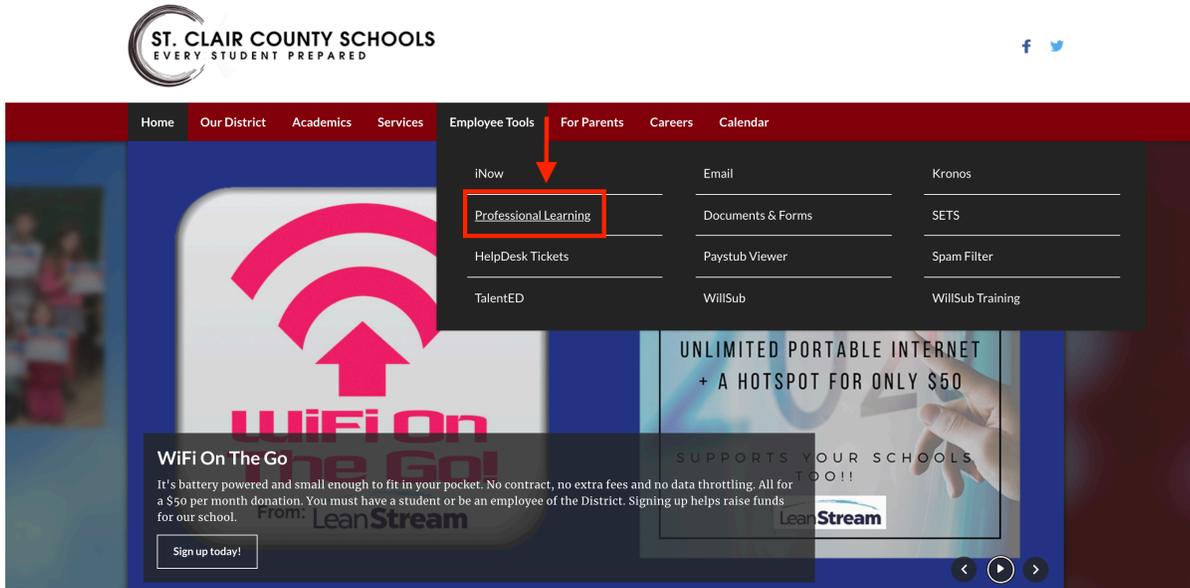
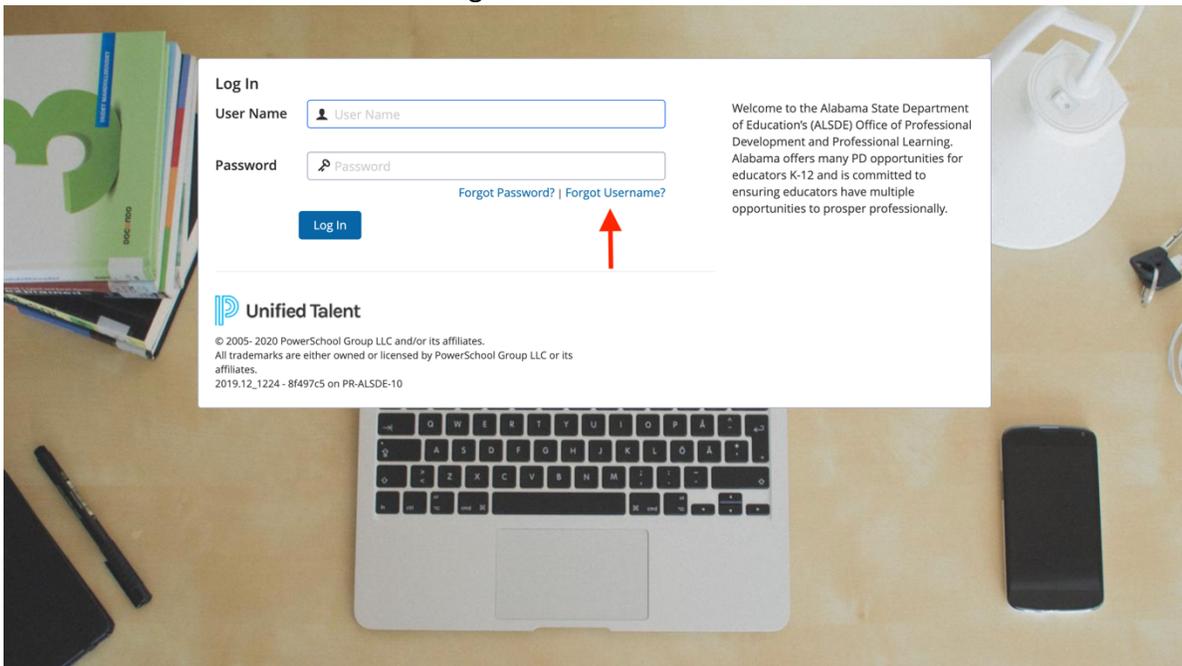


## Professional Learning: How to Log In

1. Use the Chrome browser  or the new Edge browser  \*\*This will NOT WORK in Firefox or Internet Explorer\*\*
2. Go to the SCCS website (sccboe.org)



3. Hover over Employee Tools
4. Click on Professional Learning



5. Click on "Forgot Username"

6. Enter your email address.
7. Check your email for your username. If you have more than one username, this means you have more than one account. *Pick one to use for now.* Later, you will need to request to have your accounts merged using this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=JWoRKpnoU0KYLzJDgmrWNtDBQLOU6nIHb4Ogz2eoxXUM0xWNRKSVIMVEJNMTQ4QUINM0U3V0dVNy4u>

8. Go back to the Professional Learning login and click on “Forgot Password”.

9. Type in the username you just received.
10. Check your email and click on the link provided to set your password. (If you are checking your email on your phone and receive a message that the link has expired, you will need to open your email on the computer the click the link there.)
11. Return to the Professional Learning login page and enter your login information.