Online Training Instructions for SAUSD Recent Hires

Transferring your ASCIP account to your new work / district email

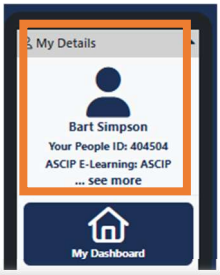
After your official start date, you must activate your district email address (ending in SAUSD.US) with IT to receive notifications from the district and ASCIP E-Learning. Once you've activated this email, proceed to the following steps.

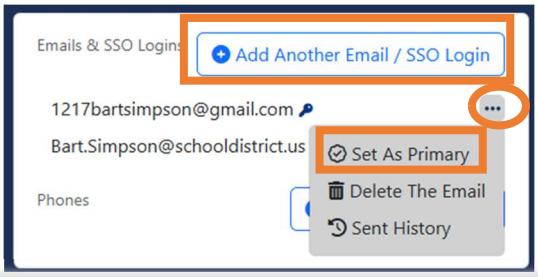
1. Click ASCIP E-Learning and login using the personal email address from your on-boarding as your username.

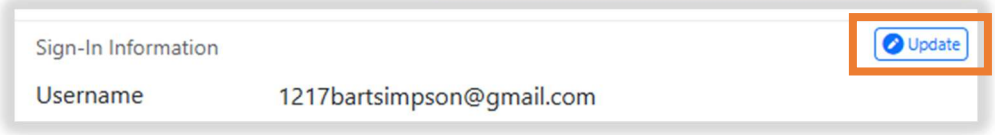
   Once logged in, you will see your dashboard with assignments to be completed (if not already done so).

2. To ensure you receive future notifications from ASCIP E-Learning, please complete the following steps:

   - Go to My Details and click on the generic user icon.
   - Click on "Add Another Email/SSO Login" to add your district email address (ending in "sausd.us") and click save.
   - Set this email as the primary by clicking the three dots and as the username by clicking update.







Optional: If you are employed with another school district that also uses ASCIP E-Learning, you may combine your accounts so all your trainings are under a single account. If you wish to proceed to combine your accounts, go to the **ASCIP homepage** and click the icon ? at the top right or click **Submit A Help Desk Ticket**. Provide your email addresses so ASCIP may merge your multiple accounts.

If you were previously employed with SAUSD or believe you've had an ASCIP E-Learning account in the past, please contact your district admin (Catalina.delreal@sausd.us or 714-480-5284) to reactivate your account and complete the required courses.

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