Skills to Succeed Learning Exchange  
Self-Registration Instructions


2. Create a **Username**.
   a. **Note**: Username must be all lowercase, no blank spaces or special characters.
   b. **Suggested username**: Use your email, before the @ symbol. So for example, if an email address is maryh2002@gmail.com then use: maryh2002 as the username.

3. Create a **Password**.
   a. **Suggested Password**: MANAsd2022

4. Add your **First Name**, **Last Name** and **Email Address**.

5. Add your **Organization** (San Diego Workforce) and then **Sub-Organization**. (MANA De San Diego)

6. Add **Country**. Select **United States**.

7. Add **Location**.
   a. San Diego – Your Zip Code

8. Answer **two security questions**.
9. Add the **word verification** listed on the screen.

10. Click **Confirm My Registration**. They will be brought directly to the Learning Exchange Homepage.

Once you’re registered, here’s instructions to get you logged on subsequent times.

1. Navigate to: [http://skillstosucceedlearning.accenture.com](http://skillstosucceedlearning.accenture.com)

2. Enter your **Username** and **Password** and click **Login**.
   - **Note**: You must enter your username and password exactly as it was created with no extra spaces. It is also case sensitive.

After logging in, head to “My Training Plan”
1. After completing all required courses, you will need to confirm your eligibility including your age and zip code with Program Coordinator Johanna Lara, jlara@manasd.org

2. Once all required courses are completed and eligibility has been confirmed, you will be referred to San Diego Workforce Partnership for additional resources and $50 incentive.