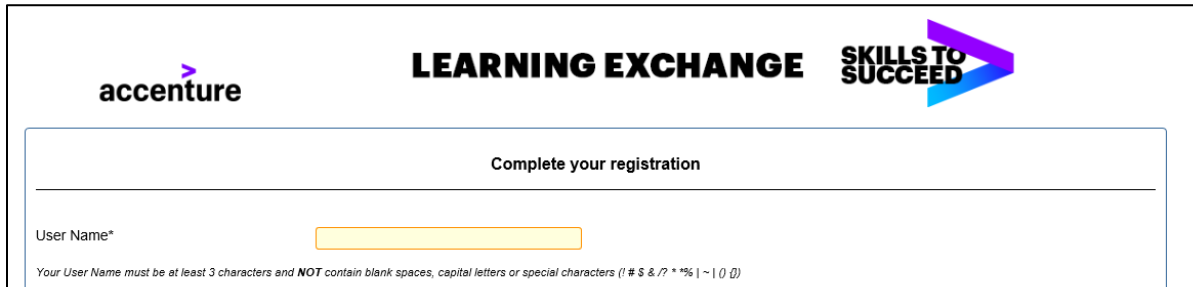


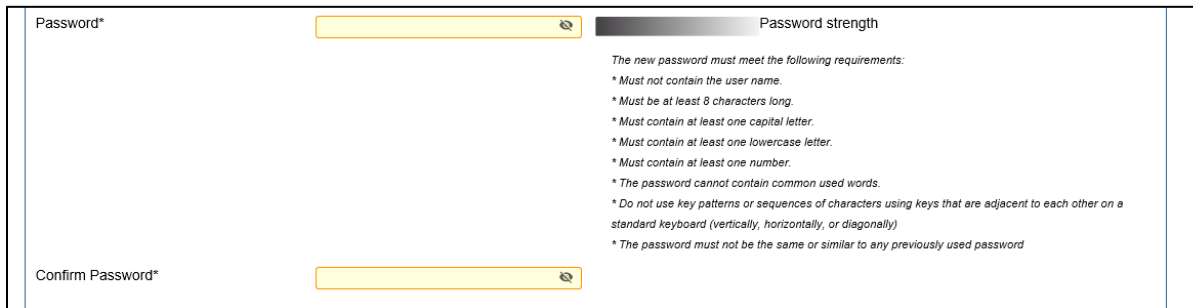
Skills to Succeed Learning Exchange Self-Registration Instructions

1. Navigate to: <https://ccusa-lms.cclearning.accenture.com/local/registration.php>
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.



The screenshot shows the top of the registration page. On the left is the 'accenture' logo. In the center is the text 'LEARNING EXCHANGE'. On the right is the 'SKILLS TO SUCCEED' logo. Below these is a box titled 'Complete your registration'. Inside this box, there is a label 'User Name*' followed by a yellow input field. Below the input field is a small note: 'Your User Name must be at least 3 characters and NOT contain blank spaces, capital letters or special characters (! # \$ % ^ * & / ? ~ | { })'.

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



The screenshot shows the password creation section of the registration form. It features a 'Password*' label with a yellow input field and a 'Confirm Password*' label with another yellow input field. To the right of the password field is a 'Password strength' indicator, which is a horizontal bar showing a low strength level. Below the password field, there is a list of requirements for the new password:

- The new password must meet the following requirements:
- * Must not contain the user name.
- * Must be at least 8 characters long.
- * Must contain at least one capital letter.
- * Must contain at least one lowercase letter.
- * Must contain at least one number.
- * The password cannot contain common used words.
- * Do not use key patterns or sequences of characters using keys that are adjacent to each other on a standard keyboard (vertically, horizontally, or diagonally)
- * The password must not be the same or similar to any previously used password

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**.

Enter two security questions so that you can retrieve your User Name or Password if you forget it later.

Select your first security question*

What is the name of your first school?

Select your second security question*

What is the name of your favourite teacher?

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>

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.

Enter your credentials

Username (required):

Password (required):

Login

By signing in, you agree with the [Terms & Conditions of Use](#) of this website.

Forgot your username or password?
 Password recovery through security questions?
 Password recovery through email?
 Link email address to my user.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

After logging in, head to "My Training Plan"

The screenshot shows the Learning Exchange homepage. At the top right, there is a navigation bar with the text "LEARNING EXCHANGE" and "SKILLS TO SUCCEED". Below this, there is a section titled "WHERE SHOULD I START?" with a sub-heading "WHERE SHOULD I START?". The text below this heading says: "If your organization has a training plan, click on the bright purple My Training Plan button on the right side of the screen. Otherwise, click on one of the categories below: Foundational Skills, Career Planning and Job Search, Professional Skills, or Job Tracks. You can also type a topic, such as Teamwork or Resumes, in the Search bar above." There are three red arrows pointing to the "My Training Plan" button (a purple button with a gear icon), the "My Certificate" button (an orange button with a certificate icon), and the "Agile and DevOps Careers" category card. Below the "Where Should I Start?" section, there are three category cards: "Agile and DevOps Overview", "Cloud Fundamentals", and "Agile and DevOps Careers". Each card has a "START NOW" button. At the bottom, there is a "Categories" section with five buttons: "Foundational Skills", "Career Planning and Job Search", "Professional Skills", "Job Tracks", and "Instructor Skills and Resources". On the right side of the page, there is a "New Courses" section with a list of courses: "Agile and DevOps Careers", "Agile and DevOps Overview", "Cloud Overview", "Cloud Fundamentals", "Cloud Careers", "Mobile - Sharing and Receiving Feedback", "Mobile - Develop a Growth Mindset", and "Mobile - Work Life Balance".

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**.