This guide will show you, as a County employee, how to access sccLearn when you are at work (on your County device) or offsite (outside of the County network or on your personal device).

Note: Santa Clara County Library employees should refer to the Access sccLearn as a Library Employee guide.

From your work computer (using Single Sign On feature)

1) Open an internet browser (i.e. Internet Explorer) and in the address bar, at the top of the page, type “http://scclearn.sccgov.org”, press ENTER.

   Note: You may want to save this link as a favorite/bookmark, so you can quickly access it again.

2) If you are not taken directly to the sccLearn Homepage, a Microsoft prompt will appear – select, or type in, your full work email address.

3) An Online Usage Agreement window will appear – please read the text and select a response.

   Note: If you select “I DISAGREE,” you will not be allowed to access sccLearn.

4) You will be taken to the sccLearn Homepage.

For assistance, please contact: TechLink Center at TLC@isd.sccgov.org or (408) 918-7000

03/2020    Look for more Quick Reference Guides at http://www.sccgov.org/LED/sccLearn
**Quick Reference Guide**

**From a non-County device or network**

A one-time setup of Multi-Factor Authentication (MFA) is required. The [Multi-Factor Authentication Setup Guide](http://www.sccgov.org) explains the process and the [Multi-Factor Authentication FAQ Guide](http://www.sccgov.org) provides answers to commonly asked questions.

1) Open an internet browser (i.e. Internet Explorer) and in the address bar, at the top of the page, type: [http://scclearn.sccgov.org](http://scclearn.sccgov.org), press ENTER.

2) A Microsoft sign-in prompt appears – type in your work email address and click “Next”.

3) Select your work email address, enter your desktop password and click “Sign in”.

4) Enter the verification code provided (i.e. via phone call, text, or authenticator app).

5) Select “NO”.

6) You will be taken to the sccLearn Homepage.