SCCA Academy

Quick Start Guide
For Online Learning

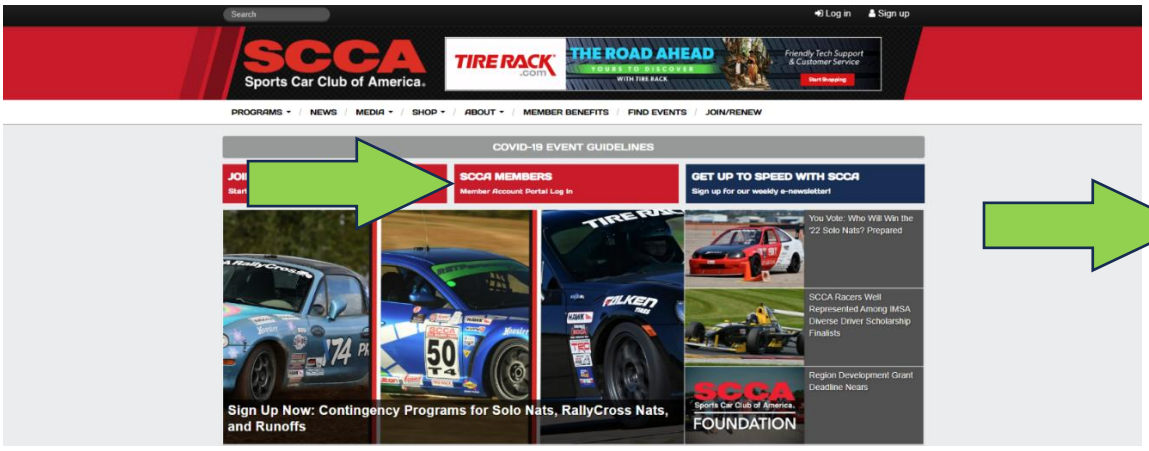
LAPTOP/DESKTOP: For the best experience, follow this step-by-step process carefully. If using a phone or tablet, follow the steps noted as **MOBILE DEVICE:** The appearance and overall experience will be different. If you have questions, please contact membership@scca.com.

NOTE: ***On Step 6, please allow all videos to run to the end where they will "auto-stop."***
You must also complete all quizzes AND the final Course Survey before submitting it for credit.

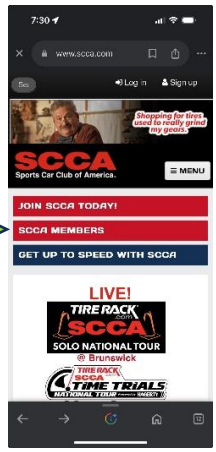
STEP 1

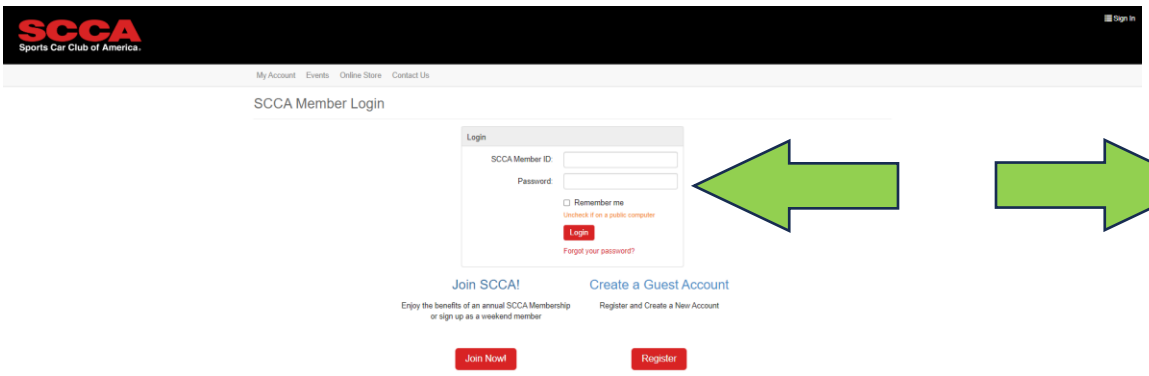
Go to www.scca.com and log in to the Member Account Portal (MAP). If you have not yet set up your MAP account, do so now.

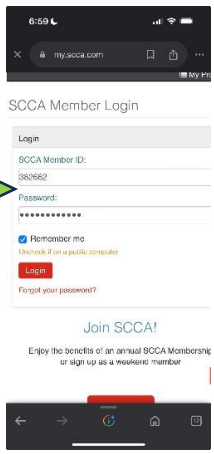
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MOBILE DEVICE



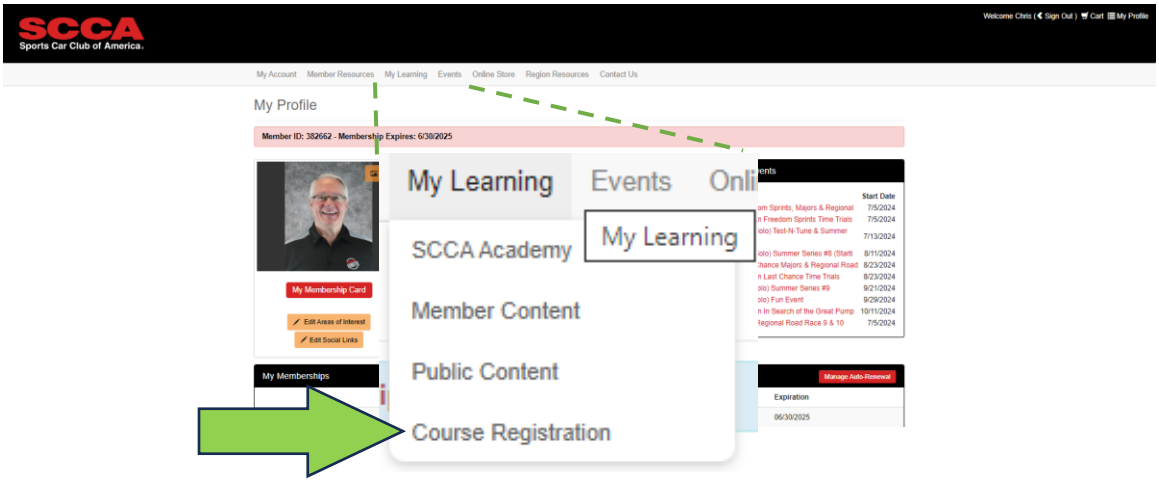




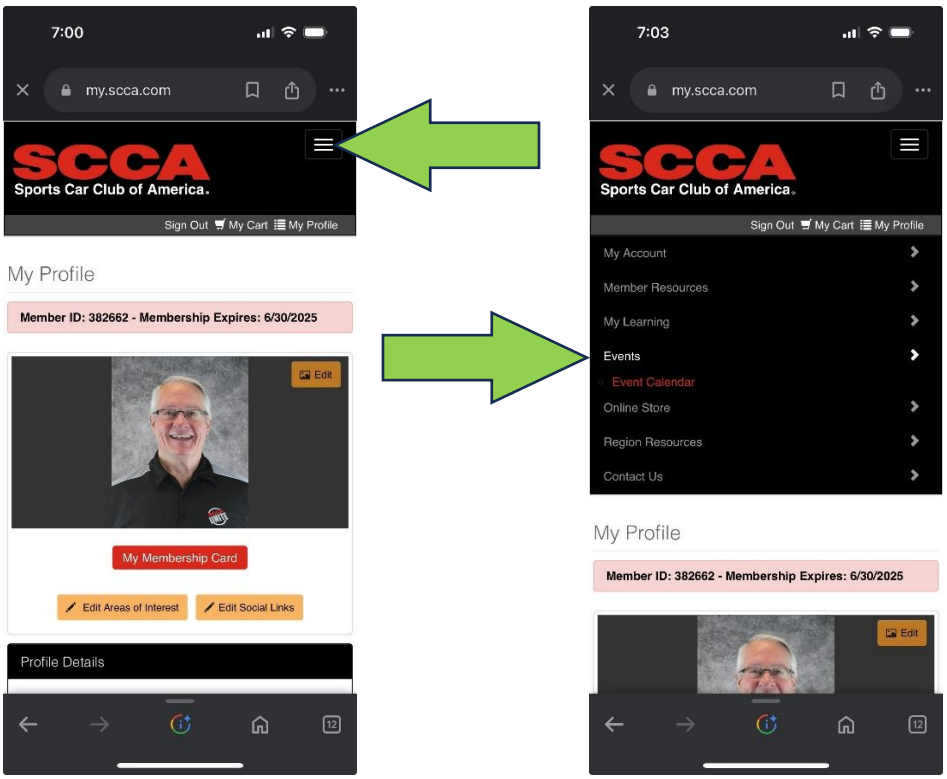
STEP 2

LAPTOP/DESKTOP: On your "**My Profile**" page, hover over "**My Learning**" and a dropdown box will appear. To register for a course, select "**Course Registration**" to see a list of available courses.

NOTE: "**SCCA Academy**" will be at the top of the dropdown once you register for a course in the LMS. After you've registered, this is where you'll access the training.



MOBILE DEVICE: On your "**My Profile**" page, click on the three bars at the top right corner; select "**Events**" and then "**Event Calendar**" to see a list of available courses.

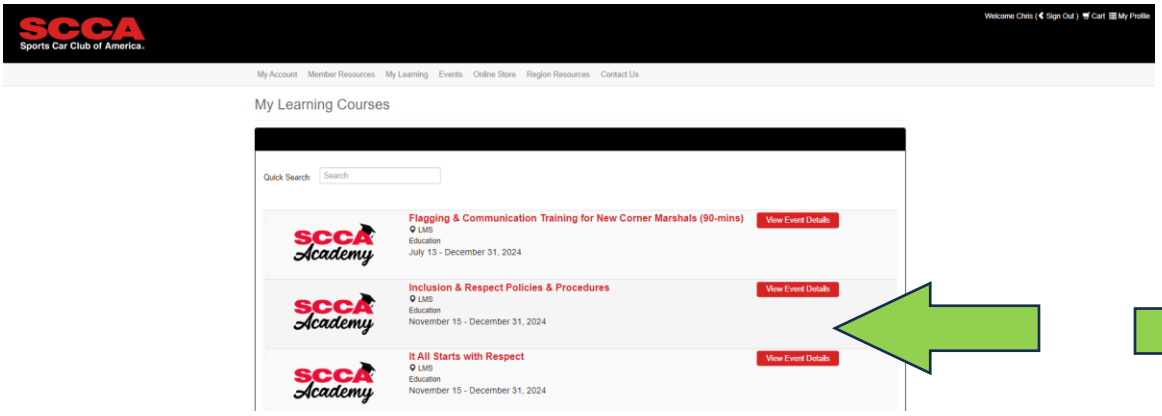


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STEP 3

All courses available to you will appear on this page. **Scroll down** to find your course and select "**View Event Details**." If your course isn't found, contact membership@scca.com to discuss options.

LAPTOP/DESKTOP

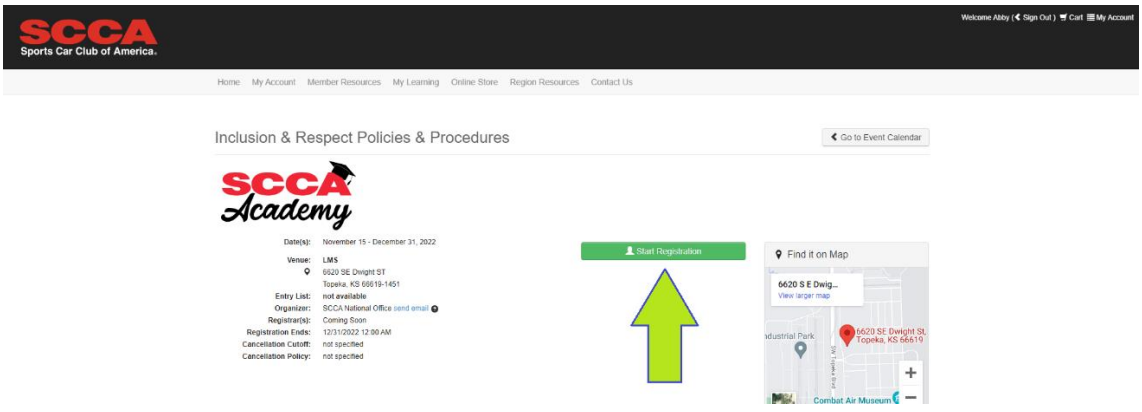


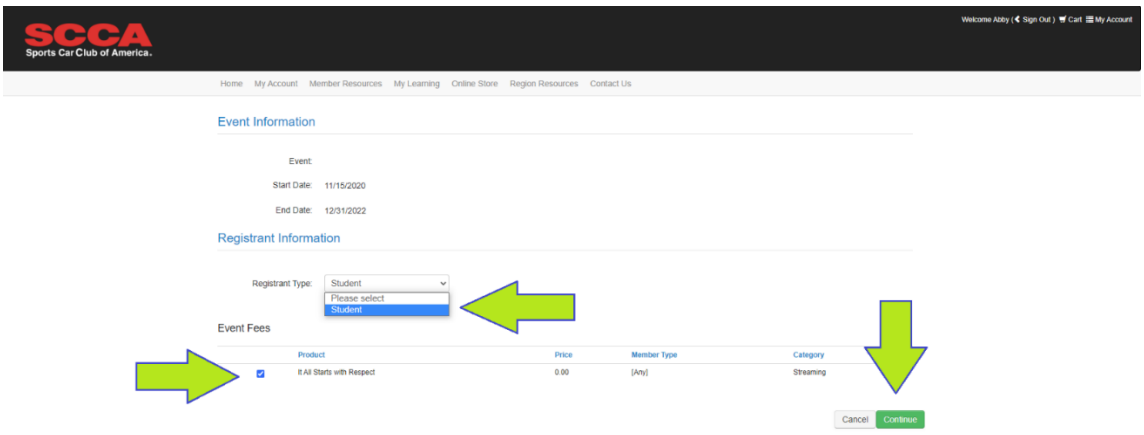
MOBILE DEVICE



STEP 4

Verify your registration and select "**Start Registration**." Select "**Student**" as the registrant type, check the box next to the course, and select "**Continue.**" At this time, you may also select to purchase additional products, renew your membership, or donate to the SCCA Foundation. Select "**Check-out**" to complete the registration. You may print a copy on the final registration page.



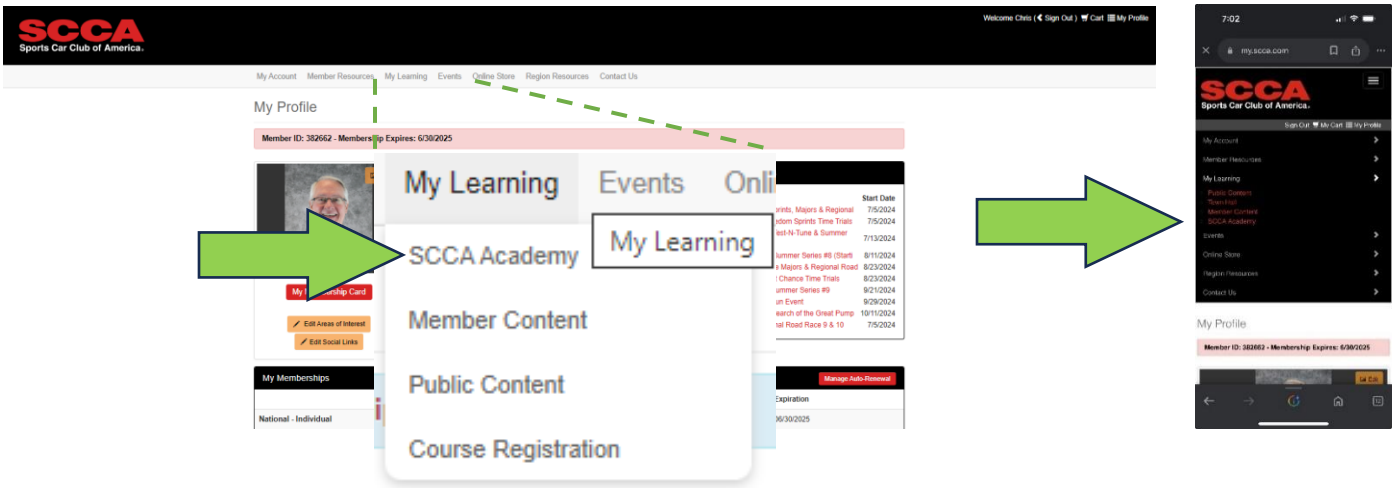


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STEP 5

Now it's time to learn! Go back to "**My Learning**" and select "**SCCA Academy**" to access the LMS.

LAPTOP/DESKTOP **MOBILE DEVICE**

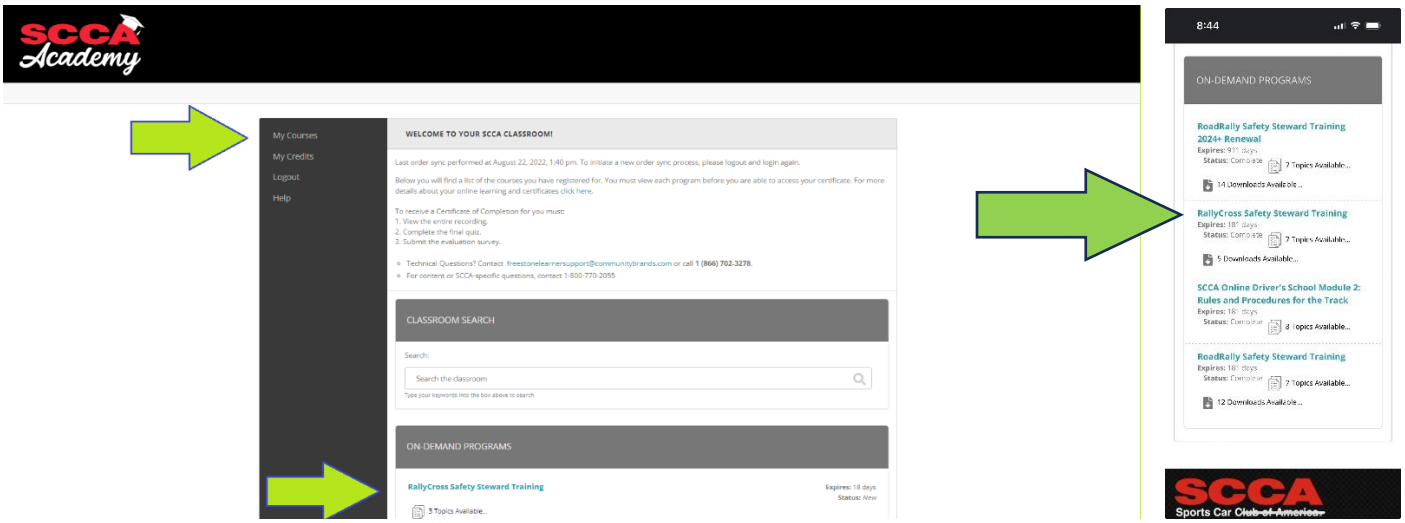


NOTE: *The system sync between the MAP and LMS typically occurs in just a few moments, but it can take longer. Keep checking for "**SCCA Academy**" to show in your "**My Learning**" dropdown. If, after 15 minutes, it still does not show up, clear your cache, and reboot your computer. There may also be a system issue, so email membership@scca.com if all else fails.*

STEP 6

Once you select "**SCCA Academy**" you'll be taken to the **SCCA Online Classroom**.
Select "**My Courses**" or click the "**Proceed to My Classroom**" button. Scroll down to find your course (in blue) and click on that link.

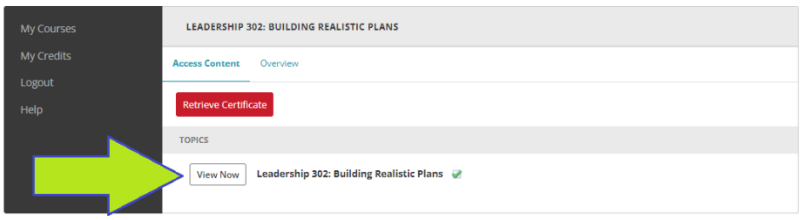
LAPTOP/DESKTOP **MOBILE DEVICE**



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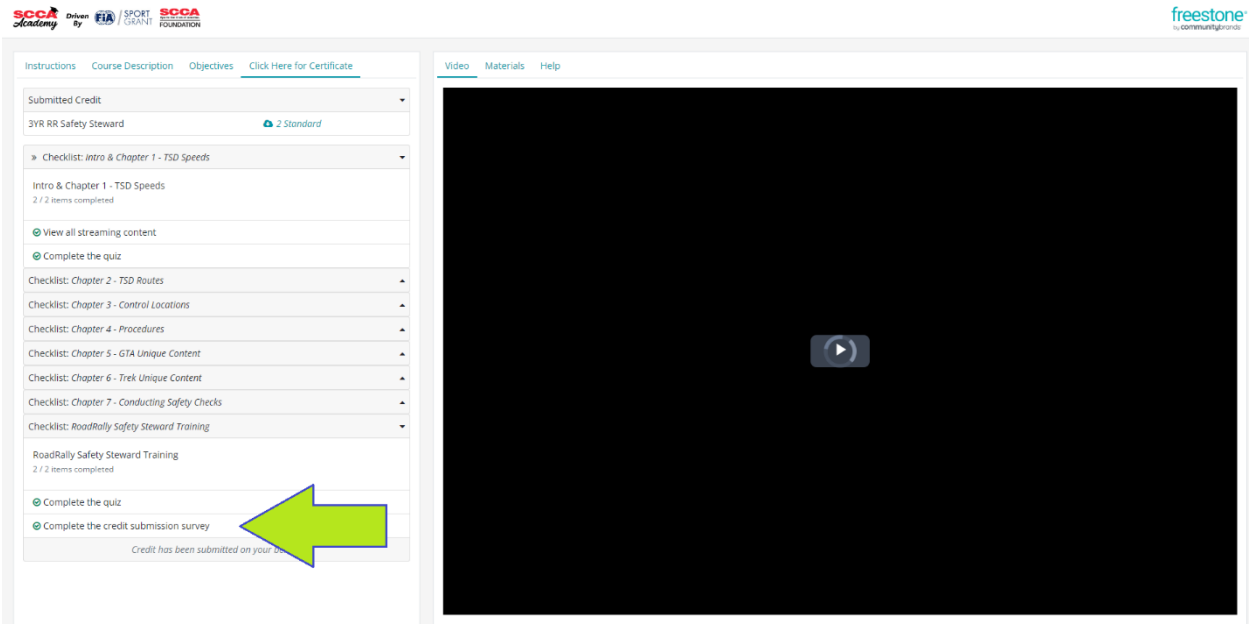
Learning content is presented in two different ways:

1. If, after selecting your course, you see the following, click "**View Now**" to view in another window. Once a course is complete, go to "2" below and follow the instructions.



2. If, after selecting your course, you see the screen below, follow these directions.
   Select **Video** to begin your course.

Left Viewer Pane **Right Viewer Pane**



NOTE: ***Please allow all videos to run completely to the end where they will "auto-stop."***

Complete each Chapter Quiz and Final Exam and the ***Credit Submission Survey*** to submit for credit. It appears as a button to press.

Pay particular attention to ensure each Chapter was completed (100%) and the quiz and credit submission survey buttons are checked ("green" means done).

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