

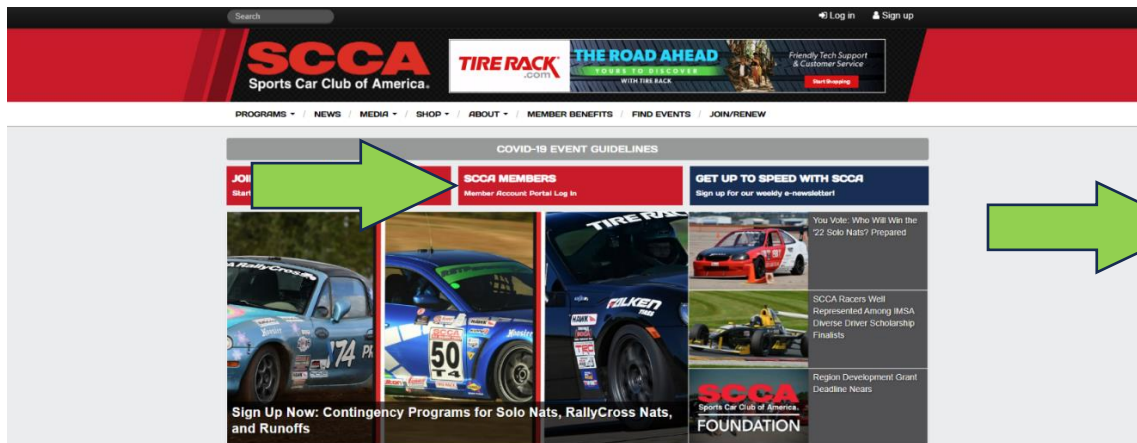
LAPTOP/DESKTOP: For the best experience, follow this step-by-step process carefully. If using a phone or tablet, follow the steps noted as **MOBILE DEVICE:** The appearance and overall experience will be different. If you have questions, please contact regionservices@scca.com.

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.

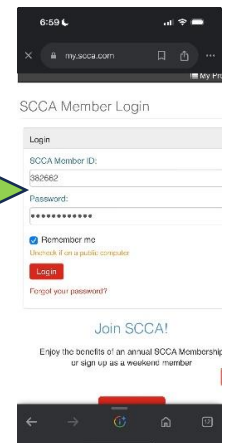
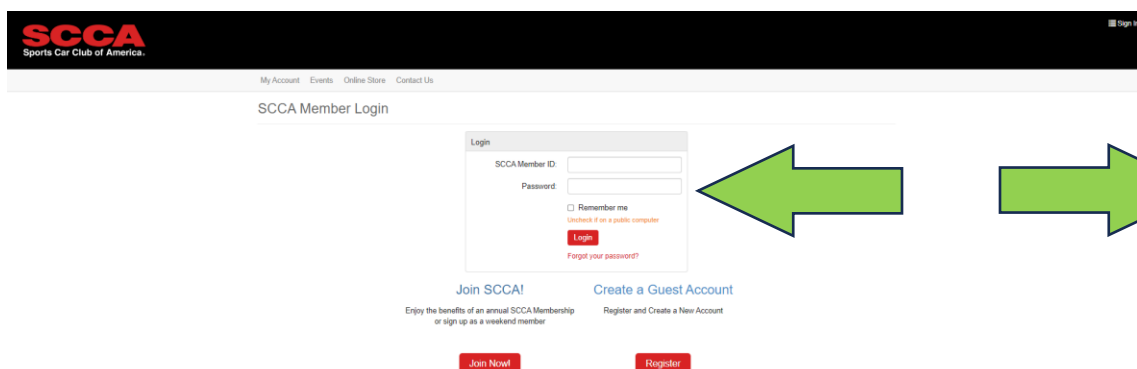
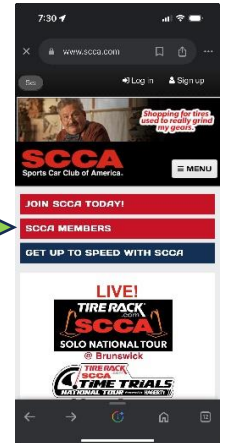
STEP 1

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.

LAPTOP/DESKTOP



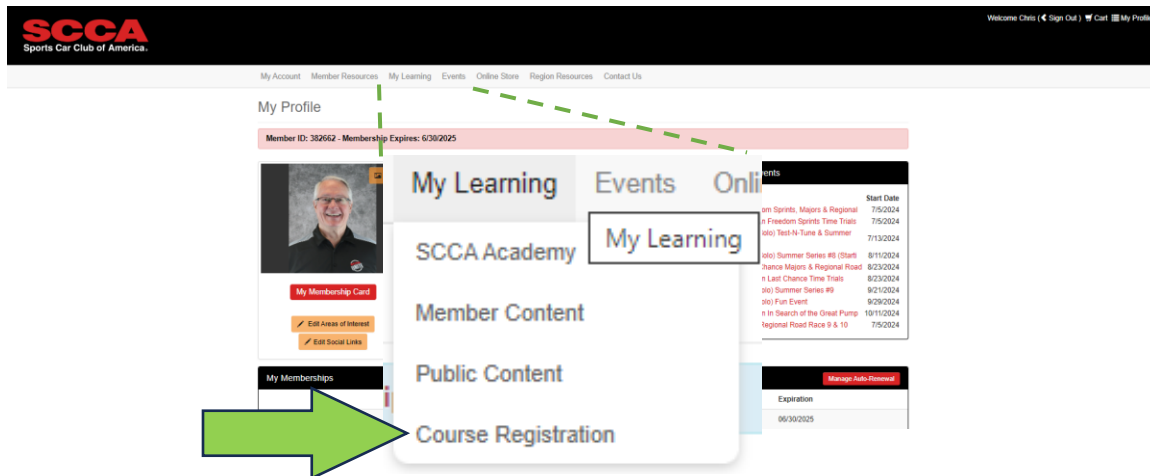
MOBILE DEVICE



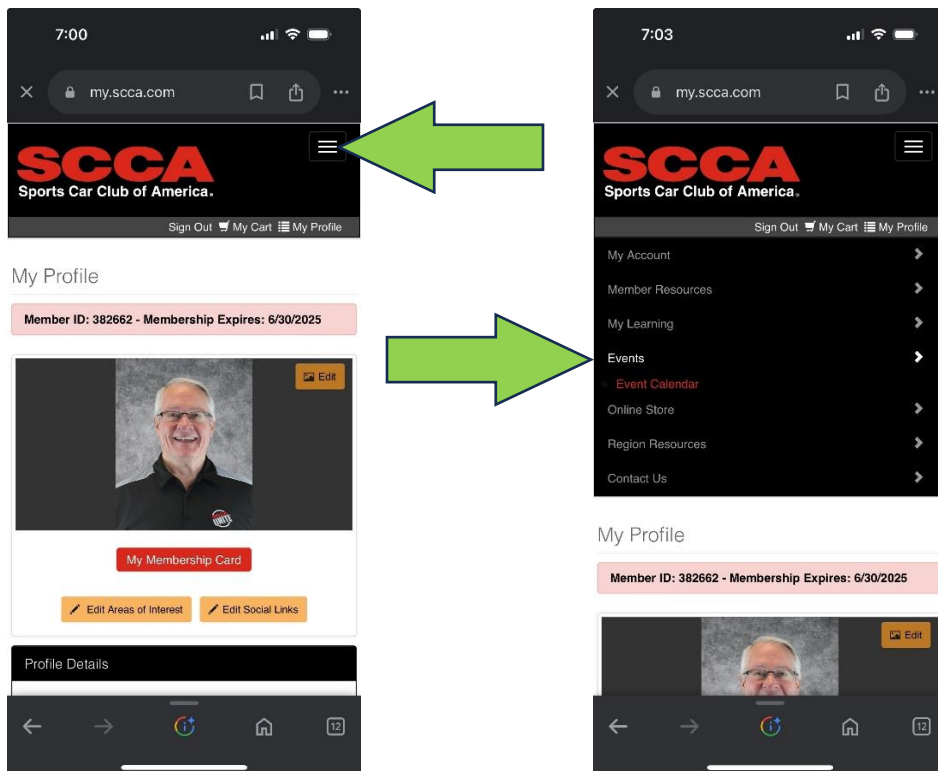
STEP 2

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.



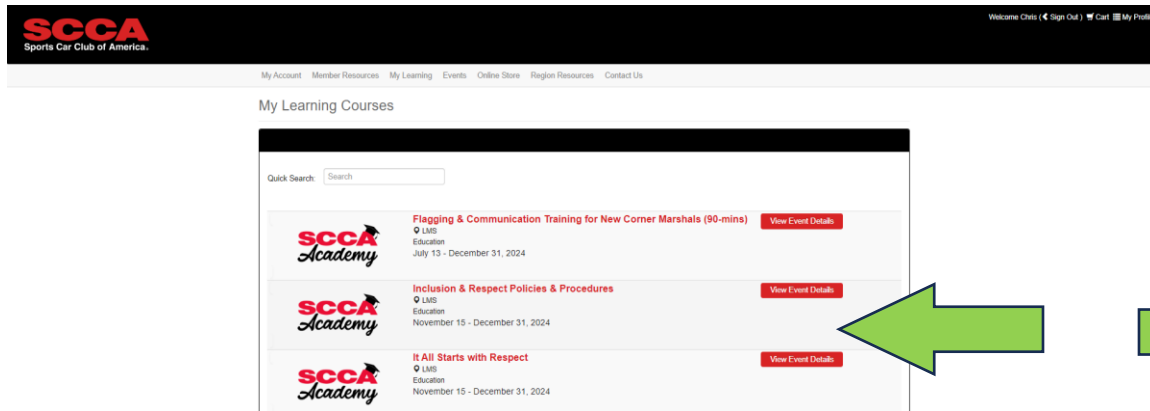
MOBILE DEVICE: On your “**My Profile**” page, click on the three bars at the top right corner; select “**Events**” and then “**Event Calendar**” to see a list of available courses.



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 regionservices@scca.com to discuss options.

LAPTOP/DESKTOP

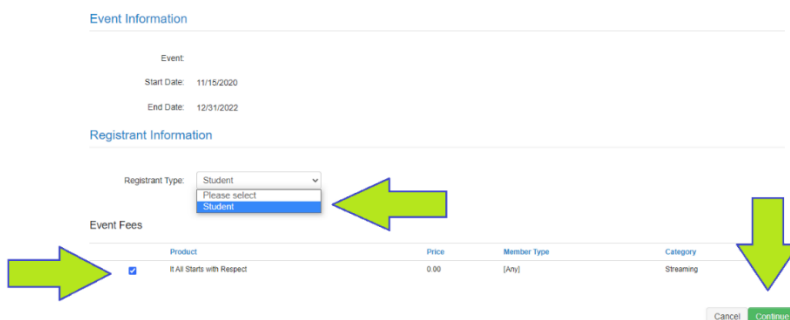
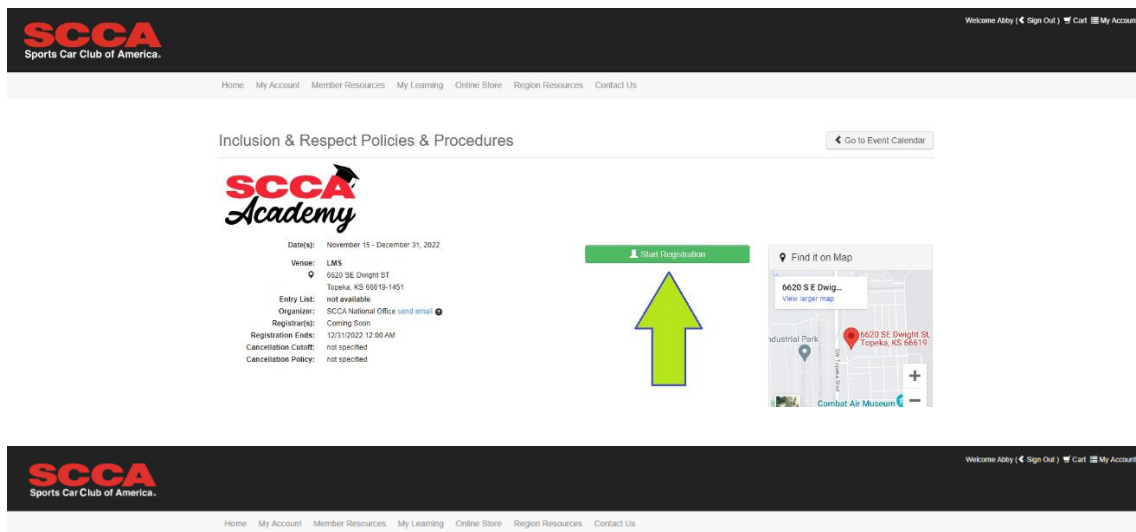


MOBILE DEVICE



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.

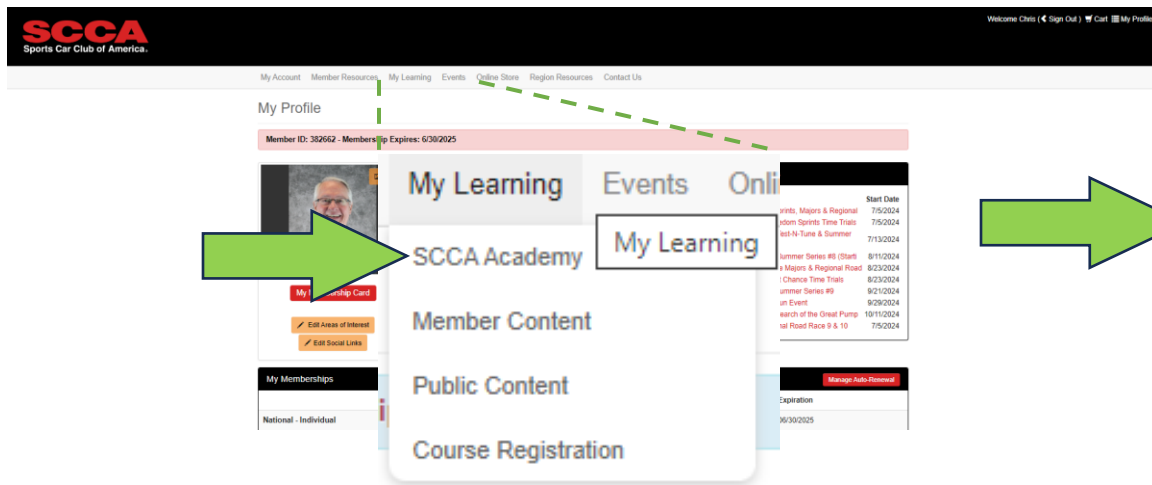


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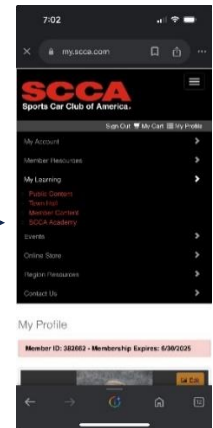
STEP 5

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

LAPTOP/DESKTOP



MOBILE DEVICE

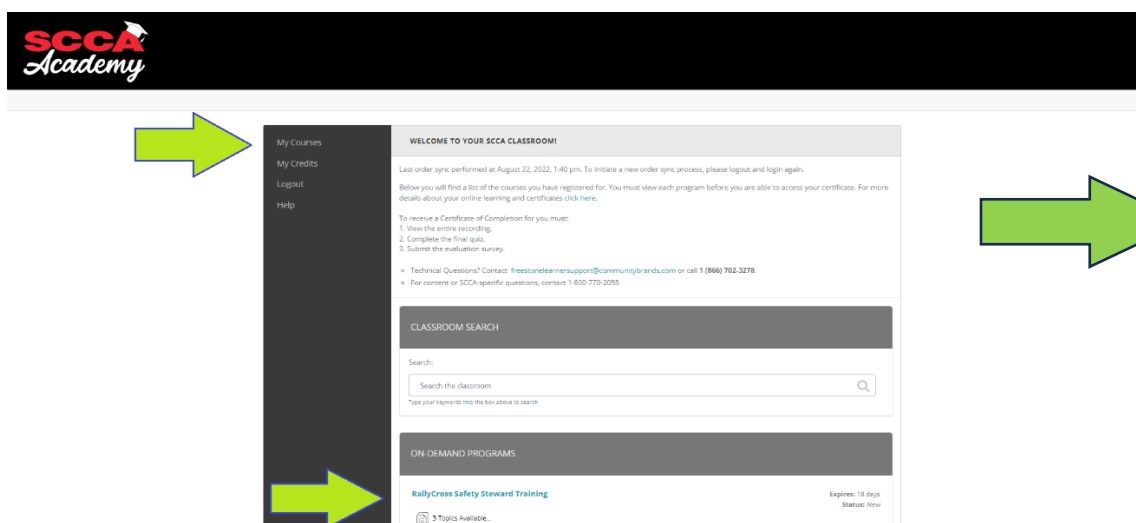


NOTE: The system sync between the MAP and LMS typically occurs in just a few moments, but it can take longer. Keep checking for **"SCCA Academy"** to show in your **"My Learning"** dropdown. If, after 15 minutes, it still does not show up, clear your cache, and reboot your computer. There may also be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

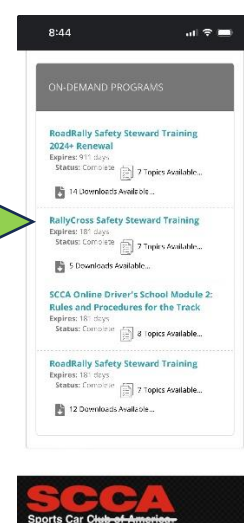
STEP 6

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

LAPTOP/DESKTOP

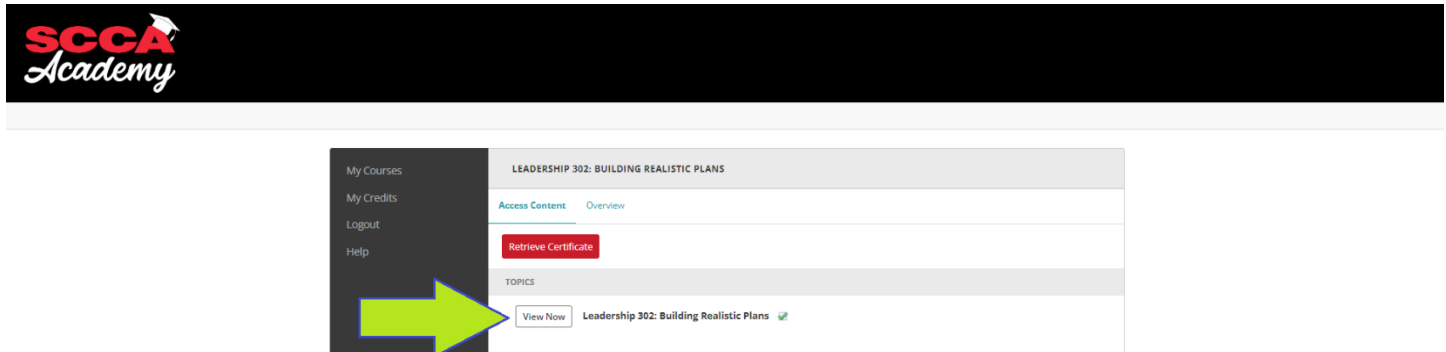


MOBILE DEVICE

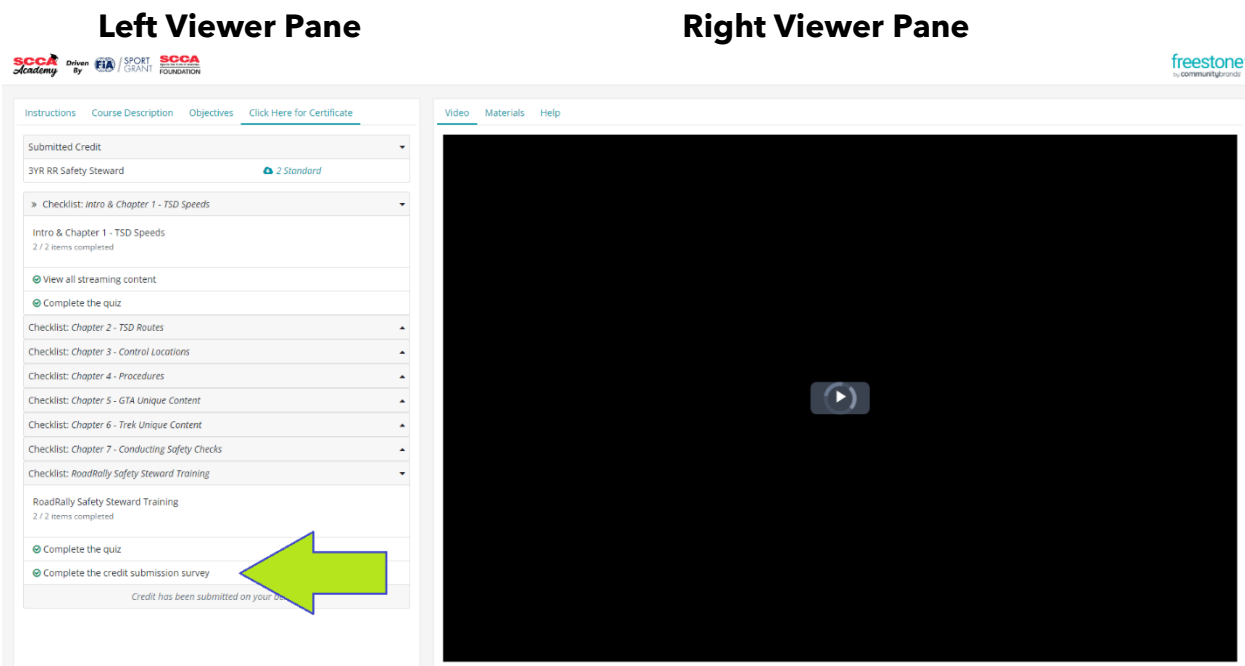


Learning content is presented in two different ways:

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.



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).