Skills to Succeed Learning Exchange
Self-Registration Instructions
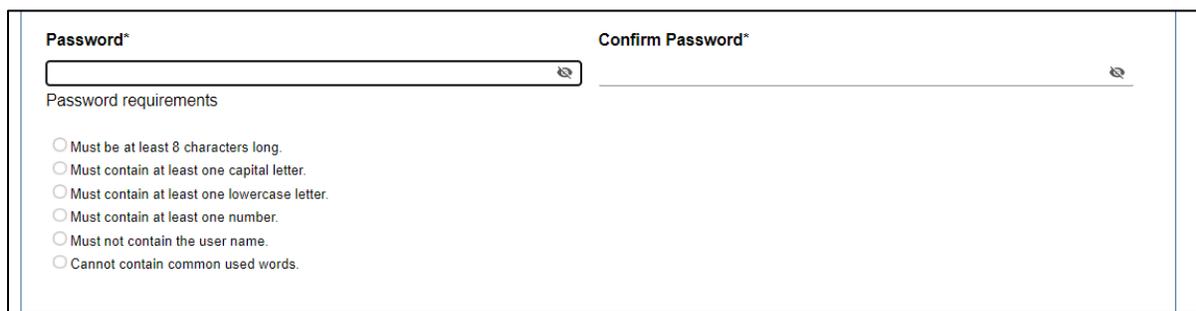
Self-Registration Instructions:

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

2. Create a **Username/User ID**.
    a. **Note:** Username must be at least 3 characters, all lowercase, no blank spaces or special characters.
    b. **Tip for Success:** Use the text in the learner's email, before the @ symbol. For example, if an email address is maryh2002@gmail.com then use: **maryh2002** as the username.
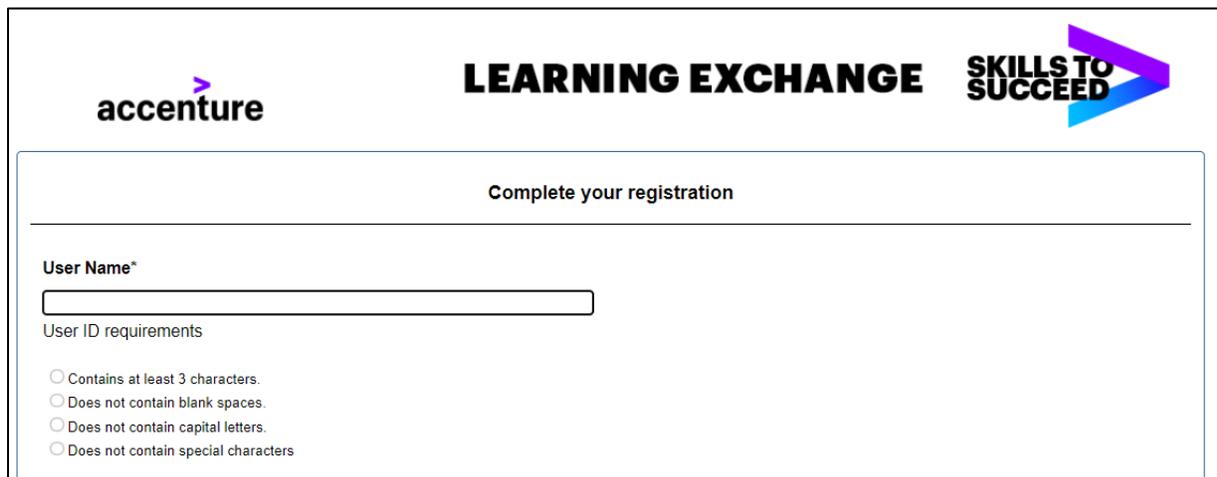
3. Create a **Password.**
    a. **Note:** Password must be at least 8 characters long with a capital letter, lower case letter and number. It cannot contain the username or commonly used words.
    b. **Tip for Success:** Create a password for everyone to use such as the name of your organization and the year. (i.e., **Winter2023**)
    c. **Note:** Once they've completed their password, they need to enter it again to confirm it.

4. Add your **First Name**, **Last Name** and **Email Address**.
    a. **Note:** If a learner doesn't have an email address, they can include a fake email account with their firstname.lastname@fake.com.

5. Add your **Organization** and then **Sub-Organization**.

6. Add **Country**. Note: It defaults to the United States.

7. Add **Location**. (you can put the city they are in or another way to distinguish them such as Winter Cohort 2023).

Organization (First level)*
-- Select your organization --

Organization*
-- Select your organization --

Country*
United States

Location*

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

8. Answer **two security questions.**
    a. **Tip for Success:** Have everyone select the two questions listed below with the answers noted below.
    b. **Question 1:** What is the name of your first school? school
    c. **Question 2:** What is the name of your favorite teacher? teacher
    d. **Note:** If a learner forgets their username or password, they will need to answer their security questions to retrieve it so this will help simplify with everyone having the same security questions and answers.

Select your first security question*
Security question

Answer*

Select your second security question*
Security question

Answer*

9. Add the **word verification** listed on the screen.

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

## Log-in Instructions (once you've already registered)

1. Navigate to:
   http://skillstosucceedlearning.accenture.com

2. Enter your **Username/User ID** and **Password** and click **Sign In**.

   - **Note:** Your Username/User ID is always lowercase.
   - **Note**: You must enter your Username/User ID and password exactly as it was created with no extra spaces. It is also case sensitive.
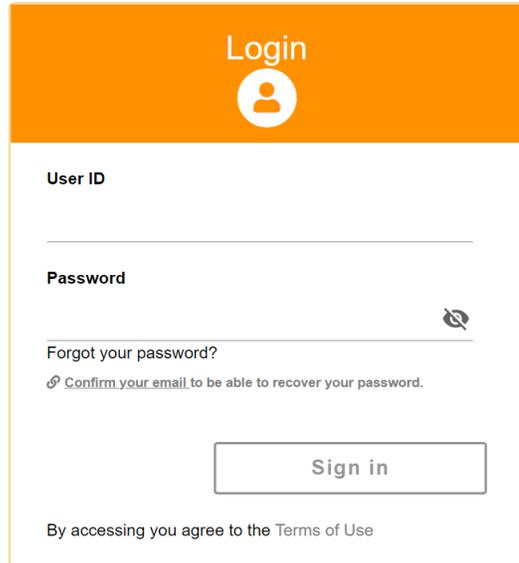
Login

User ID
_____

Password
_____ 👁

Forgot your password?

🔗 Confirm your email to be able to recover your password.

[Sign in]

By accessing you agree to the Terms of Use

Link Email to Account to Recover Password Instructions

1. Navigate to:
   http://skillstosucceedlearning.accenture.com

2. Click the **Confirm your email to be able to recover your password** link.
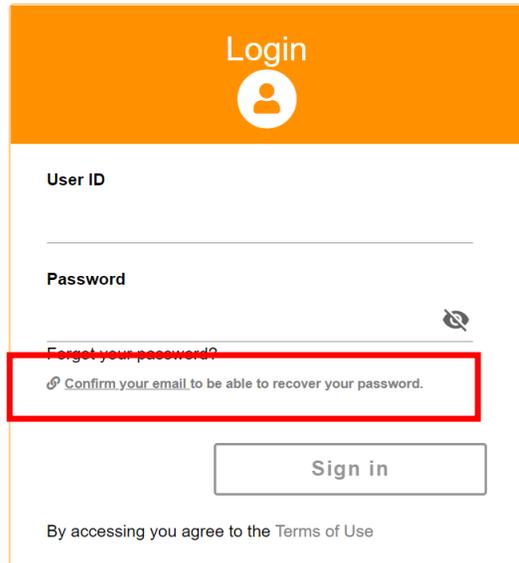
Login

User ID
_____

Password
_____ 👁

Forgot your password?

🔗 Confirm your email to be able to recover your password.

[Sign in]

By accessing you agree to the Terms of Use

3. Enter your **Username/User ID** and **Password** and click **Sign in**.

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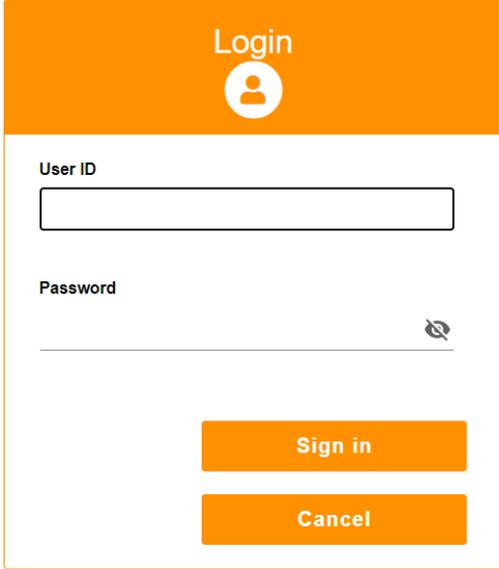
Login

User ID

Password

Sign in

Cancel

4. Enter your **Email.**

5. Enter your email again in the **Confirm Email** field.

6. Click **Continue**. You will be brought directly to the Learning Exchange Homepage.
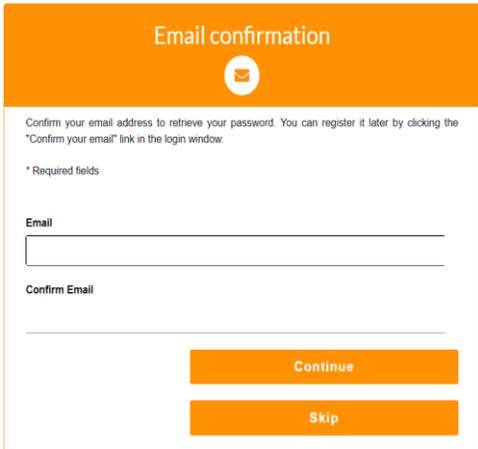
Email confirmation

Confirm your email address to retrieve your password. You can register it later by clicking the "Confirm your email" link in the login window.

* Required fields

Email

Confirm Email

Continue

Skip

Recover Your Password via Email Instructions

1. Navigate to:
   http://skillstosucceedlearning.accenture.com

2. Click **Forgot your password?**

3. Enter your **Email** and click **Send**.

4. Check your inbox for an email from no-reply@fundacion.accenture.com with a link to reset your password.

5. In that email, click **Reset Password** and you will be directed to new page where you can reset your password. Note: Your User ID should be populated so enter your **New password** and then again in the **Repeat password** field and click **Send**.