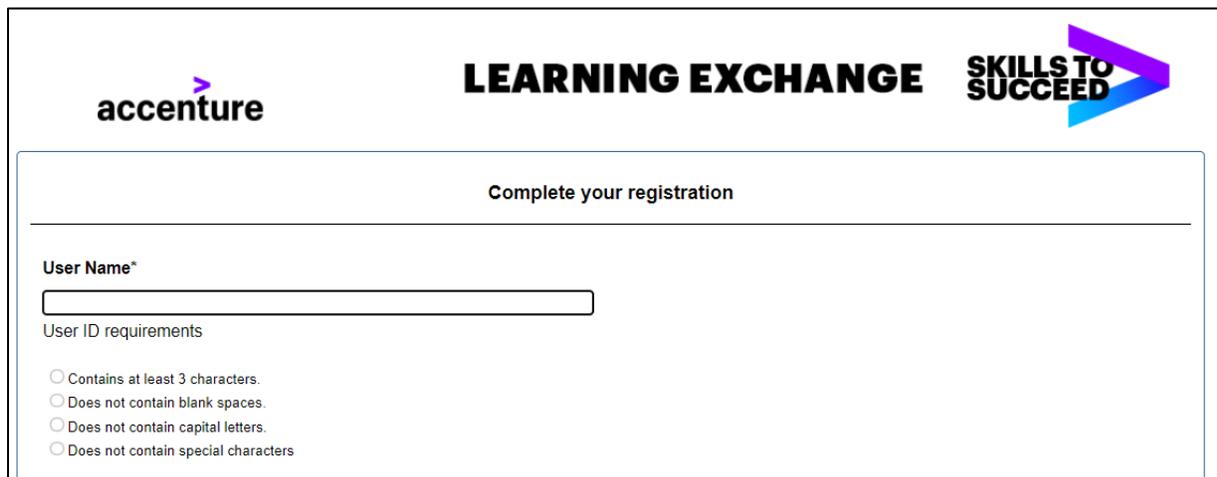


Skills to Succeed Learning Exchange Self-Registration Instructions

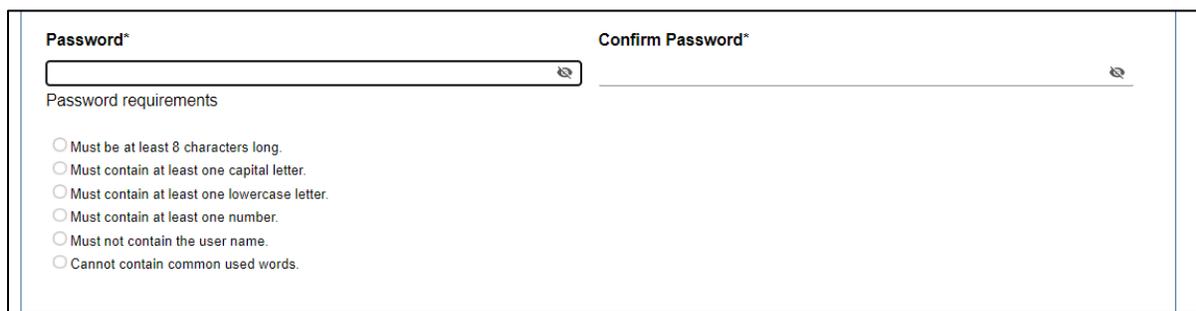
Self-Registration Instructions:

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.



The screenshot shows the 'Complete your registration' form. At the top left is the 'accenture' logo, and at the top right is the 'LEARNING EXCHANGE' and 'SKILLS TO SUCCEED' logo. The form title is 'Complete your registration'. Below the title is a 'User Name*' field with a text input box. Underneath the input box are 'User ID requirements' listed as four radio button options: 'Contains at least 3 characters.', 'Does not contain blank spaces.', 'Does not contain capital letters.', and 'Does not contain special characters.'

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.



The screenshot shows the password creation form. It has two input fields: 'Password*' and 'Confirm Password*'. Below the 'Password*' field are 'Password requirements' listed as six radio button options: '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.', 'Must not contain the user name.', and 'Cannot contain common used words.'

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)* <input type="text" value="-- Select your organization --"/>	Organization* <input type="text" value="-- Select your organization --"/>
Country* <input type="text" value="United States"/>	Location* <input type="text"/>
<small>Enter two security questions so that you can retrieve your User Name or Password if you forget it later.</small>	

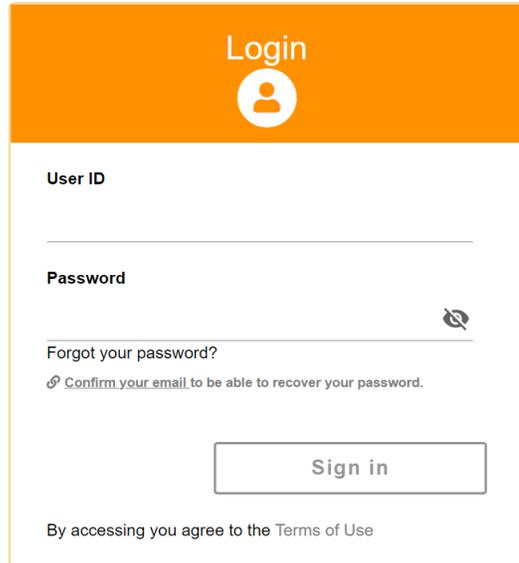
8. Answer **two security questions**.
 - a. **Tip for Success:** Have everyone select the two questions listed below with the answers noted below.
 - b. **Question 1:** What is the name of your first school? **school**
 - c. **Question 2:** What is the name of your favorite teacher? **teacher**
 - d. **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* <input type="text" value="Security question"/>	Answer* <input type="text"/>
Select your second security question* <input type="text" value="Security question"/>	Answer* <input type="text"/>

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)

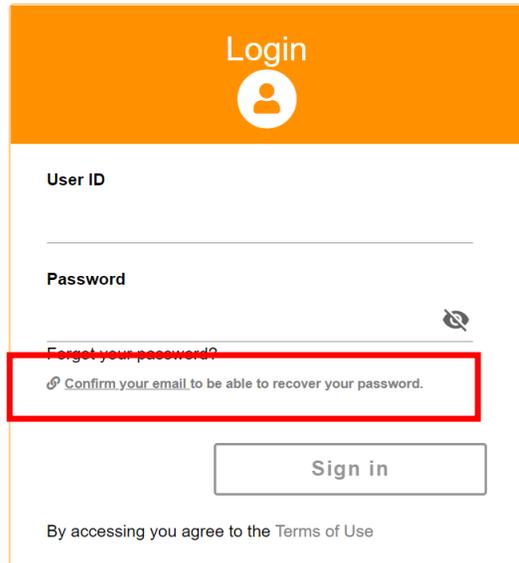
1. Navigate to:
<http://skillstosucceedlearning.accenture.com>
2. Enter your **Username/User ID** and **Password** and click **Sign In**.
 - **Note:** Your Username/User ID is always lowercase.
 - **Note:** You must enter your Username/User ID and password exactly as it was created with no extra spaces. It is also case sensitive.



The screenshot shows the login page with an orange header containing the word "Login" and a user icon. Below the header are two input fields: "User ID" and "Password". The "Password" field has a toggle icon on the right. Below the "Password" field is a link that says "Forgot your password?" with a small icon to its left. Below this link is a line of text: "Confirm your email to be able to recover your password." Below this text is a "Sign in" button. At the bottom of the page, there is a line of text: "By accessing you agree to the Terms of Use".

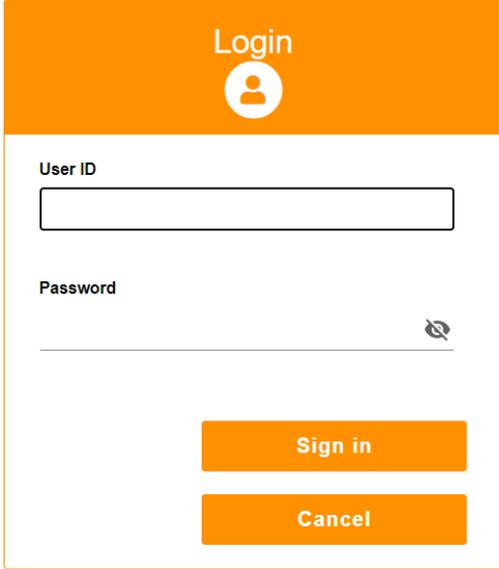
Link Email to Account to Recover Password Instructions

1. Navigate to:
<http://skillstosucceedlearning.accenture.com>
2. Click the **Confirm your email to be able to recover your password** link.



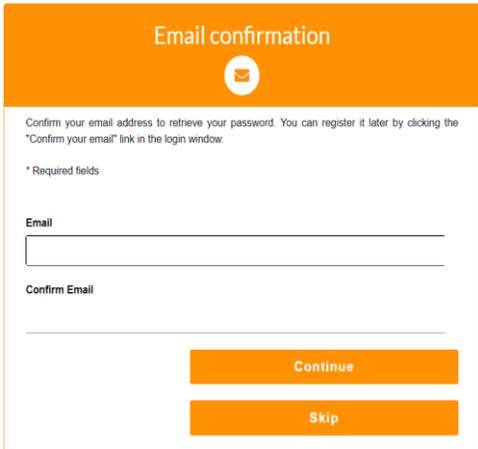
The screenshot shows the login page with an orange header containing the word "Login" and a user icon. Below the header are two input fields: "User ID" and "Password". The "Password" field has a toggle icon on the right. Below the "Password" field is a link that says "Forgot your password?" with a small icon to its left. Below this link is a line of text: "Confirm your email to be able to recover your password." This line of text is highlighted with a red box. Below this text is a "Sign in" button. At the bottom of the page, there is a line of text: "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.



The screenshot shows a login form with an orange header containing the word "Login" and a user icon. Below the header, there are two input fields: "User ID" and "Password". The "Password" field has a toggle icon for visibility. At the bottom, there are two orange buttons: "Sign in" and "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.



The screenshot shows an email confirmation form with an orange header containing the words "Email confirmation" and an envelope icon. Below the header, there is a message: "Confirm your email address to retrieve your password. You can register it later by clicking the 'Confirm your email' link in the login window." Below this message, there is a note: "* Required fields". There are two input fields: "Email" and "Confirm Email". At the bottom, there are two orange buttons: "Continue" and "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**.

The screenshot shows the 'Login' page with an orange header. Below the header are input fields for 'User ID' and 'Password'. A red box highlights the 'Forgot your password?' link. Below the link is a small note: 'Confirm your email to be able to recover your password.' A 'Sign in' button is at the bottom.

The screenshot shows the 'Password recovery' page with an orange header. Below the header is a text box for 'Email:'. Below the text box is a link for 'Password recovery through security questions?'. At the bottom are two orange buttons: 'Send' and 'Cancel'.

The screenshot shows the 'Change password' page with an orange header. Below the header is a text box for 'User ID*'. Below the text box are two text boxes for 'New password*' and 'Repeat password*'. At the bottom are two orange buttons: 'Send' and 'Back'.