

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).

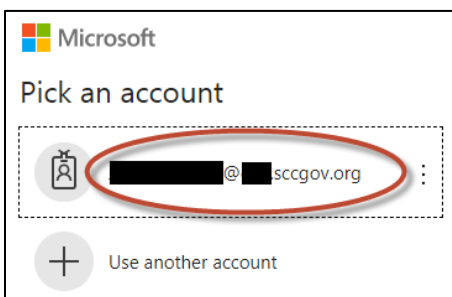
Note: **Santa Clara County Library employees** should refer to the [Access sccLearn as a Library Employee guide](#).

From your work computer (using Single Sign On feature)

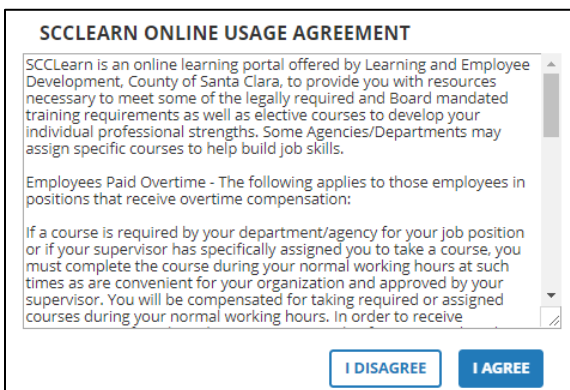
1) Open an internet browser (i.e. Internet Explorer) and in the address bar, at the top of the page, type “<http://scclearn.sccgov.org>”, press **ENTER**.

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**.

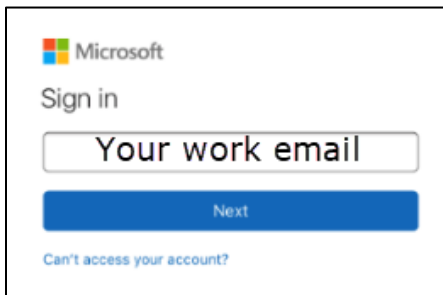


From a non-County device or network

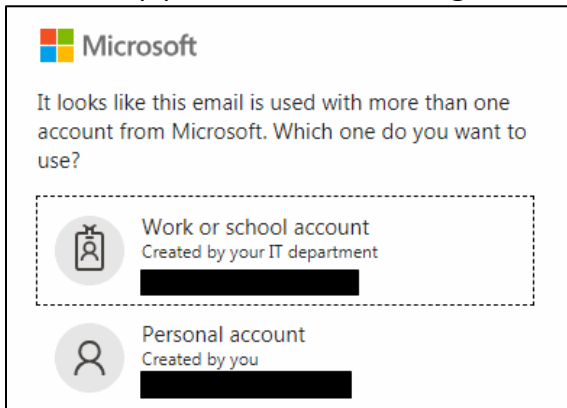
A one-time setup of Multi-Factor Authentication (MFA) is required. The [Multi-Factor Authentication Setup Guide](#) explains the process and the [Multi-Factor Authentication FAQ Guide](#) provides answers to commonly asked questions.

- 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, press **ENTER**.

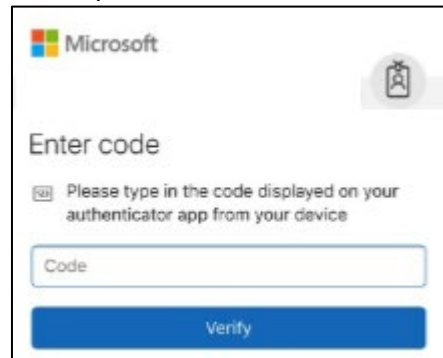
- 2) A Microsoft sign-in prompt appears – type in your work email address and click **“Next”**.



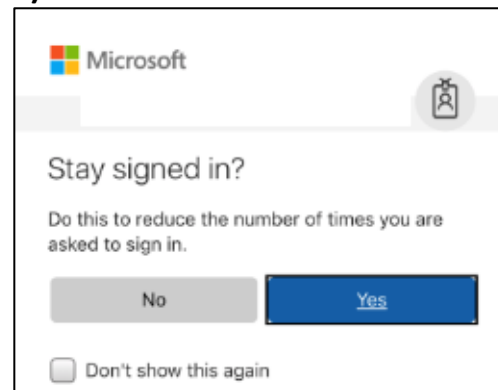
- 3) Select your work email address, enter your desktop password and click **“Sign in”**.



- 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**.

