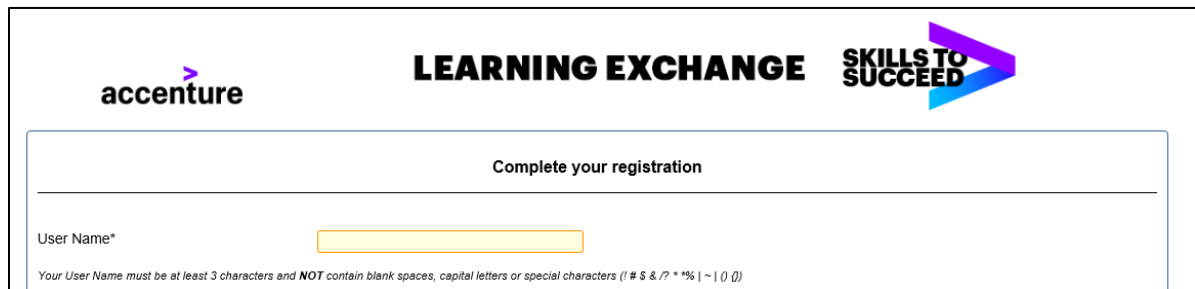


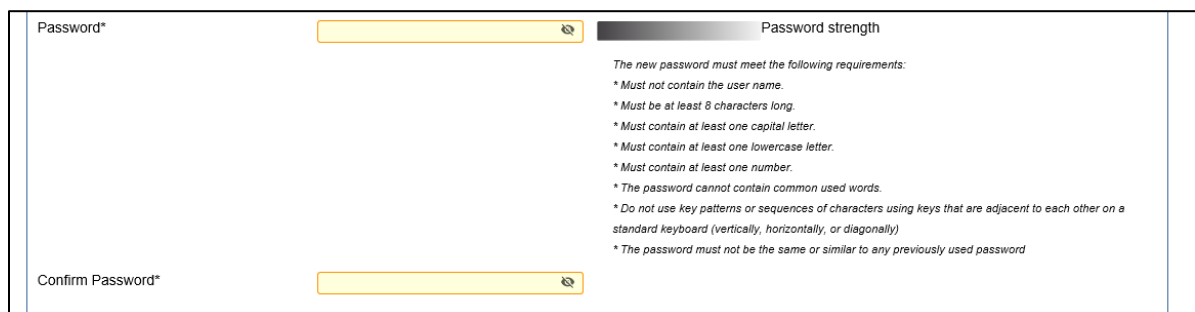
Skills to Succeed Learning Exchange Self-Registration Instructions

1. Navigate to: <https://ccusa-lms.cclearning.accenture.com/local/registration.php>
2. Create a **Username**.
 - a. **Note:** Username must be all lowercase, no blank spaces or special characters.
 - b. **Tip for Success:** Use the text in the learner's email, before the @ symbol. So for example, if an email address is maryh2002@gmail.com then use: **maryh2002** as the username.



The screenshot shows the registration page header with the Accenture logo, "LEARNING EXCHANGE", and "SKILLS TO SUCCEED" logo. Below the header is a box titled "Complete your registration". Inside this box, there is a "User Name*" label followed by a yellow input field. Below the input field is a small note: "Your User Name must be at least 3 characters and NOT contain blank spaces, capital letters or special characters (! # \$ % & / ? * ** % | ~ | () {})".

3. Create a **Password**.
 - a. **Note:** Password must be at least 8 characters long with a capital letter, lower case letter, number and cannot contain a common word.
 - b. **Tip for Success:** Create a password for everyone to use such as the name of your organization and the year.
 - c. **Note:** Once they've completed their password, they need to enter it again to confirm it.



The screenshot shows the registration page with two input fields: "Password*" and "Confirm Password*", both with yellow backgrounds and eye icons. To the right of the "Password*" field is a "Password strength" indicator, which is a horizontal bar showing a gradient from grey to black. Below the strength indicator is a list of requirements: "The new password must meet the following requirements: * Must not contain the user name. * 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. * The password cannot contain common used words. * Do not use key patterns or sequences of characters using keys that are adjacent to each other on a standard keyboard (vertically, horizontally, or diagonally) * The password must not be the same or similar to any previously used password".

4. Add your **First Name**, **Last Name** and **Email Address**.
 - a. **Note:** If a learner doesn't have an email address, they can note a fake email account with their firstname.lastname@fake.com.
5. Add your **Organization** (First Level) and then **Sub-Organization**.
6. Add **Country**. Select **United States**.

7. Add **Location**.

- a. **Important:** This field can be customized to what you like so consider adding the name of their cohort, program name, graduation year, etc. This will make it easier to sort/filter in reports to track specific learners.

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.

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

Select your first security question*

What is the name of your first school? school

Select your second security question*

What is the name of your favourite teacher? teacher

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

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

Once you're registered, here's instructions to get you logged on subsequent times.

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