

How to Access the SCAC Learning Portal Courses

Step 1: Know Your Log-in Information

Before you can log-in to the **Learning Portal**, you must know your **username** and **password** to the SCAC **Member Portal**. If you already know this information, proceed to **Step 2**.

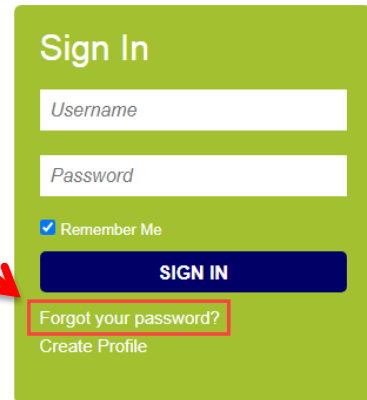
SCAC cannot see your password; however, we can change it if you would like. We can also provide your username if you do not know it. Please contact **Ryan Tooley** or **Jennifer Haworth** at 803-252-7255 if you would like to speak with someone about this information.

OR

If you would like to reset your own password, go to [Member Portal](#).

From the Member Portal page, select “**Forgot your password?**” underneath the log-in fields.

This will take you to a new page - please read all the information on this page. Enter your **username** or **email** to have an email sent to you with a password-reset link.



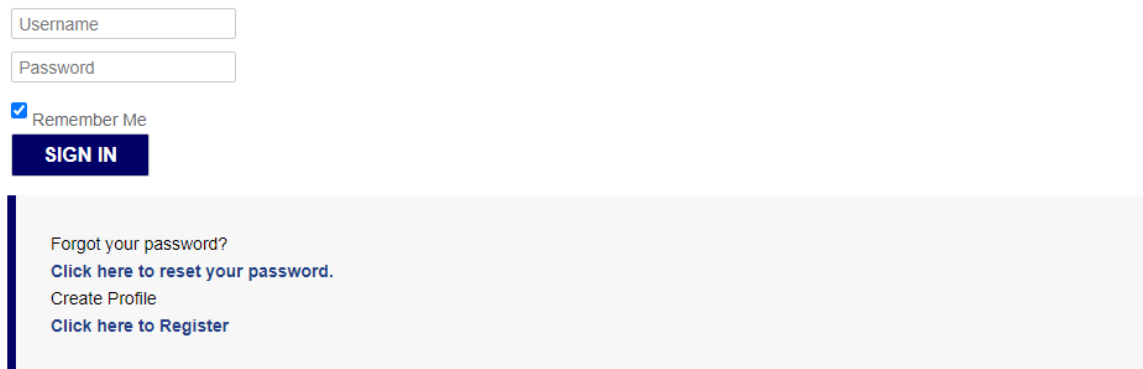
The image shows a 'Sign In' form with a green background. It contains two input fields for 'Username' and 'Password', a 'Remember Me' checkbox, a dark blue 'SIGN IN' button, and a red-bordered link for 'Forgot your password? Create Profile'. A red arrow points from the text in the previous block to this link.

Step 2: Logging into the Learning Portal

Proceed to the **Learning Portal** here: <http://scac.mycrowdwisdom.com/diweb/home>

Member Login

Welcome to the online community. Because of the built-in security features, you must first create a profile and be approved before accessing many site sections. If you are not a member of the site yet, please create a profile - we'd love you to be part of our online community.



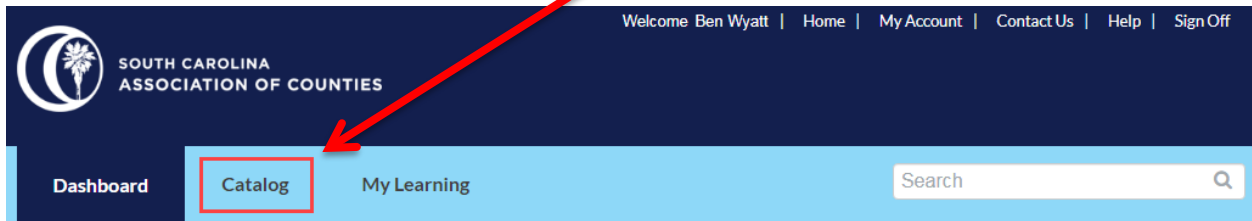
The image shows the 'Member Login' page. It features a 'Username' input field, a 'Password' input field, a 'Remember Me' checkbox, and a dark blue 'SIGN IN' button. Below the sign-in fields is a light gray box containing the text 'Forgot your password?' followed by a blue link 'Click here to reset your password.', the text 'Create Profile', and another blue link 'Click here to Register'.

Enter your **username** and **password** to log-in to the Learning Portal. The first time you log-in, you will see a **Disclaimer** that you need to read and agree to in order to proceed.

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Step 3: Go to the Catalog

Once on the **Learning Portal** home page, click the **Catalog** tab on the top menu.



This will take you to the **Catalog** page with all of our course offerings.

*Please note: our offerings change over time so the page may not look like the screenshot below.

You can select **“Institute of Government”** from the filters to only see those courses.

Format	Title	Credit(s)
1	Level I: Developing Good Leadership Skills [E] View Details Launch	LVL I Elective:3.0
2	Level I: Orientation to County Government I [R] Institute of Government View Details	LVL I Required:3.0
3	Level I: Orientation to County Government II [R] Institute of Government View Details Launch	LVL I Required:3.0
4	Level I: Planning and Land Use [R] View Details Launch	LVL I Required:3.0
5	Level I: Public Budgeting [R] View Details Launch	LVL I Required:3.0
6	Level II: Current Issues: Moving Forward from the COVID-19 Pandemic View Details Launch	LVL II:3.0
7	Level II: Decision-Making in a Political Environment View Details Launch	LVL II:3.0

Step 4: Launch or Purchase the Course

When you find the course you want to view, click **“Launch”** to open it.

If you see **“Buy Now”** instead of **“Launch”**, there is a registration fee for the course and it must be purchased. You can either use a credit card to purchase the course, or select **Bill Me** at checkout, which means SCAC will send an invoice to the county. If you select **Bill Me**, it may take up to 48 hours before you are granted access to the course.

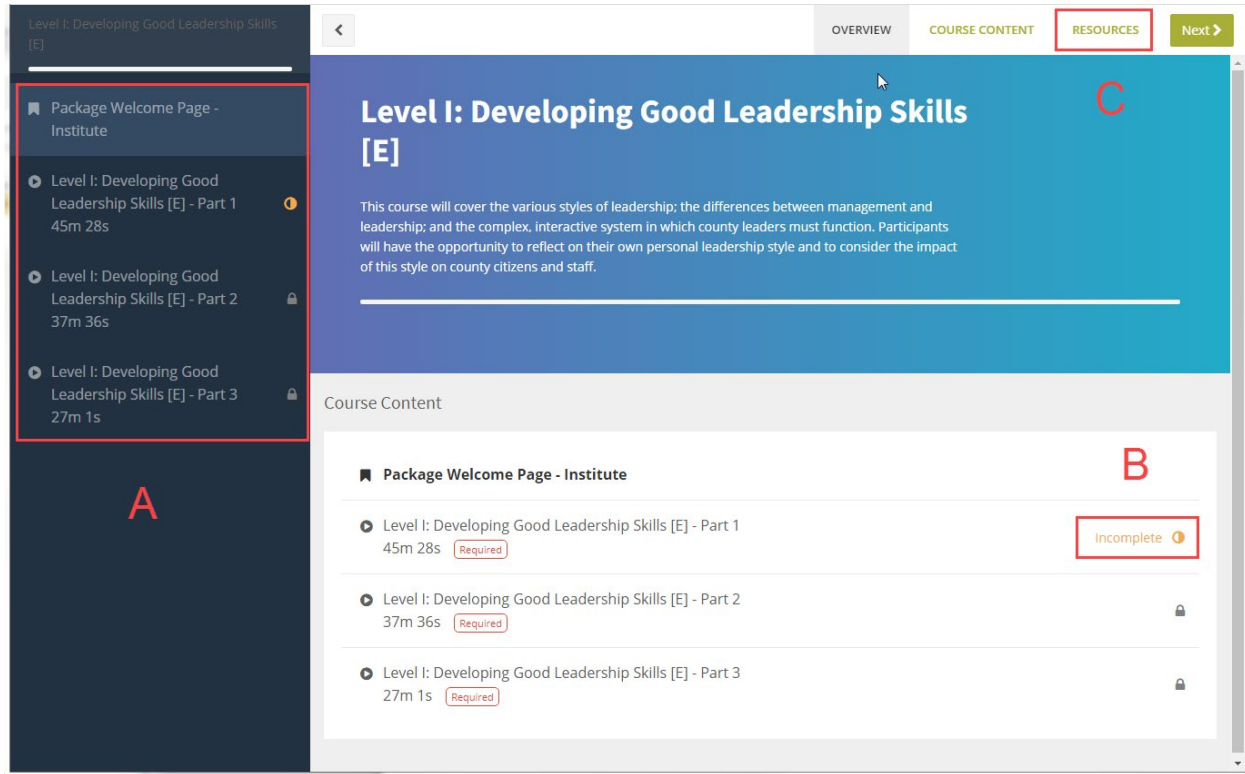
The course will open in a new window.

There are two course formats: one is an interactive course where you will need to click buttons, objects, etc. on the screen, and the other format is recordings from our live, in-person Institute of Government. Step 5 below will discuss navigating a course formatted with multiple recording parts.

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Step 5: Navigating a Recorded Course

If the see the following new window after pressing “Launch”, then the course is a compilation of several recordings from our live, in-person Institute of Government.



On the left side of the window (A in the picture above), you can view the course contents. This course has a “Welcome Page” and three video recordings from Part 1 to Part 3. You can click on these to navigate between them. However, if you see a locked icon next to one of the parts, it means you must complete watching the video before it in order to unlock/open it. This ensures you watch all the recordings in order and will receive credit for the institute course.

On the Welcome Page, you can view if a part of the course is complete – for example look at B in the picture above where it says that part is “Incomplete”. That means that part has not been completed yet (viewed in its entirety); therefore, the subsequent parts are still locked until it is completed.

If you would like to print out the handouts, agenda, or other resources associated with the course, click on “Resources” on the top menu – C in the picture above.

If the course awards credit in the Institute of Government, you will be required to watch all of the recordings. An email will be sent to you notifying you when you have completed the course. Should you have any questions, please contact **Ryan Tooley** at rtooley@scac.sc or at 803-252-7255.