Steps for Creating a Learning Portal Account

Step 1: Go to [https://join.ccclearningportal.org](https://join.ccclearningportal.org). Click “Next” to go to the next step.

**Note:** If you have started a trial, you will still need to follow these steps to create your Learning Portal account associated with your district and location. You will not be sent an activation email mentioned in Step 5. After creating your account, the next time you log in to the Learning Portal you will be able to claim your licenses.
Step 2: Enter your school or district-issued email, then click “Next.”

Step 3: Enter in your First Name, Last Name, District ID Number (if known) and select your Location and Title. Then click “Next.”
Step 4: Click “Send Activation Email” to complete your activation through an email confirmation. Once clicked, you will receive an email to activate your Learning Portal account.

Almost Done!

- Click on the Send Activation Email button and you will receive an activation email from the Learning Portal.
- Once you complete the activation process, you will select your program/licenses found in your profile.

Send Activation Email

Success!
Your account has been activated in your district.
Please check your email to complete your Learning Portal Registration.
Step 5: Activate your Learning Portal account through an activation email. Locate the activation email sent from the Learning Portal and click “Activate Learning Portal.” Once activated, you will receive a confirmation email. When you are ready to log into the Learning Portal go to https://login.ccclearningportal.org/.

Note: Activating your email is a step only done once and does not need to be repeated. If you have a trial account, you will skip this step.
**Step 6: Claim your licenses.** You will need to claim your program licenses in order to access your resources. To do this, log into the Learning Portal: [https://login.ccclearningportal.org/](https://login.ccclearningportal.org/). Click the triangle next to your name at the top right corner of the Learning Portal dashboard to access the drop-down menu, then select “Licenses.”
A screen will appear with available licenses purchased by your district. Select your program licenses and click “Save.” Then refresh your browser and your selected program resources should appear in the “Resources” tab.