

# Request to participate in sccLearn Administrator Training Program to obtain sccLearn Administrator access

Requests for new sccLearn administrator access and participation in the training program must be initiated by the manager of the department.

Visit the LED website to learn more about the [four components of the Administrator Training Program](#).

Please complete **one form per employee** that you would like to assign the training program to and return to [Dipti.Gokani@ceo.sccgov.org](mailto:Dipti.Gokani@ceo.sccgov.org) in Learning & Employee Development.

Manager Details		New Administrator Details	
Name:	_____	Employee name:	_____
Email address:	_____	Email address:	_____
Agency/Dept.:	_____	Job title:	_____

Please indicate the tasks that this new administrator will perform:

- |   |   |
|---|---|
| <input type="checkbox"/> Creating courses     | <input type="checkbox"/> Creating classes   |
| <input type="checkbox"/> Managing rosters     | <input type="checkbox"/> Marking attendance |
| <input type="checkbox"/> Other please explain |   |

Please explain why you need to train this new administrator:

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Please list other sccLearn administrators in the department:

Employee name: _____	Employee name: _____
Employee name: _____	Employee name: _____

Please include any other information that may be helpful:

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SUBMIT