



## Steps for Creating a Learning Portal Account

**Step 1:** Go to <https://join.ccclearningportal.org>. Click “Next” for the next step.

*Note: If you have started a trial, please still 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, next time you log in to the Learning Portal, you will be able to claim your licenses.*

Learning Portal

Your Learning Portal is almost ready!

Step 1 of 4

Before providing access to the Collaborative Classroom Learning Portal, we need a bit more information from you.  
Please have your district assigned email address, your location of work and district assigned ID number (if known) ready.

Select "Next" to go to step 2 of 4

NEXT

Center for the Collaborative Classroom  
1021 Marina Village Parkway, Suite 110, Alameda, CA 94501  
Phone: 510.223.0213

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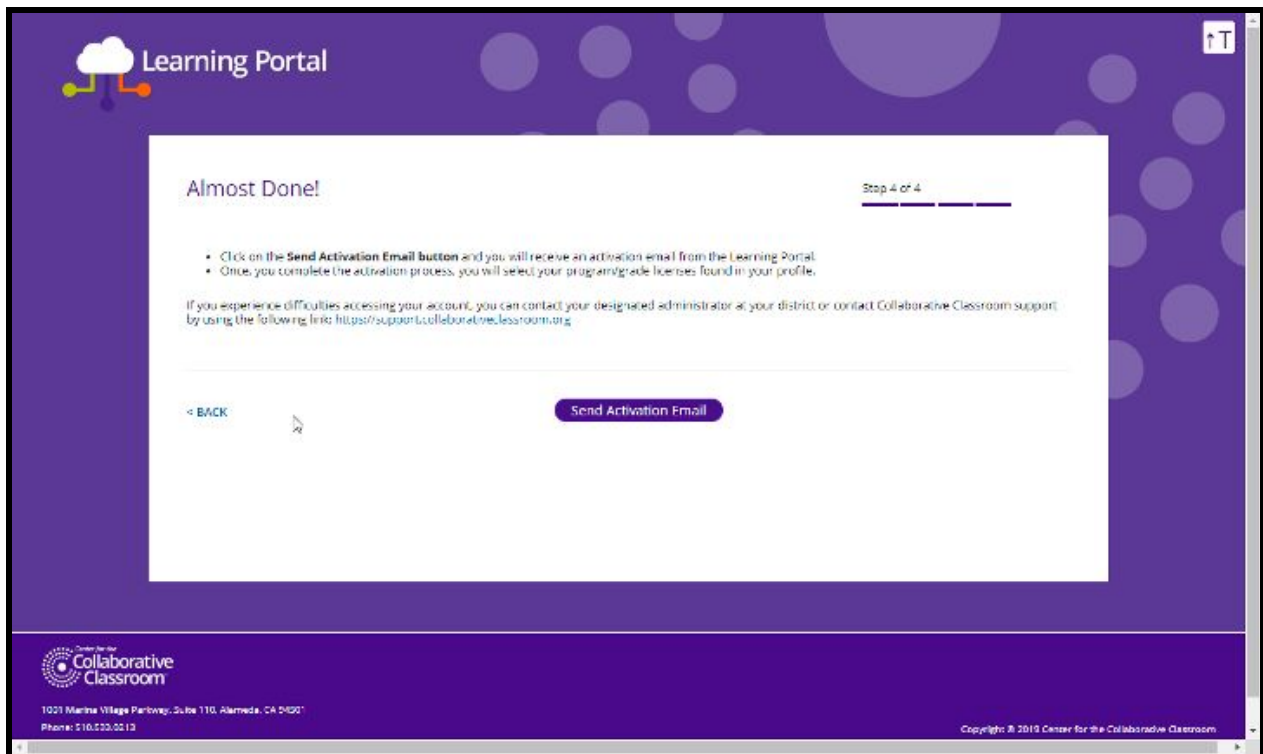
**Step 2: Enter your school or district-issued email.** Click “Next” for the next step.

The screenshot shows a registration form titled "District issued email" on a purple background. The form is part of a 4-step process, currently on Step 2 of 4. It prompts the user to enter their district-issued email. A text input field contains the email address "timliene@district@collaborativeclassroom.org". Below the input field are two buttons: a blue "< BACK" button and a purple "NEXT" button. The footer includes the Collaborative Classroom logo, address (1021 Marina Village Parkway, Suite 110, Alameda, CA 94501), phone number (510.233.0213), and copyright information (Copyright © 2019 Center for the Collaborative Classroom).

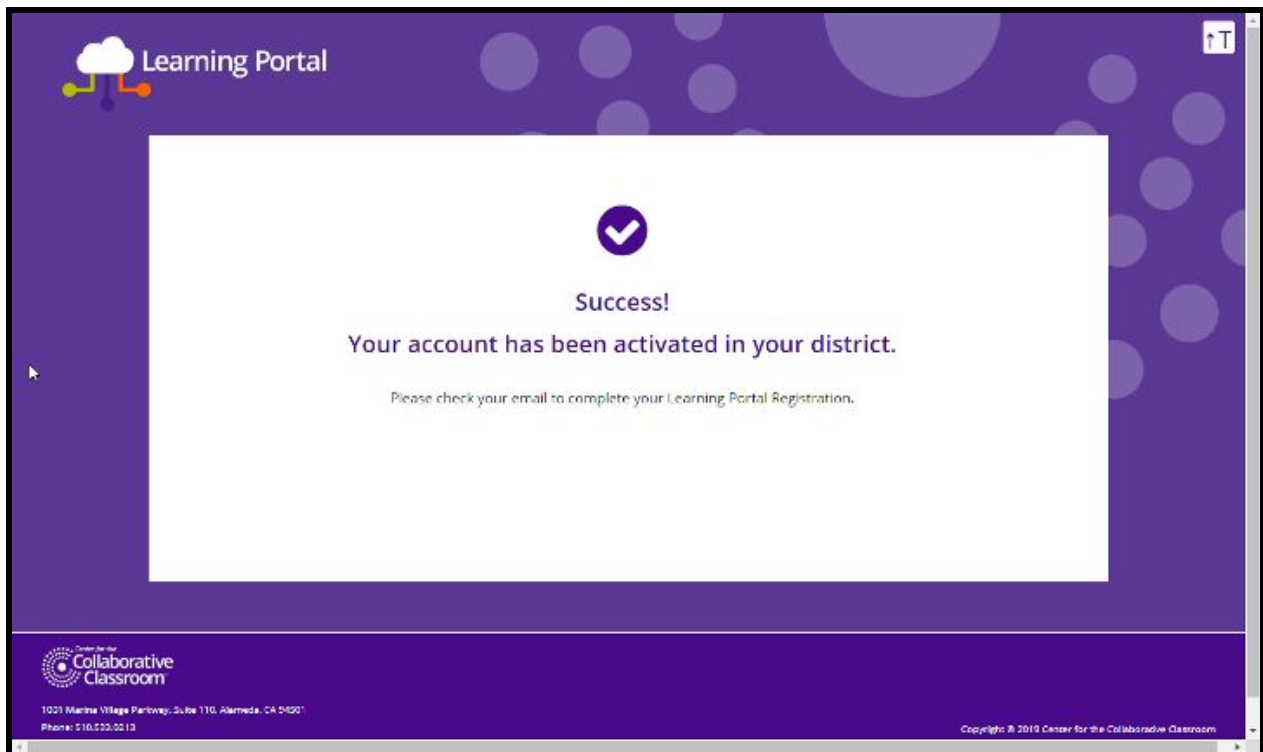
**Step 3: Enter in your First Name, Last Name, District ID (if known) and select your Location and Title.** Click “Next” for the next step.

The screenshot shows a registration form titled "Information About You" on a purple background. The form is part of a 4-step process, currently on Step 3 of 4. It prompts the user to enter their name, title, location, and district ID number. The form includes several input fields: "First Name \*" (containing "Tim"), "Last Name \*" (containing "Miles"), "Your District ID Number" (empty), "Location \*" (a dropdown menu showing "Cook 'n' Apple Elementary School"), and "Title \*" (a dropdown menu showing "Teacher"). Below the input fields are two buttons: a blue "< BACK" button and a purple "NEXT" button. The footer includes the Collaborative Classroom logo, address (1021 Marina Village Parkway, Suite 110, Alameda, CA 94501), phone number (510.233.0213), and copyright information (Copyright © 2019 Center for the Collaborative Classroom).

**Step 4: Click the “Send Activation Email” button to finish activation through email confirmation.** Once clicked, you will receive an email to activate your Learning Portal account.



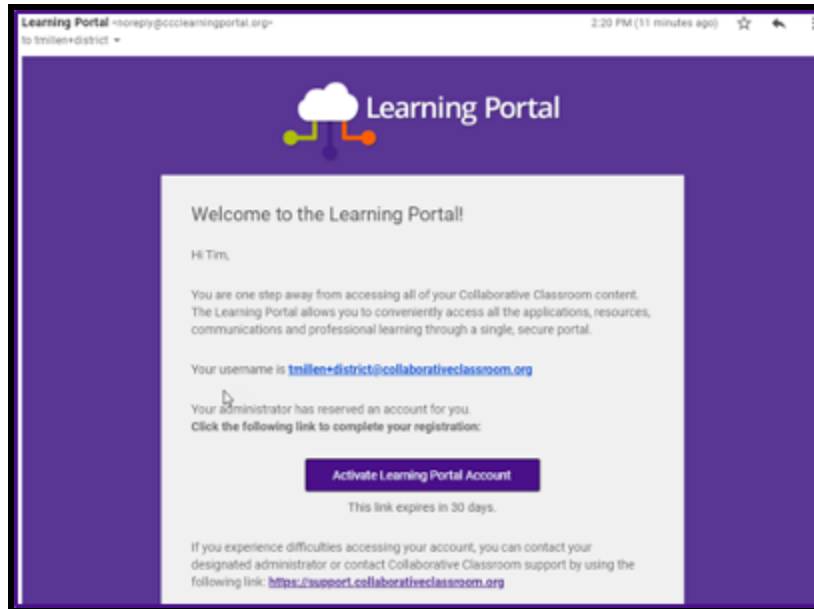
The screenshot shows the 'Almost Done!' step of the Learning Portal activation process. The page has a purple background with a white central box. At the top left of the white box is the Learning Portal logo. The text 'Almost Done!' is on the left, and 'Step 4 of 4' is on the right with a progress bar. Below this, there are two bullet points: 'Click on the Send Activation Email button and you will receive an activation email from the Learning Portal.' and 'Once you complete the activation process, you will select your program/grade licenses found in your profile.' A line of text follows: 'If you experience difficulties accessing your account, you can contact your designated administrator at your district or contact Collaborative Classroom support by using the following link: <https://support.collaborativeclassroom.org>'. At the bottom of the white box, there is a '< BACK' link on the left and a 'Send Activation Email' button on the right. The footer of the slide contains the Collaborative Classroom logo, address (1021 Marina Village Parkway, Suite 110, Alameda, CA 94501), phone number (510.223.0213), and copyright information (Copyright © 2019 Center for the Collaborative Classroom).



The screenshot shows the 'Success!' confirmation screen for the Learning Portal activation. The page has a purple background with a white central box. At the top left of the white box is the Learning Portal logo. In the center of the white box is a large purple checkmark icon. Below the icon, the text reads 'Success!' followed by 'Your account has been activated in your district.' and 'Please check your email to complete your Learning Portal Registration.' The footer of the slide contains the Collaborative Classroom logo, address (1021 Marina Village Parkway, Suite 110, Alameda, CA 94501), phone number (510.223.0213), and copyright information (Copyright © 2019 Center for the Collaborative Classroom).

**Step 5: Activate your Learning Portal Account through Activation Email.** Locate the Activation Email sent by the Learning Portal and click on the “Activate Learning Portal” button. Once activated, you will receive a **confirmation email** when you are ready to log into the CCC Learning Portal <https://login.ccclearningportal.org/>

**Note: Activating your email is a step only done once and does not need to be repeated!**



**Step 6: Claim licenses.** If you would like to claim program licenses, Log into the CCC Learning Portal: <https://login.ccclearningportal.org/>, click on your name drop-down at the top right corner of your Learning Portal dashboard, and select “Licenses”

A screen will appear with available licenses purchased at your district. Select your program licenses and click “Save”. Once you refresh your Learning Portal, your selected program resources should appear in the “Resources” tab.

Learning Portal

Search by keyword

Home | Notifications | Tim | Help

Profile  
Licenses  
Admin Support  
Sign out

Apps Resources Communication Professional

Student Apps Bookroom/WordWorks! Access Pro Instructions (eval) Learning Hub (beta) Learning Hub Learning Hub ClassView Pro (beta) ClassView Pro Quick Start CollabClass Admin CollabClass Admin (beta) CollabClass Admin Organization Admin Quick Start ClassView Pro Tutorial Collab Class Admin Tutorial Organization Admin Tutorial

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Learning Portal

Search by keyword

Home | Notifications | Tim | Help

Profile Licenses Admin Support

Claim Your Licenses

- ▶ Being a Reader, 1e
- ▶ Being a Writer, 2e
- ▶ Making Meaning, 3e
- ▶ Caring School Community
- ▶ SIPPS, 3e
- ▶ Small-Group Reading, 1e
- ▶ Guided spelling
- ▶ Professional Learning System
- ▶ Learning letter names
- ▶ Book Clubs
- ▶ Being a Reader, 2e
- ▶ Small-Group Reading, 2e

54 Licenses Claimed SAVE

Being a Reader, 1e - Grade 1	x
Being a Reader, 1e - Grade 2	x
Being a Reader, 1e - Grade K	x
Being a Writer, 2e - Grade 1	x
Being a Writer, 2e - Grade 2	x
Being a Writer, 2e - Grade 3	x
Being a Writer, 2e - Grade 4	x
Being a Writer, 2e - Grade 5	x
Being a Writer, 2e - Grade 6	x
Being a Writer, 2e - Grade K	x
Making Meaning, 3e - Grade 1	x
Making Meaning, 3e - Grade 2	x
Making Meaning, 3e - Grade 3	x
Making Meaning, 3e - Grade 4	x
Making Meaning, 3e - Grade 5	x
Making Meaning, 3e - Grade 6	x
Making Meaning, 3e - Grade K	x
Caring School Community - Grade K	x
Caring School Community - Grade 1	x



Apps	Resources	Communication	Professional Learning
	<a href="#">Being a Reader</a> Being a Reader - Grade K	<a href="#">Being a Reader</a> Being a Reader - Grade 1	<a href="#">Being a Reader</a> Being a Reader - Grade 2
	<a href="#">Learning Letter Names</a> Learning Letter Names	<a href="#">Small-group Reading</a> Small-group Reading - Set 1	<a href="#">Small-group Reading</a> Small-group Reading - Set 2
	<a href="#">Small-group Reading</a> Small-group Reading - Set 3	<a href="#">Small-group Reading</a> Small-group Reading - Set 4	<a href="#">Small-group Reading</a> Small-group Reading - Set 5
	<a href="#">Small-group Reading</a> Small-group Reading - Set 6	<a href="#">Small-group Reading</a> Small-group Reading - Set 7	<a href="#">Small-group Reading</a> Small-group Reading - Set 8
	<a href="#">Small-group Reading</a> Small-group Reading - Set 9	<a href="#">Small-group Reading</a> Small-group Reading - Set 10	<a href="#">Small-group Reading</a> Small-group Reading - Set 11
	<a href="#">Small-group Reading</a> Small-group Reading - Set 12	<a href="#">FAQs</a> Being a Reader FAQ	<a href="#">Correlations</a> Standards Correlations