

# **How To Create An Account & Search for Training Topics on the Vision Resource Center**

Prepared by: Nancy Miller  
HR Manager

# Vision Resource Center (VRC)

## visionresourcecenter.cccco.edu

The screenshot shows a web browser window with the URL [visionresourcecenter.cccco.edu](http://visionresourcecenter.cccco.edu). The page features the California Community Colleges logo and the text "Vision Resource Center". A navigation menu includes links for HOME, LEARN, CONNECT, INTEGRATE, and UPDATES. A green banner contains the following text: "COVID-19 Updates", "California Community Colleges faculty, staff and administrators can join the CCC | COVID-19 Resources, Tools and Discussion community in the Vision Resource Center to stay informed on developments and ask questions.", and "Create an Account or Log in to access the COVID-19 community." Below this is a large image of a smiling graduate in a cap and gown with arms raised, and the text "REALIZE the Vision for Success".

**1. Go to website.** (Arrow pointing to the address bar)

**2. Click on Register** (Arrow pointing to the REGISTER link)

REGISTER LOGIN

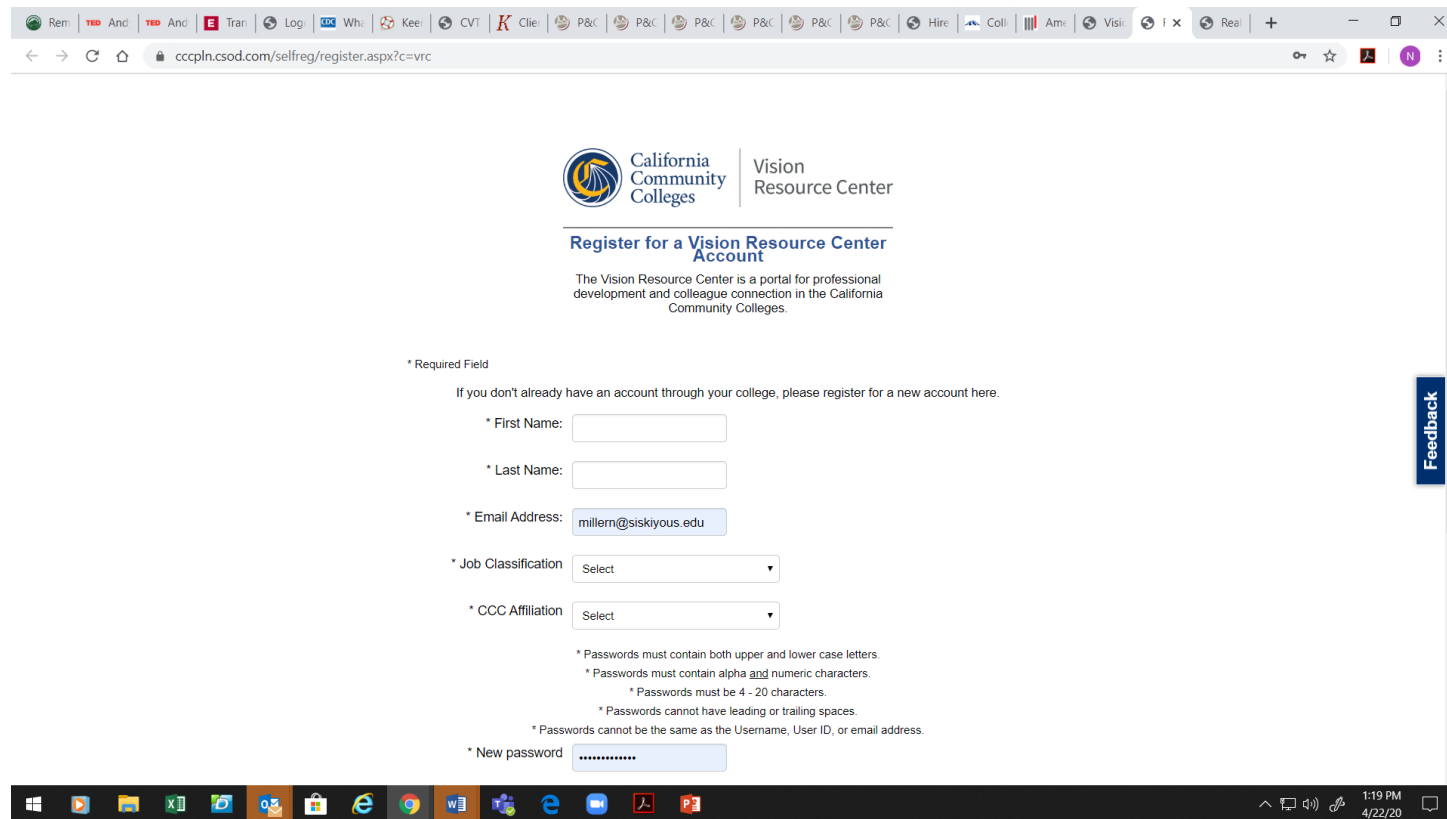
HOME LEARN CONNECT INTEGRATE UPDATES

**COVID-19 Updates**  
California Community Colleges faculty, staff and administrators can join the CCC | COVID-19 Resources, Tools and Discussion community in the Vision Resource Center to stay informed on developments and ask questions.  
Create an Account or Log in to access the COVID-19 community.

REALIZE the  
*Vision* for  
*Success*

1:12 PM  
4/22/20

1. Enter Information Requested to Register for Account in VRC
2. Select “Log In” Button at Bottom of Screen

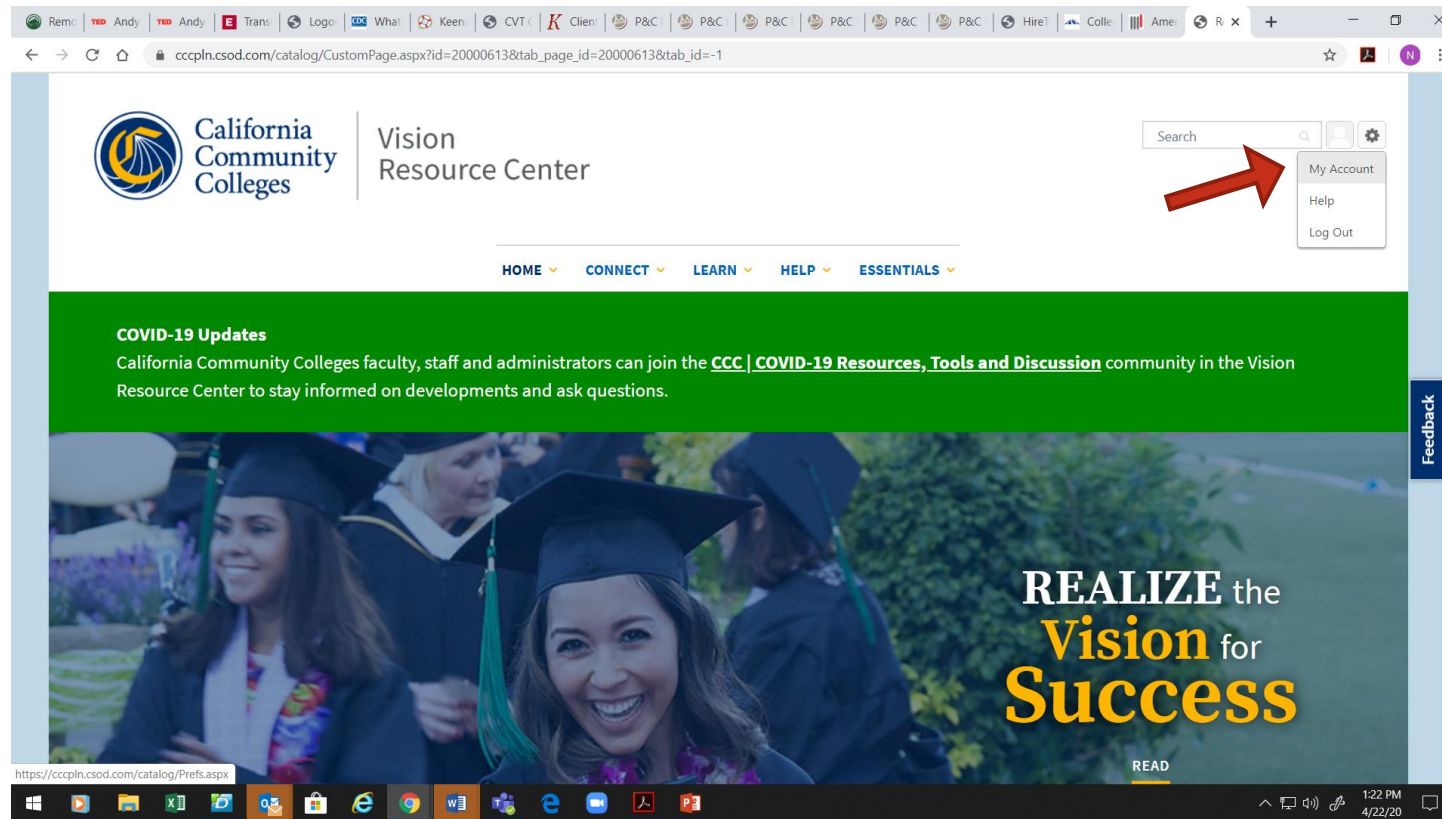


The screenshot shows a web browser window with the URL `ccpln.csod.com/selfreg/register.aspx?c=vrc`. The page header includes the California Community Colleges logo and the text "Vision Resource Center". Below the header, the title is "Register for a Vision Resource Center Account". A sub-header explains: "The Vision Resource Center is a portal for professional development and colleague connection in the California Community Colleges." The registration form includes the following fields and instructions:

- \* Required Field**
- If you don't already have an account through your college, please register for a new account here.
- \* First Name:
- \* Last Name:
- \* Email Address:
- \* Job Classification:
- \* CCC Affiliation:
- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords must be 4 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* New password:

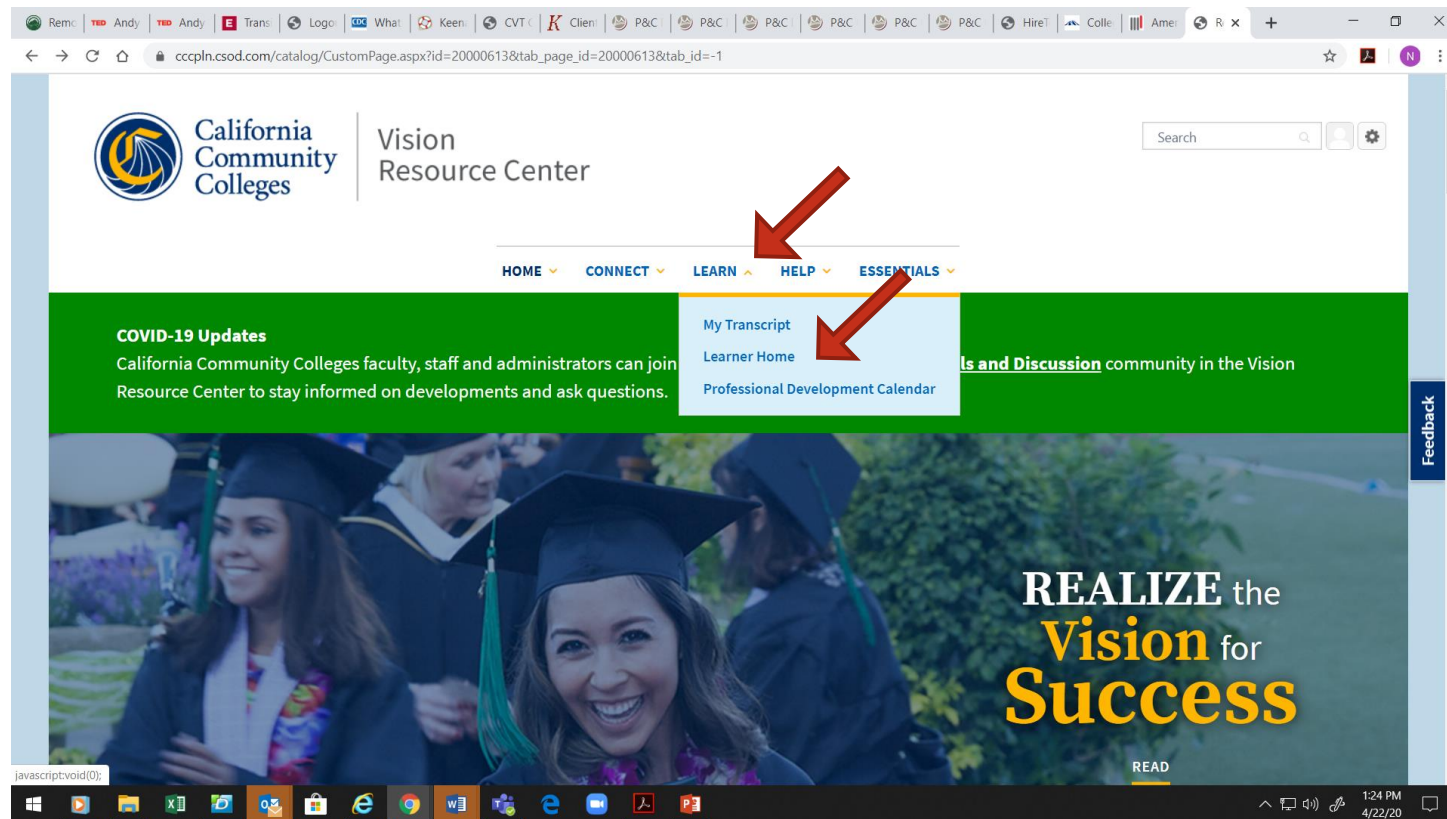
A vertical "Feedback" button is located on the right side of the form. The Windows taskbar at the bottom shows the time as 1:19 PM on 4/22/20.

# You are now logged in. Look for the “My Account” Icon



The screenshot shows a web browser window displaying the California Community Colleges Vision Resource Center. The browser's address bar shows the URL: [cccpln.csod.com/catalog/CustomPage.aspx?id=20000613&tab\\_page\\_id=20000613&tab\\_id=-1](https://cccpln.csod.com/catalog/CustomPage.aspx?id=20000613&tab_page_id=20000613&tab_id=-1). The page header includes the California Community Colleges logo and the text "Vision Resource Center". A search bar is located in the top right corner, and a red arrow points to a dropdown menu that appears when the search bar is clicked. The dropdown menu contains the following options: "My Account", "Help", and "Log Out". Below the header, there is a navigation menu with the following items: "HOME", "CONNECT", "LEARN", "HELP", and "ESSENTIALS". A green banner below the navigation menu contains the text "COVID-19 Updates" and "California Community Colleges faculty, staff and administrators can join the [CCC | COVID-19 Resources, Tools and Discussion](#) community in the Vision Resource Center to stay informed on developments and ask questions." Below the banner is a large image of graduates in caps and gowns. The text "REALIZE the Vision for Success" is overlaid on the image. The bottom of the browser window shows the Windows taskbar with various application icons and the system tray displaying the time as 1:22 PM on 4/22/20.

1. Hover over the “Learn” arrow
2. Click on “Learner Home”





# Enter a training topic in the search window.

The screenshot shows a web browser window displaying the California Community Colleges Vision Resource Center learner home page. The browser's address bar shows the URL `cccpln.csod.com/ui/lms-learner-home/home?tab_page_id=-200300006`. The page header includes the California Community Colleges logo and the text "Vision Resource Center". A search bar is located in the top right corner of the header. Below the header is a navigation menu with links for Home, Connect, Learn, Help, and Essentials. The main content area features a personalized greeting: "Hi Nancy! What would you like to learn today?" followed by a search bar labeled "Search for learning". A red arrow points to this search bar. Below the greeting is a large banner with a landscape illustration and the text "Welcome to the new Learner Home! Customize your experience by adding your favorite subjects." with an "Add Subjects" button. The left sidebar contains a user profile section with "0 Completions" and "0 Hours", a "Your Subjects" section with an "Add" button, a "Your Language(s)" dropdown, and a "Your Playlists" section with "0 Created", "0 Followers", and "0 Followed" counts, and a "Create New Playlist" button. At the bottom, there is a "Continue Learning" section with three "skillssoft" logos. The Windows taskbar is visible at the bottom of the browser window, showing the time as 1:27 PM on 4/22/20.

# Examples of Searches

The screenshot shows a web browser with multiple tabs. The active tab is titled "Browse for Training" and the address bar shows the URL: [https://ccpln.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab\\_page\\_id=-6#f=5&o=1](https://ccpln.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab_page_id=-6#f=5&o=1). The page header includes the California Community Colleges logo and the text "Vision Resource Center". A navigation bar contains links for "Home", "Connect", "Learn", and "Help".

The main content area is titled "Browse for Training" and shows "50 Results". On the left, there are filters for "Training" (with a "clear" link) and "Type" (with a "clear" link). The "Training" filter is expanded, showing a search input with the text "Conflict". A dropdown menu is open, displaying the following search results:

- Managing Conflict
- Conflict: Avoid, Confront, or Delay?
- Conflict, Stress, and Time Manage...
- Handling Team Conflict
- Personal Conflict Styles

The main content area displays a grid of training cards. Each card features the Skillsoft logo and the text "Online Class". The visible titles of the cards are:

- Advanced Visualizations & Dashboards: Visualization
- Advanced Visualizations & Dashboards: Visualization
- Azure Fundamentals: Azure Data Privacy

The URL at the bottom of the browser is [https://ccpln.csod.com/LMS/catalog/Main.aspx?tab\\_page\\_id=-67&tab\\_id=-1](https://ccpln.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1).

# Examples of Searches

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** College of the Siskiyou, Logout Successful, Banner, Contact Us - School..., DIR Overtime, Browse for Training.
- Address Bar:** [https://cccpln.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab\\_page\\_id=-6#f=5&o=1](https://cccpln.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab_page_id=-6#f=5&o=1)
- Page Header:** California Community Colleges Vision Resource Center
- Navigation:** Home, Connect, Learn, Help
- Search Bar:** Contains the text "Excel". A dropdown menu is open, showing search results for "Training":
  - Excel: PivotTables in Depth
  - Excel: Statistical Process Control
  - Excel: Management Accounting
  - Excel: Introduction to Formatting
  - Learning Excel: Data-Analysis
- Main Content Area:** "Browse for Training 50 Results".
  - Filters: Training (clear), Type (clear)
  - Sort: All, Newest
  - Results: Three Skillsoft Online Class cards are visible:
    - Advanced Visualizations & Dashboards: Visualization
    - Advanced Visualizations & Dashboards: Visualization
    - Azure Fundamentals: Azure Data Privacy