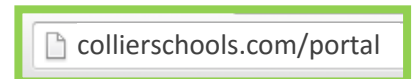
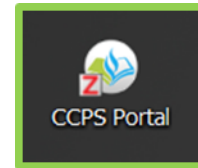




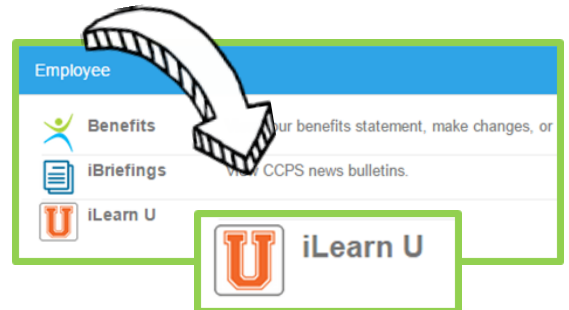
- To login to iLearnU, please click on the CCPS Portal icon that is located on your desktop. If you do not have the icon, please visit: www.collierschools.com/portal using Google Chrome.



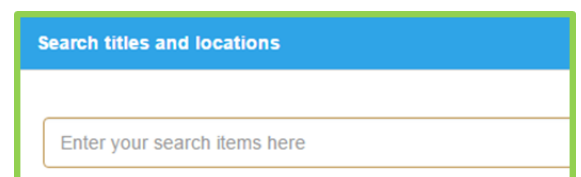
- Verify that you have successfully logged into the portal. To do this you will simply check to see that your name and picture (as it appears on your name badge) is in the upper right corner.



- Under the 'Employee' section, click on the iLearnU icon.
 - Once you have clicked on the [iLearnU](#) icon, you will be directed to the registration system and will not need to login again.



- Search for the training that you have been directed to register for. You can do this by entering ANY of the following criteria in the 'Search' text box:



- Name of Training
- Coordinator or Instructor's FIRST or LAST name
- Curriculum category (example: "Math")

- ⇒ **Forgot your network username and password?** Please call the HelpDesk @ 7-0445
- ⇒ **Having issues locating the training once you are logged into iLearnU?**
Please call the curriculum coordinator that is responsible for the training.
- ⇒ **Can't get into iLearnU after following the steps above?**
Please call Clarissa Langston @ 7-0021