

STATE OF CALIFORNIA DEPARTMENT OF FISH AND WILDFIFE

SCP-- SCIENTIFIC COLLECTING PERMIT PORTAL

SCP APPLICATION INSTRUCTIONS

Creating and Managing Your Login ID

IMPORTANT: Read Title 14, Section 650, California Code of Regulations (CCR), as well as all instructions (last section of this form), permit descriptions, and all Standard Conditions for Scientific Collecting Permits (SCP), available at https://www.wildlife.ca.gov/Licensing/Scientific-Collecting. All sections of the application are required, unless otherwise indicated.

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Creating and Managing Your Login ID

System Guidelines	
Browsers	• While the SCP Portal is built in Sharepoint, a Microsoft-based product, it seems to work best using Google Chrome or Firefox.
Web address	 <u>https://scpapp.wildlife.ca.gov</u>
Access	 Please note, this Instructions document is for first time users only. Do not create a Profile for any other person from within your own Login ID and Profile. Each person requiring access to the SCP Portal must have their own Login ID and password, and create their own Profile.

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SCP Portal	Instruction
Step 1	Navigate to <u>https://wildlife.ca.gov/Licensing/Scientific-Collecting</u> and click Apply Now, or navigate to <u>https://scpapp.wildlife.ca.gov</u>
Step 2	Creating Your Login ID
	Click "Register"
	Fish and Wildlife
	Login
	If this is your first time visiting, please Register lefore logging in.
	Please verify your identity, for your own protection
	Local Login ×
	Email:
	Password
	Password
	Login
	Forgot Password?
	C Remember My Login
	Trouble accessing your account?
Step 3	 Enter your First Name, Last Name, and an email address that you plan to use in the long term (i.e., across many years, as your profile will last in the SCP Portal for many years). When planning to apply as an Entity, you may use an email address that may be a shared inbox, such as admin@eaglepops.org, or accessible by multiple people
	 Select "I'm not a Robot," and click Register

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	Chan Have tage	
	Californite Desceriment of Fish circl Wildlife	
	Registration	
	Enter registration information	
	Fort Name 7 Annu	
	Instructions Last Name * 2000 Step 1 Step 2	
	Email *peter anothic@examples com	
	Centrem Email * pain social/genzerum team * comparte info/CPCA & Centrem prove activation email / Freet time login taken prevented c. cloking Register	
	Limited a solod. Repr Address Representation	
	Register	
	NOTE: You MUST set your password immediately, or the request will expire.	
Step 4	Set Your Password	
	From the confirmation email, click "Set a Password"	
	Version and the California Demostration of Fish and Mildlife Esternat	
	Your new account at California Department of Fish and WildlifeExtranet	
	N no-reply@wildlife.ca.gov <no-reply@wildlife.ca.gov> 11:30 AM</no-reply@wildlife.ca.gov>	
	To: w0611574@apps.losrios.edu	
	Fish and Wildlife	
	Welcome Kristin Wenzel,	
	Welcome to the California Department of Fish and Wildlife Extranet.	
	Your username is w0611574@apps.losrios.edu.	
	As part of the sign-up process for this site you will be required to Set a Password before Wednesday, October 24, 2018 11:30am.	
	If you have not selected a password by this time you will have to Restart the Password Change Process.	
	You can access your account at https://id.wildlife.ca.gov/landing/	
	to conserve for eccenter whether manufacture and	
Step 5	 Click "I would like to use a password to access this website" 	
	Colifornic Department of Fish and Wildlife	
	Select an access method	
	Password I would like to use a password to access this website	

Step 6	 Following the instructions in the Password Checklist, enter a password and click "Set Password"
	Colliante Dependment of Fish and Wildlife
	Set Password * Password Checklist New Password * Begin with a letter or number Confirmation: Contain at least 1 upper-case letter, lowercase letter, and number Between 8 and 10 characters in length Passwords entered must match
	NOTE: You are required to retype your new password to confirm the Change.
Step 7	Navigate to the SCP Portal From the Confirmation screen, click "Home" Home Confirmation Department of Fish cincl Wildlife
Step 8	 Click the Envelope icon to login with your email address and new password Contract Department of Fish and Wilcilie Login If this is your first time visiting, please Register before logging in. Select your sign in method Contract Department of the member My Login

Step 9	• Enter your email address and new password, then click "Login"
	Fish and Wildlife
	Login
	If this is your first time visiting, please Register before logging in.
	Please verify your identity, for your own protection
	Local Login ×
	Email:
	Password
	Forgot Password?
	C Remember My Login
	Trouble accessing your account?
Step 10	Click "Scientific Collecting Permit Portal (SCPP)"
	Gov Home My Profile Change Password
	Fish and Wildlife
	Available Services Scientific Collecting Permit Portal (SCPP)

Step 11	Request Password Reset
	 Select "Forgot Password?" or "Trouble accessing your account?"
	Fish and Wildlife
	Login
	If this is your first time visiting, please Register before logging in.
	Please verify your identity, for your own protection
	Local Login ×
	Email: Username
	Password
	Password
	Forgot Password?
	Remember My Login
	Trouble accessing your account?
Step 12	Enter your email address, then click Send
	Fish and Wildlife
	Forgot your password?
	Email: * john.smith@example.com Enter your email address to obtain a link to reset your password.
	Send

Step 13	You should receive the following Confirmation screen:
	Fish and Wildlife
	Forgot your password?
	Success! An e-mail has been sent to the e-mail address you provided. Please open the e-mail and click the link to access the website. You will be required to change your password. The link in the e-mail will expire in two hours.
	NOTE: If you do not receive an email within a few minutes, check your Junk Email folder or Spam folder for the email.
Step 14	Reset Password
	 Click the "Reset your Password" link in the email notification
	Mon 10/22/2018 11:20 AM NO-reply@wildlife.ca.gov Password request for California Department of Fish and Wildlife Extranet To cschjoneman@yc4consulting.com
	Fish and Wildlife
	You have requested to <u>Reset your Password</u> to the Envision IT Extranet.
	You have until Monday, October 22, 2018 1:20pm to select a password.
	If you did not request this password reset, please contact the CDFW II Helpdesk at <u>helpdesk@wildlife.ca.gov</u> . You can access your sites at <u>https://id.wildlife.ca.gov/landing/</u> .
	This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.
	Supported by the California Department of Fish and Wildlife © 2018 State of California Conditions of Use
	Contact Us Privacy Policy Accessibility
	NOTE: You MUST reset your password immediately or the request will expire.
	Please email <u>SCPermits@wildlife.ca.gov</u> with any questions on this step – do NOT hit reply
	to the <u>Helpdesk@wildlife.ca.gov</u> OR the SharepointAdmins@wildlife.ca.gov

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Step 15	Click "I would like to use a password to access this website"
	California Department of Fish and Wildlife
	Select an access method
	Password I would like to use a password to access this website
Step 16	 Following the instructions in the Password Checklist, enter a new password and click "Set Password"
	Fish and Wildlife
	Set Password
	New Password: * Password Checklist
	New Password * Confirmation: Contain at least 1 upper-case letter, and number
	Between 8 and 16 characters in length
	Passwords entered must match
	Set Password
	NOTE: You are required to retype your new password to confirm the Change.
Step 17	• To navigate to SCPP, see Step 7 above.