



STATE OF CALIFORNIA  
DEPARTMENT OF FISH AND WILDLIFE

SCP-- SCIENTIFIC COLLECTING PERMIT PORTAL

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SCP APPLICATION INSTRUCTIONS

# Creating and Managing Your Login ID

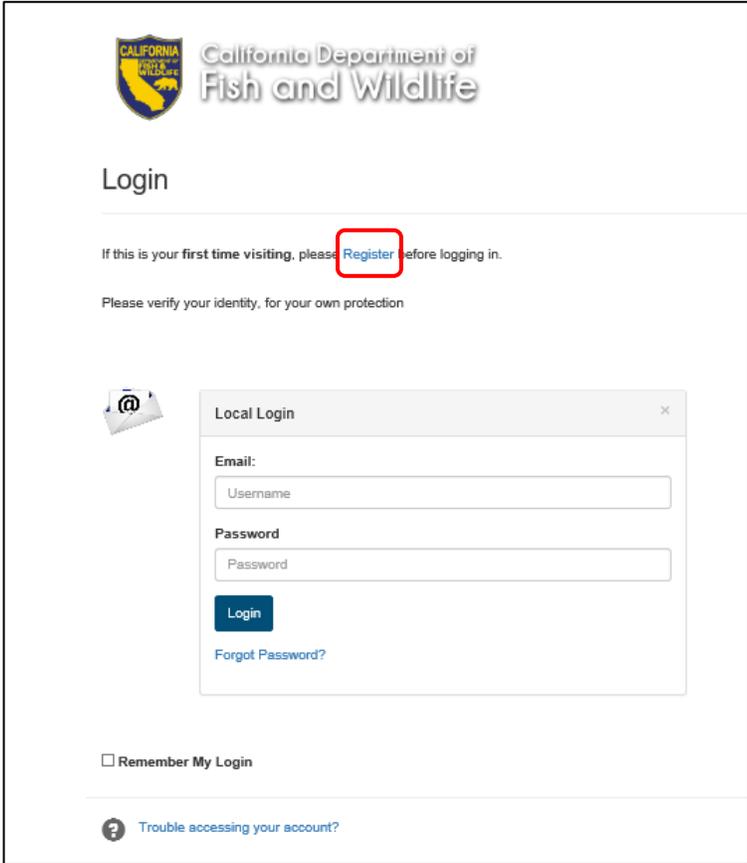
**IMPORTANT: Read Title 14, Section 650, California Code of Regulations (CCR), as well as all instructions (last section of this form), permit descriptions, and all Standard Conditions for Scientific Collecting Permits (SCP), available at <https://www.wildlife.ca.gov/Licensing/Scientific-Collecting>.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

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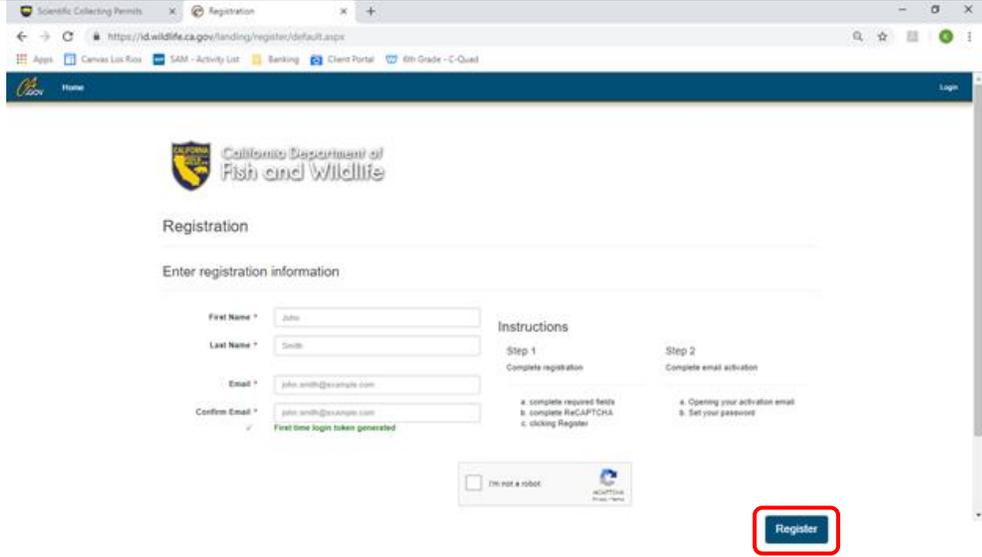
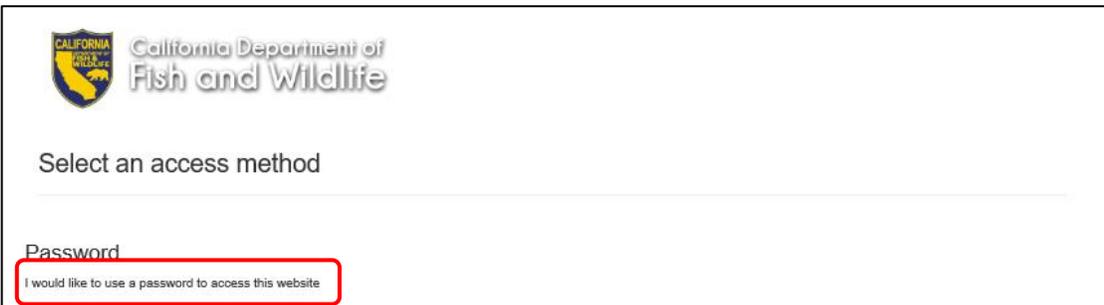
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## Creating and Managing Your Login ID

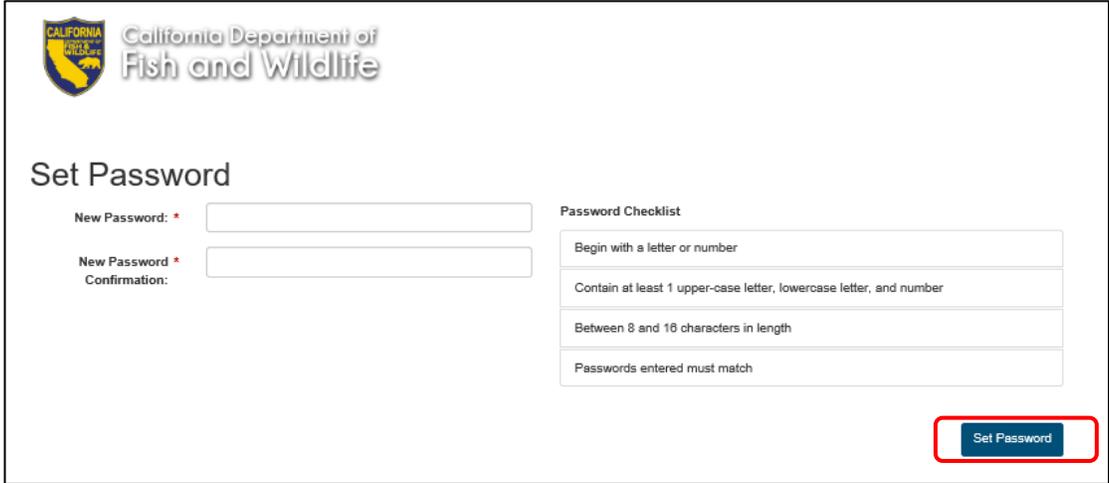
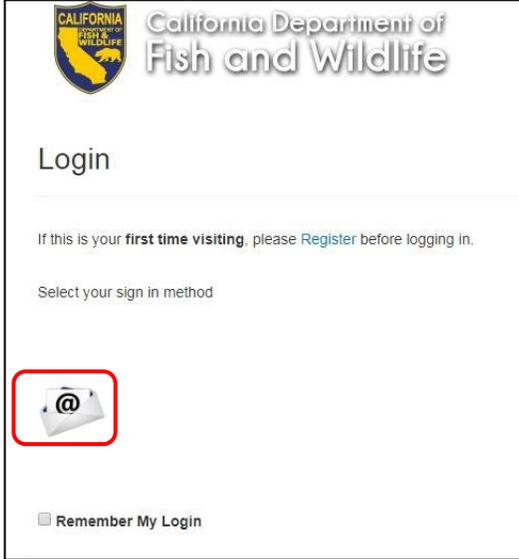
System Guidelines	
Browsers	<ul style="list-style-type: none"><li>• While the SCP Portal is built in Sharepoint, a Microsoft-based product, it seems to work best using Google Chrome or Firefox.</li></ul>
Web address	<ul style="list-style-type: none"><li>• <a href="https://scpapp.wildlife.ca.gov">https://scpapp.wildlife.ca.gov</a></li></ul>
Access	<ul style="list-style-type: none"><li>• 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.</li></ul>

SCP Portal Instruction	
Step 1	Navigate to <a href="https://wildlife.ca.gov/Licensing/Scientific-Collecting">https://wildlife.ca.gov/Licensing/Scientific-Collecting</a> and click Apply Now, or navigate to <a href="https://scpapp.wildlife.ca.gov">https://scpapp.wildlife.ca.gov</a>
Step 2	<p>Creating Your Login ID</p> <ul style="list-style-type: none"> <li>Click “Register”</li> </ul> 
Step 3	<ul style="list-style-type: none"> <li>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).</li> <li>When planning to apply as an Entity, you may use an email address that may be a shared inbox, such as <a href="mailto:admin@eaglepops.org">admin@eaglepops.org</a>, or accessible by multiple people.</li> <li>Select “I’m not a Robot,” and click Register</li> </ul>

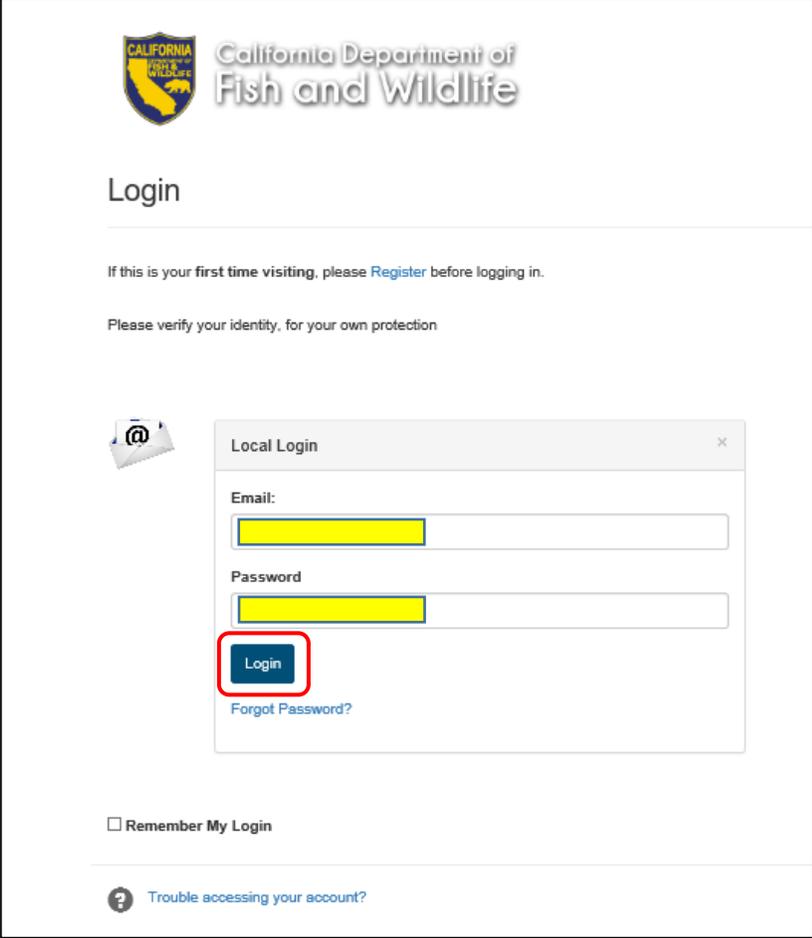
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	 <p><b>NOTE: You MUST set your password immediately, or the request will expire.</b></p>
<p>Step 4</p>	<p><u>Set Your Password</u></p> <ul style="list-style-type: none"> <li>From the confirmation email, click “Set a Password”</li> </ul> <p>Your new account at California Department of Fish and Wildlife Extranet</p> <p> no-reply@wildlife.ca.gov &lt;no-reply@wildlife.ca.gov&gt; 11:30 AM</p> <p>To: w0611574@apps.losrios.edu</p> <p> California Department of Fish and Wildlife</p> <p><b>Welcome Kristin Wenzel,</b></p> <p>Welcome to the California Department of Fish and Wildlife Extranet.</p> <p>Your username is <a href="mailto:w0611574@apps.losrios.edu">w0611574@apps.losrios.edu</a>.</p> <p>As part of the sign-up process for this site you will be required to <a href="#">Set a Password</a> before <b>Wednesday, October 24, 2018 11:30am</b>.</p> <p>If you have not selected a password by this time you will have to <a href="#">Restart the Password Change Process</a>.</p> <p>You can access your account at <a href="https://id.wildlife.ca.gov/landing/">https://id.wildlife.ca.gov/landing/</a>.</p>
<p>Step 5</p>	<ul style="list-style-type: none"> <li>Click “I would like to use a password to access this website”</li> </ul> 

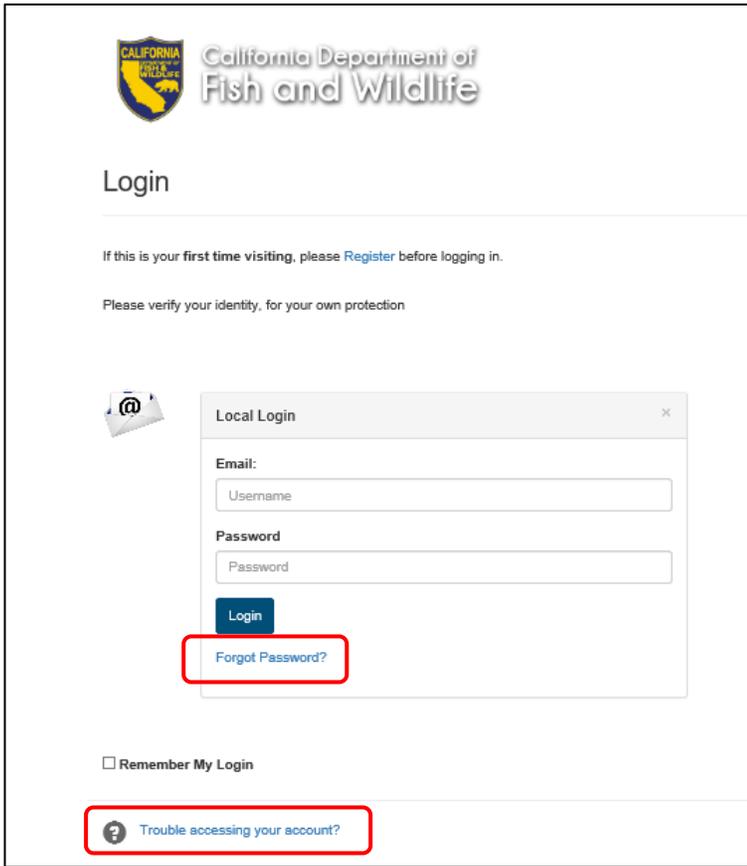
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<p>Step 6</p>	<ul style="list-style-type: none"><li>Following the instructions in the Password Checklist, enter a password and click "Set Password"</li></ul> <div data-bbox="354 247 1463 730"></div> <p><i>NOTE: You are required to retype your new password to confirm the Change.</i></p>
<p>Step 7</p>	<p>Navigate to the SCP Portal</p> <ul style="list-style-type: none"><li>From the Confirmation screen, click "Home"</li></ul> <div data-bbox="354 919 1312 1255"></div>
<p>Step 8</p>	<ul style="list-style-type: none"><li>Click the Envelope icon to login with your email address and new password</li></ul> <div data-bbox="354 1318 873 1877"></div>

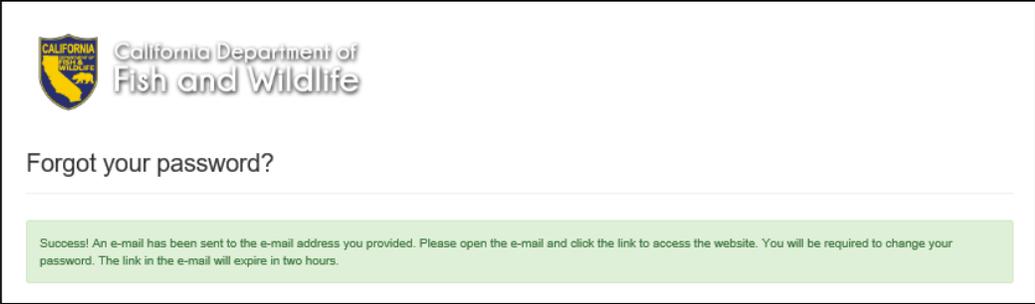
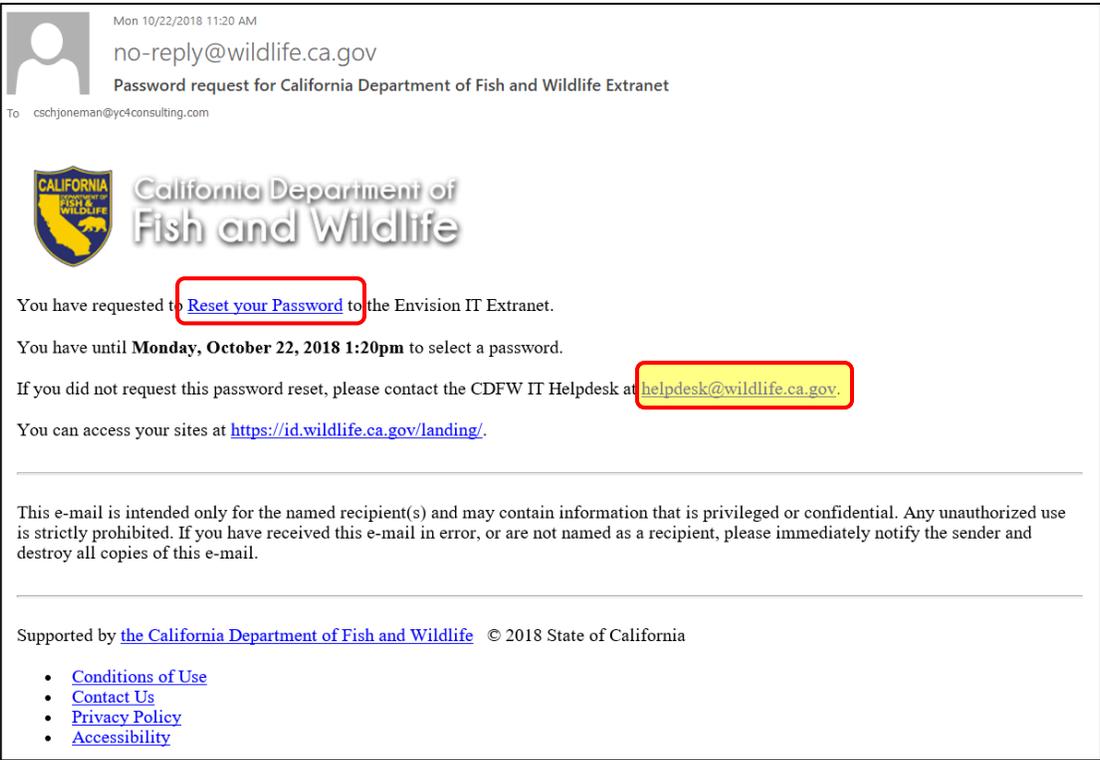
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<p>Step 9</p>	<ul style="list-style-type: none"><li>• Enter your email address and new password, then click “Login”</li></ul> 
<p>Step 10</p>	<p>Click “Scientific Collecting Permit Portal (SCPP)”</p> 

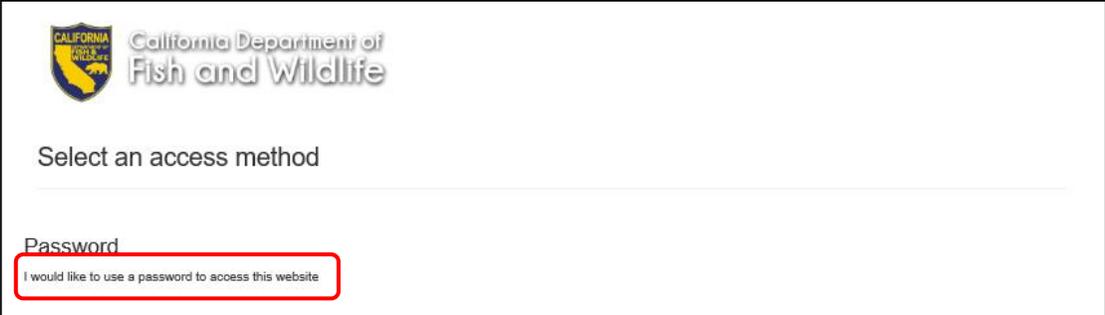
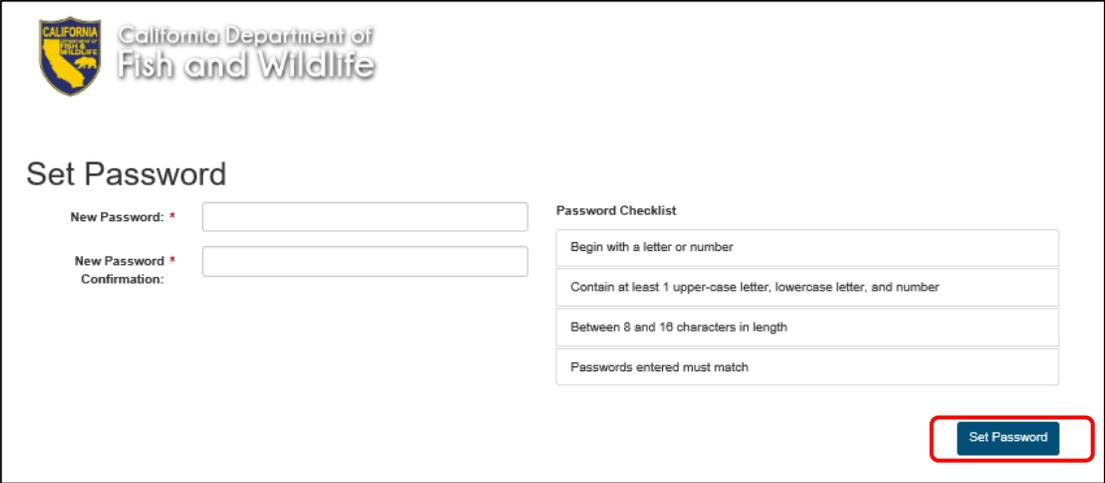
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<p>Step 11</p>	<p><u>Request Password Reset</u></p> <ul style="list-style-type: none"><li>Select “Forgot Password?” or “Trouble accessing your account?”</li></ul> 
<p>Step 12</p>	<ul style="list-style-type: none"><li>Enter your email address, then click Send</li></ul> 

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<p>Step 13</p>	<ul style="list-style-type: none"><li>You should receive the following Confirmation screen:</li></ul> <div data-bbox="358 212 1393 516"></div> <p><i>NOTE: If you do not receive an email within a few minutes, check your Junk Email folder or Spam folder for the email.</i></p>
<p>Step 14</p>	<p><u>Reset Password</u></p> <ul style="list-style-type: none"><li>Click the “Reset your Password” link in the email notification</li></ul> <div data-bbox="358 743 1458 1503"></div> <p><b><i>NOTE: You MUST reset your password immediately or the request will expire.</i></b> <b><i>Please email <a href="mailto:SCPermits@wildlife.ca.gov">SCPermits@wildlife.ca.gov</a> with any questions on this step – do NOT hit reply to the <a href="mailto:Helpdesk@wildlife.ca.gov">Helpdesk@wildlife.ca.gov</a> OR the <a href="mailto:SharepointAdmins@wildlife.ca.gov">SharepointAdmins@wildlife.ca.gov</a></i></b></p>

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<p>Step 15</p>	<ul style="list-style-type: none"> <li>Click “I would like to use a password to access this website”</li> </ul> 
<p>Step 16</p>	<ul style="list-style-type: none"> <li>Following the instructions in the Password Checklist, enter a new password and click “Set Password”</li> </ul>  <p><i>NOTE: You are required to retype your new password to confirm the Change.</i></p>
<p>Step 17</p>	<ul style="list-style-type: none"> <li>To navigate to SCPP, see Step 7 above.</li> </ul>