



STATE OF CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE

SCP--SCIENTIFIC COLLECTING PERMIT SYSTEM

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.

Reporting Requirements Principal Investigators and Student Permitholders shall report wildlife taken and/or possessed either within 30 days following the expiration of the permit, upon submitting a renewal application, whichever comes first, or as required by the Authorizations or conditions of the permit (refer to Title 14, subsection 650(p), CCR for reporting requirements). Failure to submit required reports shall result in revocation of an existing permit, and may result in denial of subsequent applications by that Permitholder, or denial of future approval as a Permitholder or Authorized Individual on other permits, pursuant to Title 14, subsections 650(p) and 650(r), CCR.

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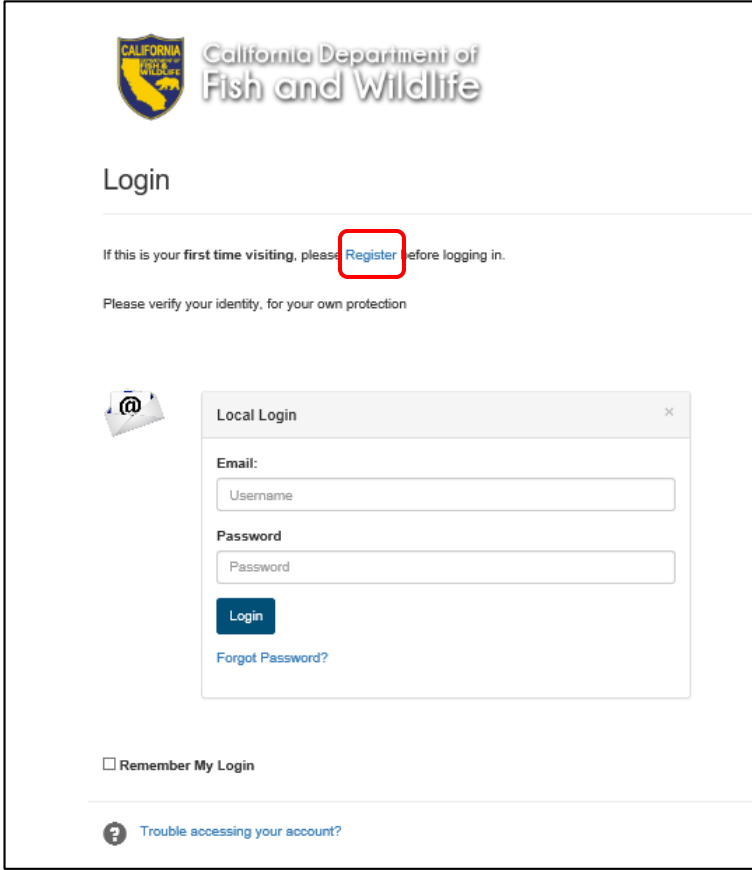
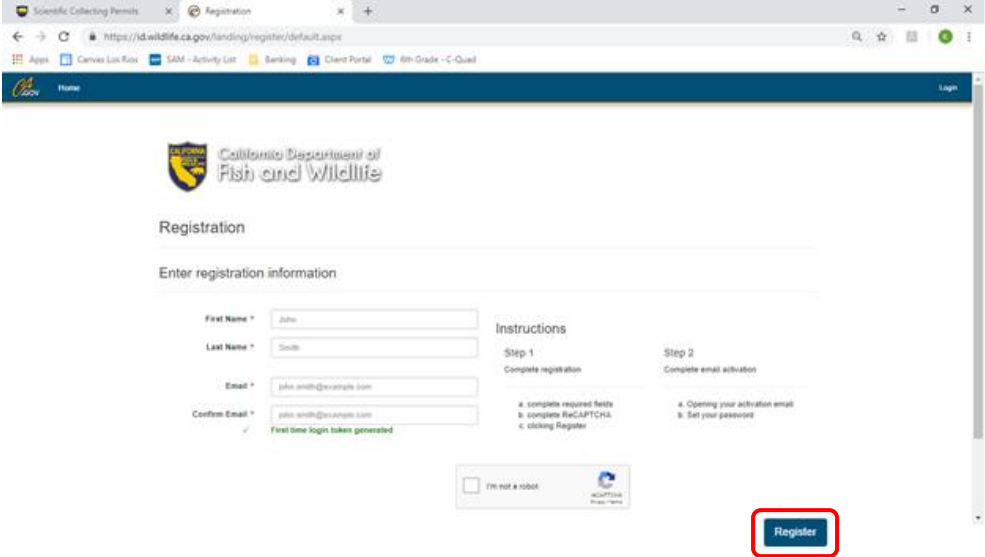
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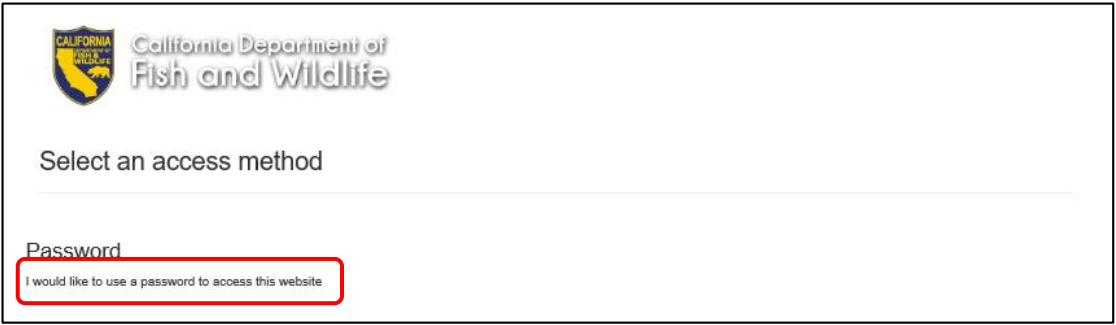
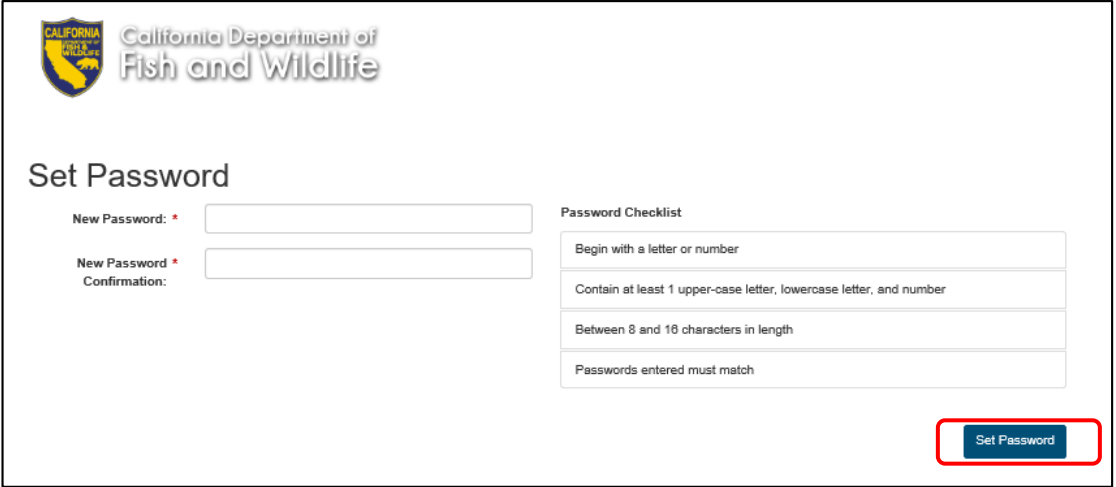
System Guidelines	
	<ul style="list-style-type: none">•

SCP Portal to create a login ID, a Profile, and then apply for and manage SCP applications can be accessed at:
<https://scpapp.wildlife.ca.gov>


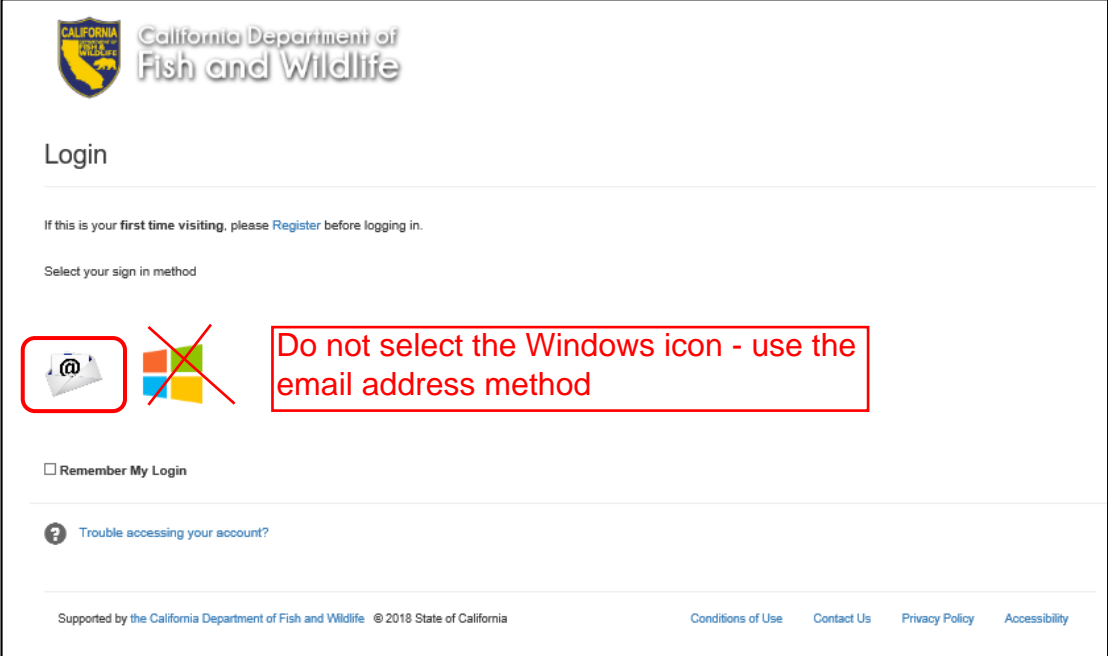
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SCP System Instruction	
Step 1	Navigate to https://wildlife.ca.gov/Licensing/Scientific-Collecting and click Apply Now
Step 2	<p>Creating Your Login ID</p> <ul style="list-style-type: none">Click "Register"  <p>The screenshot shows the login page for the California Department of Fish and Wildlife. At the top is the department's logo. Below it, the word "Login" is displayed. A message states: "If this is your first time visiting, please Register before logging in." The word "Register" is enclosed in a red rectangular box. Below this message, there is a "Local Login" form with fields for "Email:" (containing "Username") and "Password:" (containing "Password"). A blue "Login" button is present, along with a "Forgot Password?" link. At the bottom of the form, there is a "Remember My Login" checkbox and a "Trouble accessing your account?" link.</p>
Step 3	<ul style="list-style-type: none">Enter your information, select "I'm not a Robot" and click Register  <p>The screenshot shows the registration page on the California Department of Fish and Wildlife website. The page title is "Registration". It asks the user to "Enter registration information" and provides fields for "First Name", "Last Name", "Email", and "Confirm Email". A "First time login token generated" message is visible. To the right, there are "Instructions" for Step 1 (Complete registration) and Step 2 (Complete email activation). At the bottom, there is a "I'm not a robot" checkbox and a blue "Register" button, which is highlighted with a red rectangular box.</p> <p>NOTE: You MUST set your password immediately or the request will expire.</p>

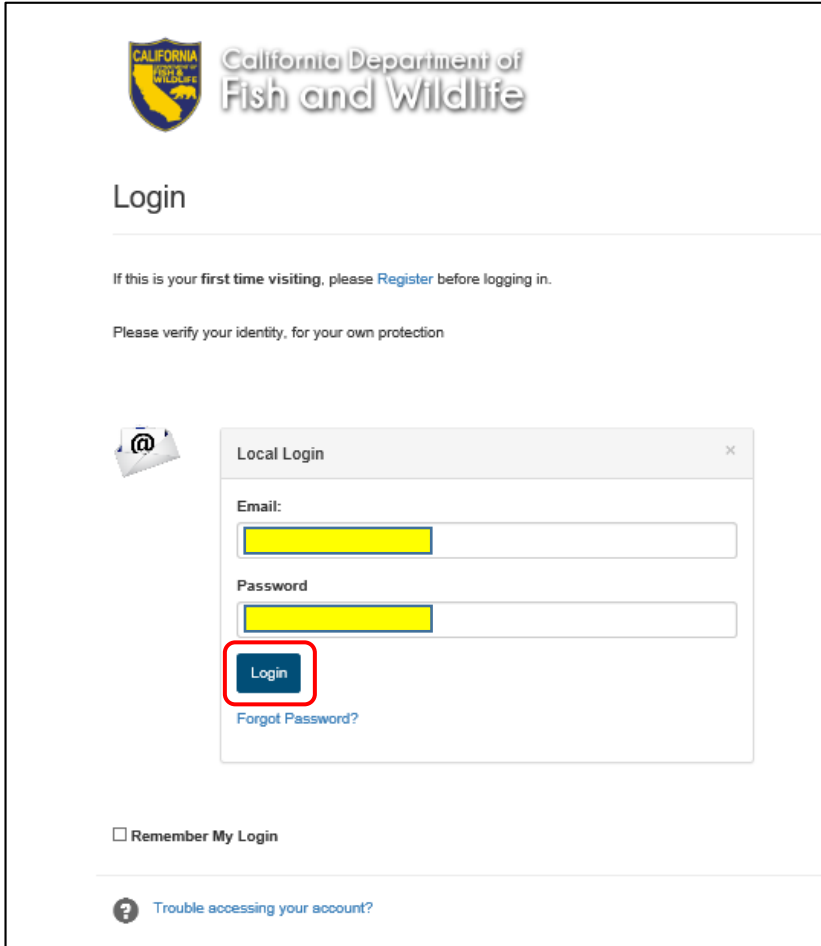

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<p>Step 4</p>	<p><u>Set Your Password</u></p> <ul style="list-style-type: none"> From the confirmation email, click “Set a Password” <p>Your new account at California Department of Fish and Wildlife Extranet</p>  <p>To: w0611574@apps.losrios.edu</p>  <p>Welcome Kristin Wenzel,</p> <p>Welcome to the California Department of Fish and Wildlife Extranet.</p> <p>Your username is w0611574@apps.losrios.edu.</p> <p>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.</p> <p>If you have not selected a password by this time you will have to Restart the Password Change Process.</p> <p>You can access your account at https://fd.wildlife.ca.gov/landing/.</p>
<p>Step 5</p>	<ul style="list-style-type: none"> Click “I would like to use a password to access this website” 
<p>Step 6</p>	<ul style="list-style-type: none"> Following the instructions in the Password Checklist, enter a new password and click “Set Password”  <p><i>NOTE: You are required to retype your new password to confirm the Change.</i></p>

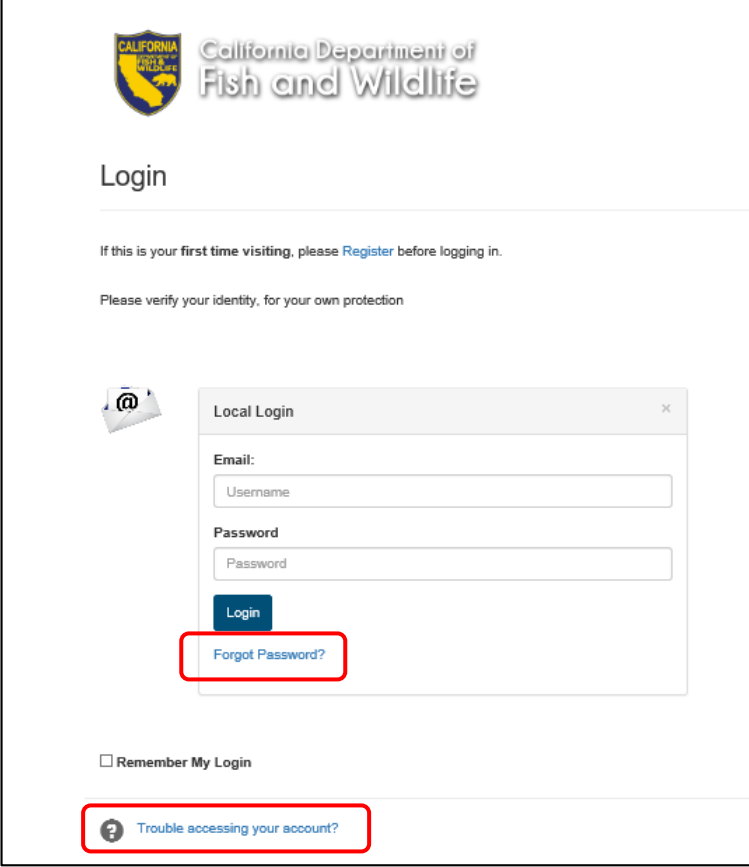
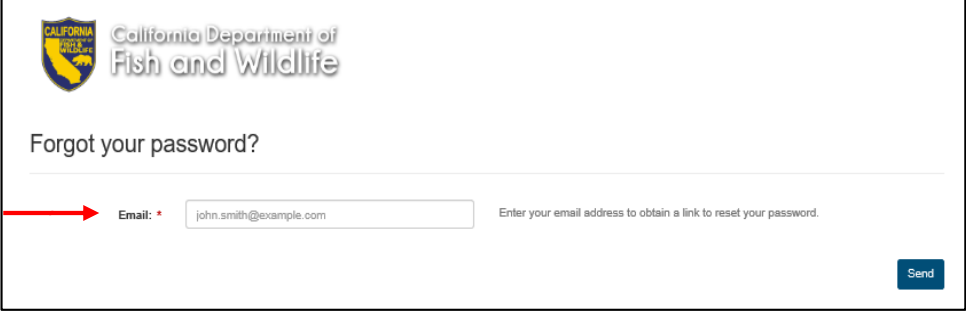
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<p>Step 7</p>	<p>Navigate to the SCP Portal</p> <ul style="list-style-type: none">From the Confirmation screen, click "Home"  <p>The screenshot shows a dark blue header bar with the CA.GOV logo on the left and a white button labeled "Home" on the right. Below the header is the California Department of Fish and Wildlife logo and name.</p>
<p>Step 8</p>	<ul style="list-style-type: none">Click the Envelope icon to login with your email address and new password  <p>The screenshot shows the login page for the California Department of Fish and Wildlife. It includes the department logo, a "Login" heading, and a "Select your sign in method" section. Two icons are shown: an envelope icon (circled in red) and a Windows logo icon (crossed out with a red X). A red-bordered box contains the text: "Do not select the Windows icon - use the email address method". Below the icons is a "Remember My Login" checkbox and a "Trouble accessing your account?" link. The footer contains copyright information and links for "Conditions of Use", "Contact Us", "Privacy Policy", and "Accessibility".</p>

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

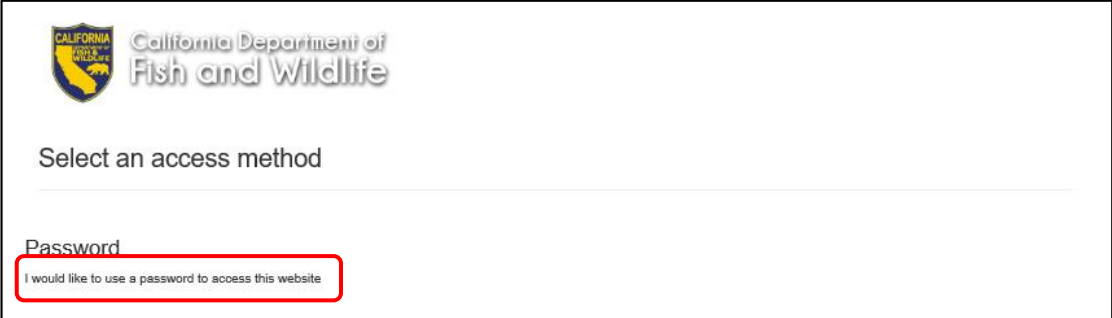
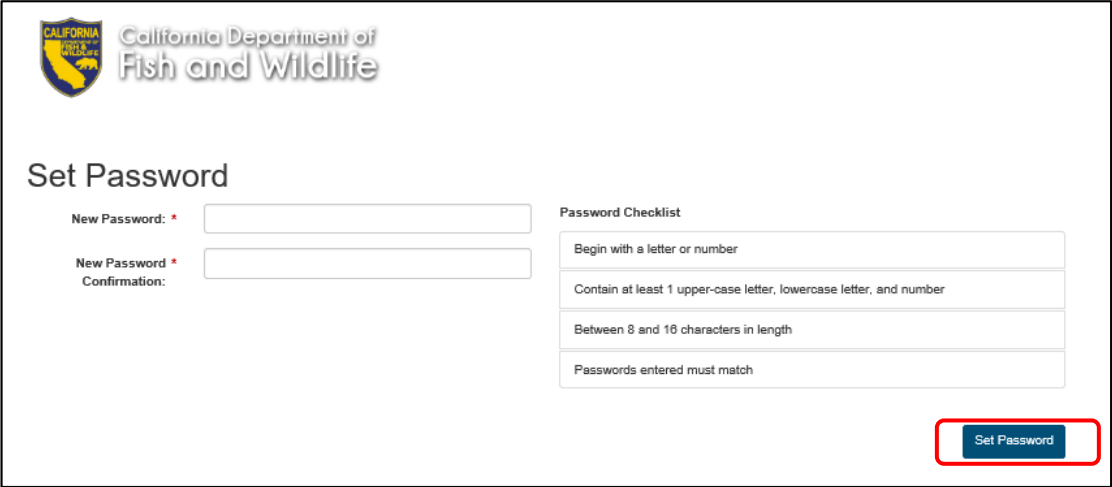
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<p>Step 11</p>	<p><u>Request Password Reset</u></p> <ul style="list-style-type: none">Select “Forgot Password?” or “Trouble accessing your account?” 
<p>Step 12</p>	<ul style="list-style-type: none">Enter your email address, then click Send 

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<p>Step 13</p>	<ul style="list-style-type: none"> You should receive the following Confirmation screen: <div data-bbox="358 212 1393 516" style="border: 1px solid black; padding: 10px;">  </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"> Click the “Reset your Password” link in the email notification <div data-bbox="358 743 1458 1503" style="border: 1px solid black; padding: 10px;">  </div> <p><i>NOTE: You MUST reset your password immediately or the request will expire.</i></p>

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