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 Permit Holders 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 Permit Holder, or denial of future approval as a Permit Holder or Authorized Individual on other permits, pursuant to Title 14, subsections 650(p) and 650(r), CCR.
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## Resetting Your SCPP Password

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<th>System Guidelines</th>
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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
**SCP System Instruction**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Navigate to <a href="https://wildlife.ca.gov/Licensing/Scientific-Collecting">https://wildlife.ca.gov/Licensing/Scientific-Collecting</a> and click Apply Now</th>
</tr>
</thead>
</table>
| Step 2 | Creating Your Login ID  
  - Click “Register” |

![Login page](image1.png)

**Step 3**  
- Enter your information, select “I’m not a Robot” and click Register

![Registration page](image2.png)

**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”

Your new account at California Department of Fish and Wildlife Extranet

<table>
<thead>
<tr>
<th><a href="mailto:no-reply@wildlife.ca.gov">no-reply@wildlife.ca.gov</a> <a href="mailto:no-reply@wildlife.ca.gov">no-reply@wildlife.ca.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 AM</td>
</tr>
<tr>
<td>To: <a href="mailto:w0611574@apps.lossios.edu">w0611574@apps.lossios.edu</a></td>
</tr>
</tbody>
</table>

Welcome Kristin Wenzel,

Welcome to the California Department of Fish and Wildlife Extranet.

Your username is w0611574@apps.lossios.edu.

As part of the sign-up process for this site you will be required to [Set a Password](mailto:no-reply@wildlife.ca.gov) 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](https://is.wildlife.ca.gov/faxing/).

### Step 5
- Click “I would like to use a password to access this website”

### Step 6
- Following the instructions in the Password Checklist, enter a new password and click “Set Password”

**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”

[Image of Home button]

### Step 8
- Click the Envelope icon to login with your email address and new password

[Image of Login page]

*Do not select the Windows icon - use the email address method*
Step 9

- Enter your email address and new password, then click “Login”

Step 10

Click “Scientific Collecting Permit Portal (SCPP)”
Step 11 Request Password Reset

• Select “Forgot Password?” or “Trouble accessing your account?”

Step 12

• Enter your email address, then click Send
Step 13

- You should receive the following Confirmation screen:

![Confirmation Screen](image1)

**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

![Email Notification](image2)

You have requested to **Reset your Password** 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 IT Helpdesk at helpdesk@wildlife.ca.gov.

You can access your sites at [https://id.wildlife.ca.gov/landing/](https://id.wildlife.ca.gov/landing/).

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**NOTE:** You MUST reset your password immediately or the request will expire.
### Step 15
- Click “I would like to use a password to access this website”

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### Step 16
- Following the instructions in the Password Checklist, enter a new password and click “Set Password”

### NOTE:
You are required to retype your new password to confirm the Change.

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### Step 17
- To navigate to SCPP, see Step 7 above.