

San Bernardino County Stormwater Program Online Training Program

Log in instructions

The online training system can be accessed at:

<http://www.atcintranetu.com/iusbcounty>

*Note: A direct link is available off of the SB County stormwater website
www.sbcounty.gov/stormwater*



For first time access:

At the log-in prompt, each employee type in the following User ID and password:

User ID: ***

Password: *****

Note: Please contact Dan Ilkay at (909) 387-8119 for your agency's password information.

This will initiate the establishment of a User profile for each employee. Next time employee accesses system they will enter User ID and password established in the next screen.

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The screenshot shows a web browser window titled 'Intranet U@ - My Profile - Microsoft Internet Explorer'. The address bar shows the URL: <http://www.akcintranetu.com/usbcounnty/profile/profile.asp?status=enroll>. The page content includes a blue header with the text 'My Profile' and a table with columns: 'General User - Upland', 'GROUP NAME', 'UPL', 'GROUP ID', and 'Upland', 'GROUP TYPE'. Below the header, there is a paragraph of instructions: 'Fill in the form below with your login preferences and information about yourself and click on Create to continue. Fields labeled in orange and marked with a left guillemot (») indicate required data.' The form fields are: 'User ID »', 'Password »', 'First Name »', 'Last Name »', 'Email Address', 'Job Title »', and 'Agency »' (a dropdown menu). A 'CREATE' button is located at the bottom left of the form area.

Next, the employee will enter information into the following fields:

User ID: Employee assigned ID (As long as User ID is not already taken, there is no restriction)

Password: As long as password is not already taken, there is no restriction.

First Name: First name of employee.

Last Name: Last name of employee.

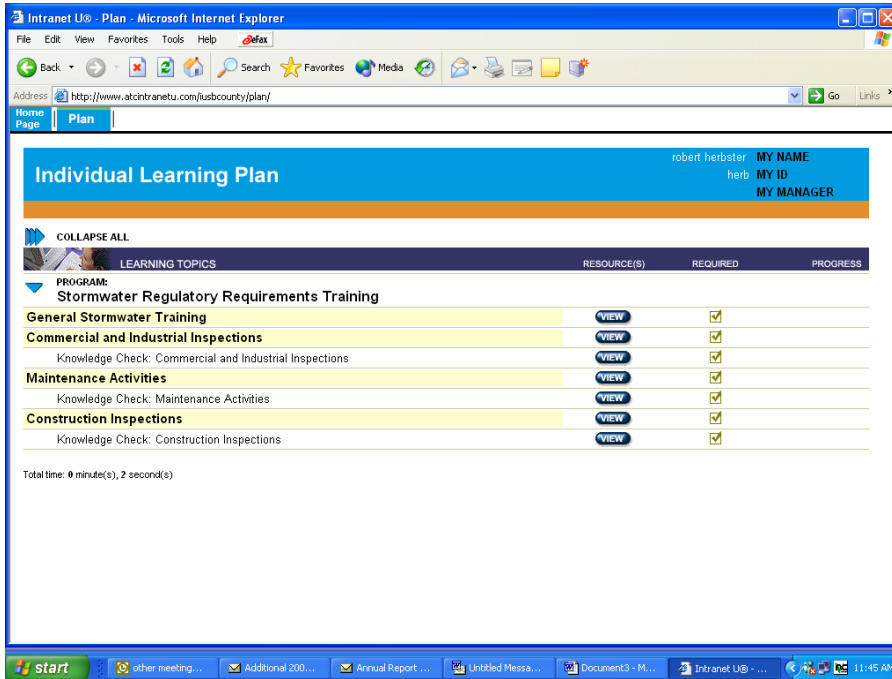
Email address: This field is optional.

Job Title: Employee job title on record in HR. Please do not abbreviate.

City: Employee selects their appropriate agency from drop down menu.

Note: It is important that the employee remembers their User ID and password entered into this screen for future use. The next time employee accesses the system they will type their new User ID and password created in this screen.

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After entering information, the employee will be shown the Individual Learning Plan with all four modules. All modules will be available to employees, so it may be necessary to direct employees to the module(s) most appropriate to their position.