

# SCPRS Reference Guide

## New User Log In

### New User

As a new user, you will need to request a user ID and password. Follow the steps below:

Step	Action
1	Access SCPRS at <a href="https://www.scprs.dgs.ca.gov">https://www.scprs.dgs.ca.gov</a> .
2	Click on the <b>Log In to SCPRS</b> link to the left side of the screen.
3	Click on <b>New User</b> link
4	Enter the information. All fields required has an asterisk.
5	Then Click on <b>Submit</b>
6	A number of options may appear at this time <ol style="list-style-type: none"><li>1) A drop down list will be available. Select your department.</li><li>2) Your department will display, however, a small box will display below asking if you are logging in under another department. If you are not, then continue with step 7. If you are, then click the small box and follow the screen prompts to complete the log in access request.</li><li>3) If your department is not listed on the drop down, then click the box below that indicates your department is not listed and follow the screen prompts to complete the log in access request.</li></ol>
7	Click on Submit (if you selected option one or two above)
8	You will receive a message that says: “Your account has been created but is NOT authenticated....” This means that you will need to wait until you receive an email indicating you have been authenticated before trying to log in again.

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## New User Log In, Continued

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**After  
Authentication**

Once you have received an email indicating you have been authenticated, you can now log into the system.

**Note:** It is a good idea to reset your password immediately after logging in – the password you received is system generated and may be hard to remember. Go to “Password” section of this reference guide for instructions.

<b>Step</b>	<b>Action</b>
1	To access SCPRS, go to <a href="https://www.scprs.dgs.ca.gov">https://www.scprs.dgs.ca.gov</a> website
2	Click on <b>Log In to SCPRS</b> link located on the left side of the screen
3	Type in your email address. (i.e. <a href="mailto:linda.lange@dgs.ca.gov">linda.lange@dgs.ca.gov</a> )
4	Type in the password you received via email
5	Click on <b>Sign In</b>
6	You will be brought to SCPRS main menu. Do not skip this screen – be sure to read the information as it updates you periodically on changes to the system. (If you create a bookmark, be sure to bookmark this screen.)
7	Now you are ready to begin working in SCPRS.

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