

SumTotal Registration Guide

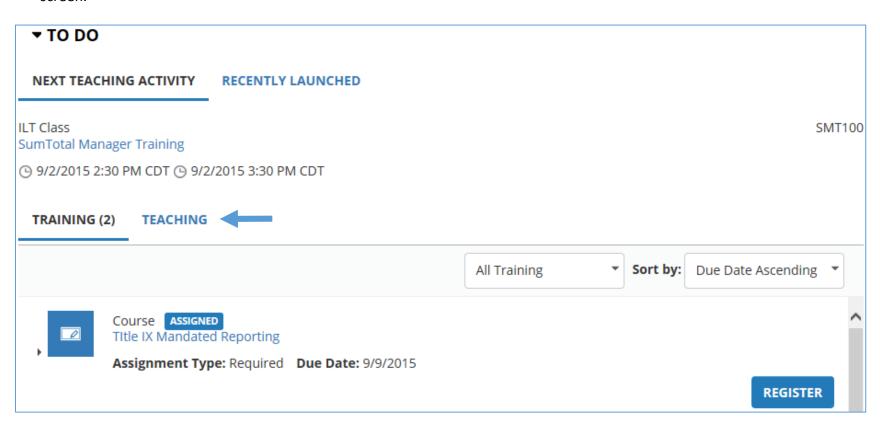


The default screen you are shown once logged in, is the Catalog along with your To Do list, and a shortcuts menu. The Catalog shows available trainings listed by the department that offers them.

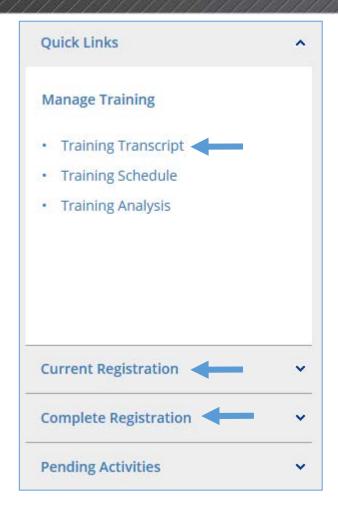
▼ CATALOG View Related Categories **Compliance Training Environmental Health & Safety New Employee Orientation AFISM** Budget Sexual Abuse & Child Molest... Art Safety New Employee Orientation · Cognos Reporting **Prevention Training** Biological Safety Office of Research Services Title IX Mandated Reporter C... Bloodborne Pathogen Finance Budget Basics · Chemical Hygiene Plan HR & Payroll Title IX Mandated Reporter O... Cayuse SP & 424 · Workplace Violence Preventi... Confined Space Procurement NSF FastLane · Forklift Basics & Manuevers · Property Inventory **EEO Non-discrimination Training** · Research Orientation for Hazard Communication Xtender · EEO Classroom Training New Faculty · Hazardous Material Shipping



Under the Catalog is the To Do list. This will show a list of activities you have been assigned or are currently registered for. The Teaching tab will show a list of activities you're an instructor for. However, you cannot manage the roster from this screen.



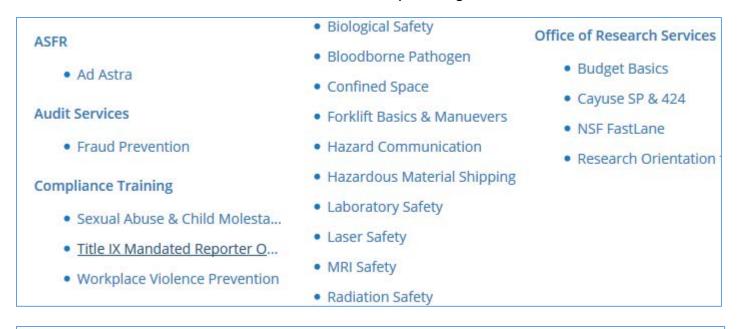




On the left hand side of the Catalog is the Quick Links section. This allows easy access to your transcript, and a list of current and completed registrations.



To register for a class, select the title of the class in the Catalog. If you are registering for a classroom training, select the date of the class, then select register. You will receive a notification email with the training's information such as time, date, and location. Online classes can be started immediately after registration.







Once you have selected Register, you will then need to hit Submit as shown below. You will receive a notification email with the training's information such as time, date, and location. Online classes can be started immediately after registration, and can be found under the To Do list at the bottom of the Learner tab. Select Start by an activity to begin the training. Pop-ups need to be enabled before attempting an online training.

▼ REQUIRED SELECTION IS COMPLETE

1 ACTIVITIES







To cancel a registration, hover over the Learner tab, hover over the Learn section and select Training Schedule. Check the box next to the activity you wish to cancel, then select the arrow next to "Cancel Registration".

