



TEXAS TECH UNIVERSITY
Human Resources


SumTotal Registration Guide



Learner

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](#)

AFISM

- Budget
- Cognos Reporting
- Finance
- HR & Payroll
- Procurement
- Property Inventory
- Xtender

Compliance Training

- Sexual Abuse & Child Molest...
Prevention Training
- Title IX Mandated Reporter C...
- Title IX Mandated Reporter O...
- Workplace Violence Preventi...

EEO Non-discrimination Training

- EEO Classroom Training

Environmental Health & Safety

- Art Safety
- Biological Safety
- Bloodborne Pathogen
- Chemical Hygiene Plan
- Confined Space
- Forklift Basics & Manuevers
- Hazard Communication
- Hazardous Material Shipping

New Employee Orientation

- New Employee Orientation

Office of Research Services

- Budget Basics
- Cayuse SP & 424
- NSF FastLane
- Research Orientation for
New Faculty



Learner

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.

▼ TO DO

NEXT TEACHING ACTIVITY

RECENTLY LAUNCHED

ILT Class

SMT100

SumTotal Manager Training

🕒 9/2/2015 2:30 PM CDT 🕒 9/2/2015 3:30 PM CDT

TRAINING (2)

TEACHING ←

All Training ▼

Sort by:

Due Date Ascending ▼



Course **ASSIGNED**

Title IX Mandated Reporting

Assignment Type: Required **Due Date:** 9/9/2015

REGISTER



Learner

Quick Links ^

Manage Training

- Training Transcript ←
- Training Schedule
- Training Analysis

Current Registration ← v

Complete Registration ← v

Pending Activities v






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.



Learner

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.

ASFR <ul style="list-style-type: none">• Ad Astra	<ul style="list-style-type: none">• Biological Safety• Bloodborne Pathogen• Confined Space• Forklift Basics & Manuevers• Hazard Communication• Hazardous Material Shipping• Laboratory Safety• Laser Safety• MRI Safety• Radiation Safety	Office of Research Services <ul style="list-style-type: none">• Budget Basics• Cayuse SP & 424• NSF FastLane• Research Orientation
Audit Services <ul style="list-style-type: none">• Fraud Prevention		
Compliance Training <ul style="list-style-type: none">• Sexual Abuse & Child Molesta...• <u>Title IX Mandated Reporter O...</u>• Workplace Violence Prevention		

 Print	 Export	Sort by: <input type="text" value="Name Ascending"/>	
	Course Title IX Mandated Reporter Training Copyright Texas Tech University	TITLEIX100	
View Details	Actions ▾		REGISTER



Learner

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



Course

TITLEIX100

Title IX Mandated Reporter Training

REGISTRATION ALL...

[CANCEL](#) [NEXT](#) [SUBMIT](#)





Learner

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".

The screenshot shows the 'Learner' tab selected in the top navigation bar. Below it, the 'Learn' section is highlighted in the left sidebar. In the main content area, the 'Training Schedule' link is highlighted with a blue arrow pointing to it from the 'Favorites' link.

The screenshot shows the 'Task:' section with a dropdown menu set to 'Cancel registration'. A blue arrow points to a right-pointing arrow button next to the dropdown. Below this, there is a table with a checkbox in the first column and a 'Name' header in the second column. The first row of the table has a checkbox and the text 'Course: Title IX Mandated Reporter Training'. A blue arrow points to the checkbox. Below the table is a blue 'START' button.